

Supreme Court of the United States

INSTRUCTIONS FOR THOSE SEEKING A GROUP ADMISSION IN OPEN COURT

STEP ONE – MAKE A RESERVATION

To schedule a group admission, please email pthompson@supremecourt.gov:

- For small groups (6-12 applicants) on argument days, reservations are accepted beginning the first full week of January for the Term that begins that October.
- For large groups (13-50 applicants) on nonargument days, reservations are accepted beginning the first full week of September for the Term that begins two years later. Thus, the Court began accepting reservations for OT 2021 in September 2019.

Groups must meet the minimum number, but are not required to meet the maximum. Once a date is reserved, coordinators will receive an email with further instructions in July prior to the argument session.

STEP TWO – COMPLETE THE APPLICATION PACKAGE

Groups must submit a complete package of applications no later than 8 weeks before their scheduled admission date. Admission applications and instructions can be obtained from the Court's website under the Filing and Rules/Supreme Court Bar tab. See <https://www.supremecourt.gov/filingandrules/supremecourtbar.aspx>.

When completing the individual applications, please note the following:

- The first page should be filled out online, completed in its entirety, and printed. Do not use "all caps." The second page may be filled out online and printed or handwritten (if legible).
- All signatures must be original (wet) signatures from both sponsors and applicant on the same page. Certification and Oath of Admission sections must be complete.
- Attach a Certificate of Good Standing from each applicant's state supreme court or highest court. Do not submit a certificate from the state bar association or federal court. Only one state court certificate is required for each applicant.
- An admission fee of \$200.00 must be submitted for each applicant along with the application package. The fee may be paid via cashier's check, money order or personal check made payable to "Supreme Court of the United States." Personal checks must be dated for the day of admission. A group check is permitted, if it is submitted along with complete group application package, and if it is sufficient to cover all applicants in the group.

The package of applications should include a cover letter from the group's coordinator, preferably on the group's stationary. The letter should include, in the following order:

- A mailing address for the group.
- A brief description of the group, including its exact title as you would like it to be announced in Court.
- The date of the group's admission reservation.
- The name of the movant.
- The name, telephone number and email address for the group's coordinator.
- Any additional information you may wish to provide, including any special requests or necessary accommodations.
- Included with the letter as a separate page should be a list of the names of all applicants (along with each applicant's sponsors) in alphabetical order. For members of the military, please include each applicant's rank.

STEP THREE – SUBMIT THE APPLICATION PACKAGE

The complete admission package, including all individual applications, should be submitted to the Clerk's Office. After the package is submitted, no additional applications will be accepted. You may send it by U.S. mail or commercial carrier to:

ATTN: (Point-of-Contact's Name) – Admission Office
Supreme Court of the United States
1 First Street, NE
Washington, DC 20543

Alternatively, you may hand deliver the package to the Police booth at the Supreme Court's North Drive on Second Street.