

**ATTORNEY DATABASE INFORMATION  
For Newly-Admitted Attorneys**

The Clerk's Office maintains a computerized database of attorneys admitted in the District. To ensure the data we enter for you is correct, please fill out the form below and submit it with your other papers when you are admitted. Our local rules require you to report name, firm affiliation, office address or phone number changes within 30 days.

<b>Attorney Database Input Sheet</b>
<p>Please print. If you use two surnames or have a hyphenated surname, please indicate how you would like the name entered into our records, i.e., first surname as middle name, both surnames in last name field, etc.</p>
First Name: _____
Middle Name or Initial: _____
Last Name: _____
Firm: _____
Address: _____ _____
Suite: _____
City: _____ State: ____ Zip: _____ - ____
Phone: ____ - ____ - _____ FAX: ____ - ____ - _____
Bar ID Number: _____ <b>**Required</b>
Date Applied: ____ / ____ / ____ Date Admitted: ____ / ____ / ____
Method of Admission: _____ (petition, certificate of good standing, pro hac vice)