

**GREENSBORO BAR ASSOCIATION**  
**Young Lawyers Section**

October 14, 2016

Dear Applicant:

Congratulations on your recent completion of law school and on 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, in its Young Lawyers Section. The Young Lawyers Section is open to all attorneys who have been licensed within the last three years and/or who are under 36 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.

In addition to the Swearing-In Ceremony, the Young Lawyers Section also organizes the Bridge the Gap Program, which allows new attorneys to become acquainted with local court facilities, personnel, and other attorneys. In this letter and accompanying documents, you will find important information about these opportunities available to you.

This year's Swearing-In Ceremony will be held on October 14, 2016 at 3:00 p.m. in the Commissioners' Meeting Room located on the second floor of the Old Courthouse (301 W. Market Street) in downtown Greensboro. Cell phones and cameras will be permitted at the event.

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.

A reception serving complimentary hors d'oeuvres and beverages, both alcoholic and nonalcoholic, will be held in honor of all newly sworn-in attorneys immediately following the ceremony at Churchill's on Elm. We invite you and your guests to attend this reception.

Churchill's is located at 213 South Elm Street, just several blocks from the Old Courthouse. Accompanying this letter you will find a map to help you find the reception.

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 it 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. Application for Swearing-In Ceremony - *Complete and return to Lisa Arthur (Lisa.Arthur@smithmoorelaw.com) and Kristen Redman (KRedman@tuggleduggins.com) ASAP – please be sure to email your application to both Lisa and Kristen*

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 sworn in to 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, I 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 Lisa and Kristen no later than Friday, October 7th, so that your name and the name of your sponsoring attorney can be included in the program to be distributed at the ceremony.

2. 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. Attorney's Oath and Order for Admission to State Court – *Bring 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 added 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. Application for Admission to Practice in the United States District Court for the Middle District of North Carolina – *Complete in duplicate and return to Clerk with fee prior to ceremony*

This form should 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 \$176.00. **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](http://www.ncmd.uscourts.gov/court-info/local-rules-and-orders).

5. Greensboro Bar Association Application for Membership - *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, which will cover your annual dues for the year. This is a special rate for new attorneys who join at the swearing-in.

6. Map Indicating the Location of the Old Courthouse and Churchill's on Elm

In addition to the Swearing-In Ceremony and reception, the Young Lawyers Section of the Greensboro Bar Association has organized an **optional** event on October 14th, which you are invited and encouraged to attend:

The **Bridge the Gap Program** gives new attorneys in Guilford County an opportunity to become familiar with the local court systems. This year, it will involve a tour of the Federal, State, and Bankruptcy Courts. In addition, new lawyers will have the

opportunity to meet the clerks in the State and Federal Courts. Please contact Grant Sigmon at [gsgimon@bbflaw.com](mailto:gsgimon@bbflaw.com) **AS SOON AS POSSIBLE** if you wish to attend this program so that he will know how many people to expect. Please plan to meet Grant on the steps of the U.S. Federal Courthouse, located at 324 West Market Street in Greensboro, at 9:00 a.m. on October 14, 2016, to participate in this program. The steps to the Federal Courthouse are located on the Market Street side of the building. The tour will last approximately 3.5 hours.

Please note: Photo identification is required to enter the federal courts, all persons entering the court buildings must pass through a metal detector, and no cameras are allowed in the federal or state court buildings, including cell phones with cameras. **Please leave metal items and camera cell phones in your car or in your office, as the security guards will not hold them for you.**

\* \* \*

**To summarize, the schedule for October 14, 2016 is as follows:**

**9:00 a.m. Meet in front of Federal Courthouse for Bridge the Gap**

**1:00 p.m. Break for lunch on your own**

**3:00 p.m. Swearing-In Ceremony, Commissioners' Meeting Room on the second floor of the Old Courthouse**

**Following Reception at Churchill's on Elm**

Your introduction to the State and Federal Court and to the members of the practicing Bar marks a significant milestone. Please plan on being in the Commissioners' Meeting Room with your sponsoring attorney no later than 2:45 p.m. on October 14, 2016 so that all last minute details may be taken care of.

