

GREENSBORO BAR ASSOCIATION
Young Lawyers Section

September 25, 2019

Dear Applicant:

Congratulations on your recent completion of law school and passing the North Carolina Bar Examination!

On behalf of the Young Lawyers Section of the Greensboro Bar Association, I welcome you to Guilford County, and I encourage you to become active in the Greensboro Bar Association and, more particularly, the Young Lawyers Section. The Young Lawyers Section is open to all attorneys who have been licensed within the last five years and/or who are under 40 years of age.

Each year the Young Lawyers Section sponsors a Swearing-In Ceremony for the admission of newly licensed attorneys to the state and federal courts. This ceremony is also open to newly licensed attorneys (who have already been admitted to state court and/or federal court) who simply want to participate in the ceremony and be introduced to the Greensboro Bar Association.

This year's Swearing-In Ceremony will be held on October 25, 2019 at 3:00 p.m. in Courtroom 3 of the United States District Court in downtown Greensboro.

You are welcome to invite guests to the ceremony; however, we ask that you be mindful of the space constraints within the courtroom and limit such invitations to a reasonable number of individuals. Please be aware that, depending on the number of new attorneys participating in the ceremony, it may become necessary for us to limit the number of guests that may accompany each newly licensed attorney to the ceremony. If such a limit becomes necessary, we will advise you of this as early as possible.

Our local judiciary requires that your certificate from the North Carolina Board of Law Examiners be present when you are sworn in. Therefore, you must bring the actual certificate with you to the Swearing-In Ceremony. As explained in Item 3, below, a copy of your Attorney's Oath and Order may be attached to the back of your certificate during your swearing in. We strongly recommend that you not have your certificate framed until after you have been sworn in.

Accompanying this letter are the following materials for you to review and complete as soon as possible:

1. **Exhibit A – Application for Swearing-In Ceremony** - Complete and return ASAP to Nicole Scallon (nscallon@hensonlawyers.com).

Please note that your sponsoring attorney must be a member in good standing of each Bar to which he or she is sponsoring you. This means that if you are seeking admission into state and federal court, your sponsor must have been admitted to practice in both state court and the Middle District of North Carolina. Please inform your sponsoring attorney of the date, place, and time of

the ceremony. Your sponsoring attorney will be given the opportunity to introduce you and give a short summary of your background. If you do not have a sponsoring attorney, a member of the Greensboro Young Lawyers Board will gladly sponsor you or help you find a sponsoring attorney (please indicate on the form if you need a sponsoring attorney). Please return this form to Nicole Scallon **no later than Friday, October 18, 2019** so that your name and the name of your sponsoring attorney can be included in the program to be distributed at the ceremony. If you submit your application after this date, you may be allowed to be sworn in, but your name will not appear in the program.

2. **Exhibit B – Memorandum To Persons Requesting Admission to the Bar**

Please note the requirements for being sworn in and the items you will need with you at the ceremony.

3. **Exhibit C – Attorney’s Oath and Order for Admission to State Court** - Please bring three (3) typewritten, completed, but **unsigned** copies to ceremony

If you desire to be sworn into State Court, please complete this form in type, and bring three (3) copies with you to the Swearing-In Ceremony. Please note that the **signatures are to be completed at the ceremony**. The original Oath and Order will be filed with the Clerk of Superior Court after the Swearing-In Ceremony. You will receive a conformed copy which you should mail to the North Carolina State Bar after you have been sworn in. An additional conformed copy may be attached to the back of your certificate from the North Carolina Board of Law Examiners at your swearing-in. There is no charge for admission to the State Courts.

4. **Exhibit D – Application for Admission to Practice in the United States District Court for the Middle District of North Carolina** – Please complete in duplicate and return to Clerk of Court with fee prior to the ceremony.

