

Southwestern Law School's Swearing-in Ceremony Checklist
Monday, June 3, 2019, 4:50 p.m.
Southwestern Law School
Bullocks Wilshire, Second Floor

Before you arrive:

RSVP at <https://tinyurl.com/SWFeb2019BarPass> by Tuesday, May 28, 2019

- Indicate if you will be swearing-in to the State Court, Federal Court or both
- Indicate if you will be attending the reception
- RSVP for up to four guests

Complete State Bar Card (which is enclosed in the admission packet sent by the State)

- The State will send your Admission packet directly to you. Enclosed in the packet will be the State Bar admission form – a white card. Complete the form and bring the white card with you to the ceremony.
- This card is only available through the State Bar – Southwestern CANNOT provide additional forms. If you do not have the card, please contact: 213-765-1500.
- Complete the white card.
 - An address is required. You may always change it later.
 - This information will be posted on the CALBAR website and available to the public. You may use a PO Box for security purposes.
 - Birth place is required.
 - Undergraduate and JD Programs are required.
- We will collect your card, have the Judge sign and stamp your form and send it in to the California Bar for you.
- Admission and Bar fees will be billed to you by the State Bar after the ceremony.

Complete Federal Form

- Swearing-in to the federal court is not required to practice law in California unless you will need to appear in the US District Court, Central District.
- If you would like to swear-in to the District Court you will need to pay the \$281 fee.
 - Bring a check made out to Southwestern Law School.
 - Credit Cards are also accepted.
- We will collect your form and payment and send to the District Court on your behalf.
- Please note: It is not necessary to swear-in in front of a federal judge to be admitted into the District Court. If you would like to swear-in to the court in the future, simply visit <http://www.cacd.uscourts.gov/attorneys/admissions> complete the form and submit your payment directly to the court.

The Day of the Ceremony:

4:00 p.m. Registration begins. All participants must have their paperwork and register at this time. **REMEMBER** to bring the White Card the State Bar sent you.

4:45 p.m. Registration cut-off time. If participants do not arrive by this time they will not be sworn-in so please be prompt. **NO EXCEPTIONS.**

4:50 p.m. Swearing- In Ceremony. State swearing-in followed by the Federal swearing-in ceremony. The entire ceremony runs approximately 20-25 minutes.

5:30 p.m. - 7:00 p.m. Reception on the Fifth Floor of the Bullocks Wilshire Building.