Congratulations again, and I look forward to seeing you on October 14, 2016.

Very truly yours,



Lisa Arthur  
President, Young Lawyers Section

Smith Moore Leatherwood  
300 N. Greene St.  
Suite 1400  
Greensboro, NC 27408  
336-378-5318  
[lisa.arthur@smithmoorelaw.com](mailto:lisa.arthur@smithmoorelaw.com)

**APPLICATION**  
for  
**SWEARING-IN CEREMONY**

Friday, October 14, 2016  
3:00 p.m.

Old  
Courthouse  
Second Floor  
301 W. Market Street, Greensboro, Guilford County, North  
Carolina

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

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:

\_\_\_\_\_  
\_\_\_\_\_

7. Attending the Bridge the Gap Program: \_\_\_\_\_Yes \_\_\_\_\_No

Please return to:

Lisa W. Arthur, Esq.  
Smith Moore Leatherwood  
Direct Dial: 336.378.5318  
Email: Lisa.Arthur@smithmoorelaw.com

Kristen Redman  
Tuggle Duggins P.A.  
Direct Dial: 336-271-5228  
Email: KRedman@tuggleduggins.com

## MEMORANDUM

October 2016

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 Lisa Arthur and Kristen Redman by **Friday, October 7, 2016**, at Lisa.Arthur@smithmoorelaw.com and KRedman@tuggleduggins.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. For details as to how this is done, please see the enclosed letter from Lisa Arthur.
4. Bring with you three (3) copies of the Oath (which the State Bar should have sent to you) with **everything already 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.
5. 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 yet received your law license by October 7, 2016, please contact Lisa Arthur immediately at lisa.arthur@smithmoorelaw.com or 336-378-5318.

# 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 demonstrated to the Court compliance with requirements for license 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 hereby is admitted to the practice of law in all the Courts of this State.

This the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Judge Presiding

\_\_\_\_\_ Court Division

# 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 demonstrated to the Court compliance with requirements for license 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 hereby is admitted to the practice of law in all the Courts of this State.

This the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Judge Presiding

\_\_\_\_\_ Court Division



# THE NORTH CAROLINA STATE BAR

\_\_\_\_\_ County

Re: Oath of Office as an Attorney at Law

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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 demonstrated to the Court compliance with requirements for license 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 hereby is admitted to the practice of law in all the Courts of this State.

This the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Judge Presiding

\_\_\_\_\_ Court Division

**ATTORNEY ADMISSION  
APPLICATION**



**UNITED STATES DISTRICT COURT  
MIDDLE DISTRICT OF NORTH CAROLINA**



## ATTORNEY ADMISSION - GENERAL INFORMATION

**Applicable Local Rules:** The rules governing admission to practice are set forth in Rule 83.1(b) of the Local Rules of the Middle District of North Carolina. Copies may be downloaded from the Middle District of North Carolina's internet site, [www.ncmd.uscourts.gov](http://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 and return the form to the Clerk's Office as provided below. 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 and the receipt showing that the admission fee has been paid.

**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 and return the form to the Clerk's Office as provided below. 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 \$176.00, 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. Attorney admission dates are posted on the Court's website.