This form must be completed in duplicate. The Clerk will file the original after the ceremony. You may keep the conformed copy for your records. The Federal Court admission fee is \$181.00. **Please take correct change or a check payable to "Clerk, U.S. District Court," along with the completed forms, to the Clerk's office in the Federal Courthouse, located at the corner of Eugene Street and West Market Street any time before the ceremony if you desire to be sworn into Federal Court at the ceremony. If you would like to hand deliver your application to the federal courthouse, the Clerk will accept credit cards.** The Clerk will give you a receipt to take with you to the ceremony to show that you have paid the required fee. Please note that photo identification is necessary to enter the Federal Courthouse. Also, cameras, including cell phones containing cameras, are **prohibited** inside the Federal Courthouse. Do not bring these items with you when visiting the Clerk. You will be denied entrance to the Federal Courthouse until those items have been removed from the property.

You will notice on this form that you must certify that you have read and are familiar with the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, the Federal

Rules of Evidence, the Rules of Practice and Procedure for the United States District Court for the Middle District of North Carolina (known as the "Local Rules"), and the North Carolina Code of Professional Responsibility. A copy of the Local Rules is available at www.ncmd.uscourts.gov/court-info/local-rules-and-orders.

5. **Exhibit E – Greensboro Bar Association Benefits** – Return with fee to GBA.

This application should be sent directly to the Greensboro Bar Association at P.O. Box 1825, Greensboro, NC 27402, along with a check for **\$40.00 made payable to the Greensboro Bar Association**, which will cover your annual dues for the year. This is a special Rate for new attorneys for join at the Swearing-In Ceremony.

Your introduction to the State and Federal Court and to members of the practicing Bar marks a significant milestone. Congratulations!

Please be at the Swearing-In Ceremony, in Courtroom 3, on October 25, 2019, no later than 2:45 p.m. with your sponsoring attorney. Congratulations again! We look forward to seeing you on October 25, 2019.

With best personal regards, I am

Very Truly Yours,



Andrew Steffensen
GBA YLS President
Schell Bray PLLC

[Exhibit A to 2019 Swearing-In Application Packet]

EXHIBIT A

Application for Swearing-In Ceremony

APPLICATION for SWEARING-IN CEREMONY

Friday, October 25, 2019
3:00 p.m.

Courtroom 3
United States District Court
324 W. Market Street
Greensboro, NC 27401

1. _____
NAME (As you want it to appear in the Swearing-In Ceremony Program)

Phoenetic Pronunciation: _____

2. _____
Telephone Number

3. _____
ADDRESS

4. _____
SPONSORING ATTORNEY

5. I wish to be sworn in and admitted to: (Check those that apply)

_____ STATE COURT
_____ FEDERAL COURT
_____ NEITHER-I WILL BE INTRODUCED ONLY

6. If employer known, please list firm/organization and address:

Please return to: Nicole Scallon
Henson & Talley, LLP
nscallon@hensonlawyers.com
(336) 275-0587

[Exhibit B to 2019 Swearing-In Application Packet]

EXHIBIT B

Memorandum to Persons Requesting Admission to the Bar

September 25, 2019

TO: PERSONS WHO ARE REQUESTING ADMISSION TO THE BAR AT
THE GREENSBORO BAR ASSOCIATION OCTOBER CEREMONY

In order to be sworn in as a lawyer, you need to do the following things:

1. A lawyer licensed to practice in North Carolina must move the Court for your admission to practice. This individual is commonly referred to as your "sponsor." If you have a sponsor, that individual must come with you to the Swearing-In Ceremony. Your sponsoring attorney must be a member in good standing of each Bar to which he or she is sponsoring you. **This means that if you are seeking admission into state and federal court, your sponsor must have been sworn in to both state court and the Middle District of North Carolina.** If you do not have a sponsor, you must indicate this on your Application for the Swearing In Ceremony so that the Young Lawyers Section can be sure to provide you with a sponsor.
2. Complete the Application for Swearing-In Ceremony and return it to Nicole Scallon by **Friday, October 18, 2019** at nscallon@hensonlawyers.com.
3. If you wish to be admitted to the Federal Court, you **must** pay the admission fee to the Clerk in the Federal Courthouse **prior** to the Swearing-In.
4. Bring with you three (3) copies of the Oath (included herein as Exhibit C) with **everything filled in except your signature and the Judge's signature**. After the oath is administered and the forms are signed, you will leave one form with the Clerk in the courtroom, mail one form back to the State Bar, and keep one form for your records.

