

LCvR3.1 Civil Cover Sheet and Format of Initiating Document.

Every complaint or other document initiating a civil action ~~in this court (e.g., complaint, petition, or notice of removal)~~ shall must be accompanied by a completed civil cover sheet, Form JS-44, ~~which is~~ available from the court clerk's office or on the court's website. This requirement is solely for administrative purposes and matters appearing only on the civil cover sheet will have no legal effect in the action.

If the complaint or other initiating document is submitted without a completed civil cover sheet, the Clerk must file the complaint or other initiating document as of the date received and promptly give notice of the omission of the civil cover sheet to the party initiating the federal court action.

Counsel and pro se litigants are required to number each party separately in the caption of the initiating document, plaintiffs consecutively and defendants consecutively. Pro se litigants are also required to complete the form furnished by the court for issuance of summons.

LCvR55.1 Application for Clerk's Entry of Default Judgment.

No application for a clerk's entry of default judgment shall be entertained against an individual defendant absent an affidavit in compliance with the Servicemembers Civil Relief Act.

LCvR83.2 Attorneys.

(a) **Roll of Attorneys.** The bar of this court shall consist of those attorneys admitted to practice before this court who have taken the prescribed oath and who have signed the roll of attorneys of this judicial district.

(b) **Committee on Admissions and Grievances.** There is hereby constituted

a Committee on Admissions and Grievances, consisting of 5 members of the bar of this court, who shall be appointed by the judges of this court.

(c) **Procedure for Admission.** Every applicant for admission shall file with the clerk, on a form prescribed by the court, a written [petition for admission](#), which shall be referred immediately to the Committee on Admissions and Grievances for investigation into the applicant's qualifications and fitness to be admitted to the bar of this court. The Committee shall report its recommendations in writing to the clerk of this court. Upon a favorable report of the Committee, the applicant may be admitted. Twice each year, following the Oklahoma State Bar Association Swearing-In Ceremonies before the Supreme Court of Oklahoma, an admission ceremony will be scheduled by this court. All applicants are directed to attend the admissions ceremony, unless excused by the court. Individual judges may, from time to time, in emergency situations and upon special request, admit individual lawyers who have been approved by the committee.

(d) **Eligibility.** Any member of the bar of the Supreme Court of the United States, or of any United States Court of Appeals, or of any District Court of the United States, or a member in good standing of the bar of the highest court of any state of the United States, is eligible for admission to the bar of this court.

(e) **Reciprocity.** Any attorney who is a member in good standing of any other Federal court and has practiced at least one year may be shall have been admitted by reciprocity, provided the attorney submits a written petition for admission, attaches a certificate of good standing issued within the past six months, pays the admissions fee, and complies with subsection (a). Such applications shall be forwarded to the Committee for review. If after two weeks no member of the committee raises an objection, the application will be processed by the Court. Applicants admitted on a certificate of good standing without objection by the Committee are not required to attend an admission ceremony but are encouraged to do so. Such applicants may be sworn in individually by making arrangements with the Attorney Admissions Deputy in the clerk's office. †

~~practice in any other Federal district court of Oklahoma may be admitted to practice in this district upon the motion of a member of the bar, in open court, without the filing of a formal motion.~~

(f) Attorneys for the United States. Attorneys who are employed or retained by the United States or its agencies may practice in this court in all cases or proceedings in which they represent the United States, an agency or corporation of the United States, or an officer or employee of the United States.

(g) Admission Pro Hac Vice. Any attorney who is eligible for admission to the bar of this court may, in the discretion of a judge of this court, be granted temporary admission to practice in a pending case. Attorneys requesting such admission are required to attach to their motion a completed Request for Admission Pro Hac Vice form provided by the court clerk's office along with the required fee. Counsel admitted pro hac vice shall electronically file an entry of appearance consistent with [LCvR83.4](#).