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: \_\_\_\_\_

# 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? \_\_\_\_\_

(Continued on back)

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

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

\_\_\_ \$ .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 \_\_\_\_\_

**REQUIRED 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 \_\_\_\_\_

\_\_\_\_\_

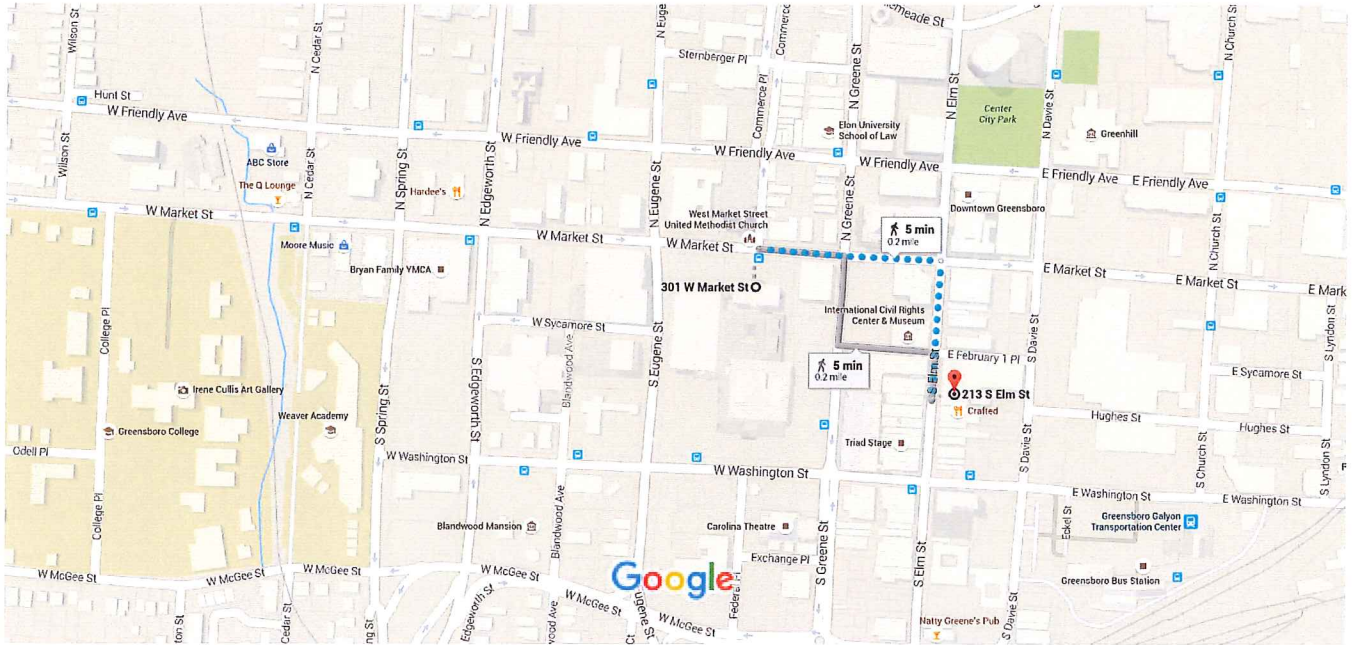
\* \* \* \* \*

Questions? Contact Administrator Diane Lowe at 336-378-0300 or [JD18GBA@greensborobar.org](mailto:JD18GBA@greensborobar.org)



301 W Market St, Greensboro, NC 27401 to  
213 S Elm St, Greensboro, NC 27401

Walk 0.2 mile, 5 min



Map data ©2015 Google 200 ft

**BRIDGE THE GAP TOUR SCHEDULE**  
**Organized by GBA Young Lawyers Section**

October 14, 2016

- 9:00 – 9:15: Participants gather in front of Federal Courthouse, and meet current YLS Board members
- 9:15 – 10:00: Tour of Federal Courthouse with Mr. Brubaker
- 10:15 – 11:00: Tour of Bankruptcy Court with Mr. Wilcox, Mr. Miller, and Mr. Price
- 11:15 – 12:30: Tour of Guilford County Courthouse (and potentially jail) with Mr. Neumann and Mr. Arthur
- 1:00: Break for lunch on your own
- 3:00: Swearing-In Ceremony, Guilford County Courthouse (Greensboro)
- Contact: Grant Sigmon  
Benson, Brown & Faucher, PLLC  
336.478.6000  
gsigmon@bbflaw.com