Bring your law license to the ceremony. Yes, we really mean for you to bring the big fancy piece of paper you are going to have framed. It must be shown to the presiding judge before he/she will sign the Oath and Order of Admission. If you have not received your law license by October 18, 2019, please contact Nicole Scallon immediately at nscallon@hensonlawyers.com or (336) 275-0587.

[Exhibit C to 2019 Swearing-In Application Packet]

EXHIBIT C

Attorney's Oath and Order for Admission to State Court

THE NORTH CAROLINA STATE BAR

_____ County

Re: Oath of Office as an Attorney at Law

I, _____, do solemnly swear that I will support the Constitution of the United States; so help me God.

I, _____, do solemnly and sincerely swear that I will be faithful and bear true allegiance to the State of North Carolina and to the Constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said state, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; so help me God.

I, _____, do swear that I will truly and honestly demean myself in the practice of an Attorney, according to the best of my knowledge and ability, so help me God.

Signature of Petitioner

_____ has been presented to the undersigned judge presiding of the General Court of Justice in open court for admission to the practice of law in North Carolina by a duly licensed North Carolina attorney. The attorney for admission has exhibited to the Court a certificate of license to practice law in North Carolina issued by the North Carolina Board of Law Examiners. The attorney for admission has taken the oaths prescribed for attorneys before the undersigned. The attorney for admission is entitled to be admitted to the practice of law in North Carolina.

IT IS ORDERED that _____ be and is hereby admitted to the practice of law in all the Courts of this State.

This the _____ day of _____, 20 _____.

Judge Presiding

_____ Court Division
General Court of Justice

THE NORTH CAROLINA STATE BAR

_____ County

Re: Oath of Office as an Attorney at Law

I, _____, do solemnly swear that I will support the Constitution of the United States; so help me God.

I, _____, do solemnly and sincerely swear that I will be faithful and bear true allegiance to the State of North Carolina and to the Constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said state, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; so help me God.

I, _____, do swear that I will truly and honestly demean myself in the practice of an Attorney, according to the best of my knowledge and ability, so help me God.

Signature of Petitioner

_____ has been presented to the undersigned judge presiding of the General Court of Justice in open court for admission to the practice of law in North Carolina by a duly licensed North Carolina attorney. The attorney for admission has exhibited to the Court a certificate of license to practice law in North Carolina issued by the North Carolina Board of Law Examiners. The attorney for admission has taken the oaths prescribed for attorneys before the undersigned. The attorney for admission is entitled to be admitted to the practice of law in North Carolina.

IT IS ORDERED that _____ be and is hereby admitted to the practice of law in all the Courts of this State.

This the _____ day of _____, 20 _____.

Judge Presiding

_____ Court Division
General Court of Justice

THE NORTH CAROLINA STATE BAR

_____ County

Re: Oath of Office as an Attorney at Law

I, _____, do solemnly swear that I will support the Constitution of the United States; so help me God.

I, _____, do solemnly and sincerely swear that I will be faithful and bear true allegiance to the State of North Carolina and to the Constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said state, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; so help me God.

I, _____, do swear that I will truly and honestly demean myself in the practice of an Attorney, according to the best of my knowledge and ability, so help me God.

Signature of Petitioner

_____ has been presented to the undersigned judge presiding of the General Court of Justice in open court for admission to the practice of law in North Carolina by a duly licensed North Carolina attorney. The attorney for admission has exhibited to the Court a certificate of license to practice law in North Carolina issued by the North Carolina Board of Law Examiners. The attorney for admission has taken the oaths prescribed for attorneys before the undersigned. The attorney for admission is entitled to be admitted to the practice of law in North Carolina.

IT IS ORDERED that _____ be and is hereby admitted to the practice of law in all the Courts of this State.

This the _____ day of _____, 20 _____.

Judge Presiding

_____ Court Division
General Court of Justice

[Exhibit D to 2019 Swearing-In Application Packet]

EXHIBIT D

**Application for Admission to Practice in the United States District Court for the Middle
District of North Carolina**

ATTORNEY ADMISSION

APPLICATION



UNITED STATES DISTRICT COURT

MIDDLE DISTRICT OF NORTH CAROLINA



ATTORNEY ADMISSION - GENERAL INFORMATION

Applicable Local Rules: The rules of governing admission to practice are set forth in Rule 83.1(b) of the Local Rules of the Middle District of North Carolina. A copy of the Local Rules is provided free of charge to newly admitted attorneys. Additional copies may be downloaded from the Middle District of North Carolina's internet site, www.ncmd.uscourts.gov, and are available at the intake area of the Clerk's Office.

Requirements for Admission: There are two Options for admission:

Option I - If you have never been admitted to the United States District Court in the Eastern or Western District of North Carolina, you must appear in open court in this district to take the oath. Complete the admission form through the Option I section, then place your signature and date under the Oath before returning the form to the Clerk's Office. This certifies that you have met the requirements for admission. A similar oath will be administered in open court. A receipt and the original copy of the Application for Admission to Practice will be returned to you. When you appear to take the oath, please appear with the attorney that will be moving for your admission and present to the courtroom deputy the original copy of this form, the receipt showing that the admission fee has been paid, and your membership card in the North Carolina State Bar.

Option II - If you have been admitted to the United States District Court in the Eastern or Western District of North Carolina, complete the form, leaving blank the Option I section. You must complete the Option II section and then place your signature and date under the Oath before returning the form to the Clerk's Office. Upon receipt of your application, accompanied by a photocopy of your Certificate of Admission (or an original Certificate of Good Standing) from the Eastern or Western District, a Certificate of Admission to practice in the Middle District of North Carolina will be mailed to you.

Filing Application for Admission: For either option, the form must be completed in duplicate and submitted to the

Clerk's Office along with a check for \$181.00, made payable to "Clerk, U. S. District Court." Mail the completed admission form, check, and if applicable - your photocopy of the Admission Certificate of the other District - to:

Greensboro

United States District Court
324 W. Market Street
Greensboro, NC 27401
Attn: Attorney Admissions Clerk

Scheduling Admission Ceremonies: Each division holds attorney admission ceremonies several times throughout the year. The attorney admission clerk will notify you in writing of the dates of admission.

APPLICATION FOR ADMISSION TO PRACTICE
IN THE UNITED STATES DISTRICT COURT
FOR THE MIDDLE DISTRICT OF NORTH CAROLINA

Name: _____ Social Security No. _____

North Carolina Resident: _____ Yes _____ No Sex: _____ Male _____ Female

Graduate of _____ Law School, _____ (Year) Admitted to practice in

North Carolina _____ (Year) North Carolina State Bar No.

In good standing with North Carolina Supreme Court _____ Yes _____ No

Firm Name: _____

Office Mailing Name Address: _____

City _____ State _____ Zip _____ Telephone Number: _____

I certify that I have read and am familiar with (PLEASE INITIAL):

_____ the Federal Rules of Civil Procedure.

_____ the Federal Rules of Criminal Procedure.

_____ the Federal Rules of Evidence.

_____ the Local Rules of the U.S. District Court, MDNC.

_____ the North Carolina Code of Professional Responsibility.

Option I: Name and address)
of the member of)
the bar of this)
court moving)
admission:)

Option II: Admitted in _____ District of North Carolina on
_____ (date) before Judge _____ .

Copy of Admission Certificate is attached.

OATH

I do solemnly swear that I have been admitted to practice before the Supreme Court of North Carolina, and that I am a member in good standing of that Court; that I have satisfied each condition for admission to this Court; that to the best of my knowledge and ability, I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will demean myself as an attorney of this Court uprightly and according to law, so help me God.

Signature: _____ Date: _____

Clerk's Certification

Name of Attorney being admitted:

Date fee paid: _____ cash / check Cashier's initials:

Oath taken before: _____ Date admitted:

Date Certif. issued: _____ Name entered on attorney 's roll _____ Deputy Clerk:

Date:

[Exhibit E to 2019 Swearing-In Application Packet]

EXHIBIT E

Greensboro Bar Association Application for Membership

Greensboro Bar Association, Inc.

Benefits of Membership

Annual dues payment entitles a member to participate in the following activities:

- * 6 dinner/luncheon meetings with programs of interest to members of our profession at no additional cost;
- * 24th Judicial District Bar Meeting and dinner at no additional cost;
- * BarCARES: A short-term intervention program provided cost-free to member's immediate family;
- * Holiday Party in December;
- * Picnic at the Ballpark (Greensboro Grasshoppers) for members and a guest at no additional cost;
- * Opportunities to participate in Bar sections - Family Law, Real Property, Young Lawyers;
- * Opportunity to participate in Bar-sponsored activities, such as Community Service at Potters House or Sussmans Park, Friends of Jones School, CLE;
- * Reduced fee for GBA-sponsored seminars.

All of the above activities cultivate a spirit of camaraderie, which also enhances the quality of life of members as well as improving the image of our profession.

The Greensboro Bar Association serves as a liaison to the North Carolina Bar Association and the American Bar Association. Local bars are provided with resources from these associations that benefit members. Our president and president-elect attend the ABA annual or mid-year meeting in order to share our successes and learn of the activities of other bar associations. The NCBA provides training for our Executive Board and committee chairs.

THE GREENSBORO BAR ASSOCIATION, INC.

P.O. BOX 1825, GREENSBORO, NC 27402 PHONE 336-378-0300

MEMBERSHIP APPLICATION

Full Name: (Ms., Mr., Mrs., Hon.) _____

Nickname/Name Called _____ Birthdate: _____

Business _____
Firm/Business Name

Business Address _____
Street

City State Zip

Business Phone _____ Business FAX: _____

Residence _____
Street

City State Zip

Spouse's Name: _____ Send mail to: ____ Business
(Check one) ____ Residence

Email: (please print clearly) _____

Original Admission to Bar: (State) ____ Year ____ NC Bar # _____

Name of Law School Attended: _____ Dates ____

Degree, if any _____ Other degrees, if any _____

List all Bar Associations to which you now belong: _____

Have you ever been disbarred or the subject of a disciplinary proceeding? _____

If yes, please give full details. _____

Have you previously been a member of the Greensboro Bar Association? _____

If elected, I will support the organization and abide by the Association's Constitution, ByLaws, and Canons of Ethics.

I have enclosed a check for dues for the current year in the following amount (check one):

____ \$ 40.00 Newly Licensed Attorney (Swearing-in)

____ \$85.00 Licensed less than 3 years as of 06/01 of the current year

____ \$85.00 Public Service Attorneys (includes staff and assistants who work with offices of Attorney General, City Attorney, County Attorney, District Attorney, Federal Public Defender, State Public Defender, and Legal Aid)

____ \$130.00 Regular Membership

____ \$165.00 Sustaining Membership

____ \$40.00 Senior Sustaining Membership

Remarks _____

Applicant's Signature _____

EQUIRED ENDORSEMENT OF GREENSBORO BAR ASSOCIATION MEMBER IN GOOD STANDING:

I certify that I personally know the applicant; that I have knowledge of, or have investigated the statements of the application for membership and believe them to be true; and the applicant is eligible for membership in the Association and I nominate and endorse the applicant for membership.

Endorser's Signature _____

Print Name of Endorser _____

Address _____

* * * * *

Questions? Contact Administrator Diane Lowe at 336-378-0300 or JD18GBA@greensborobar.org