GREENSBORO BAR ASSOCIATION Young Lawyers Section

September 15, 2017

Dear Applicant:

Congratulations on your recent completion of law school and 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, the 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 13, 2017 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 non-alcoholic, 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.

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 the actual certificate 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. Exhibit A – Application for Swearing-In Ceremony - Complete and return ASAP to Kristen Redman (KRedman@tuggleduggins.com) and Grant Sigmon (grant@sklawnc.com). Please be sure to email your application to both Kristen and Grant.

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 admitted to practice in 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 Kristen and Grant no later than Friday, October 6, 2017 so that your name and the name of your sponsoring attorney can be included in the program to be distributed at the ceremony.

2. Exhibit B – 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. Exhibit C – Attorney's Oath and Order for Admission to State Court – Please bring three (3) typewritten, completed, but <u>unsigned</u> 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 <u>signatures</u> are to be completed 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. Exhibit D – Application for Admission to Practice in the United States District Court for the Middle District of North Carolina – Please complete in duplicate and return to Clerk of Court with fee prior to the ceremony.

This form must 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.

5. Exhibit E – 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 made payable to Greensboro Bar Association, which will cover your annual dues for the year. This is a special rate for new attorneys who join at the Swearing-In Ceremony.

6. Exhibit F – 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 13th, which you are invited and encouraged to attend known as **Bridge the Gap**:

7. Exhibit G - Bridge the Gap Program Agenda

Bridge the Gap 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. The tour guides will also point out other landmarks in our legal community such as the Guilford County Sheriff's Department, Register of Deeds, and Guilford County Jail. Please contact Nicole Patino at lpatino@elon.edu AS SOON AS POSSIBLE if you wish to attend this program. Please plan to meet Nicole on the steps of the U.S. Federal Courthouse, located at 324 West Market Street in Greensboro, at 9:00 a.m. on October 13, 2017, to participate in Bridge the Gap. The steps to the Federal Courthouse are located on the Market Street side of the building. The tour will last approximately 3 to 3.5 hours.

<u>Please note:</u> 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, <u>including cell phones with cameras</u>. 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 13, 2017 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. We encourage each of you to participate in our annual Bridge the Gap program. For the Swearing-In Ceremony, please be present in the Commissioners' Meeting Room with your sponsoring attorney no later than 2:45 p.m. on October 13, 2017. Congratulations again, and I look forward to seeing you on October 13, 2017.

Sincerely.

Grant Sigmon

President, GBA Young Lawyers Section

Sigmon Klein, PLLC 114 N. Elm St., Suite 200 Greensboro, NC 27401 336-663-8773 grant@sklawnc.com

[Exhibit A to 2017 Swearing-In Application Packet]

EXHIBIT A

Application for Swearing-In Ceremony

APPLICATION

for

SWEARING-IN CEREMONY

Friday, October 13, 2017 3:00 p.m.

Old

Courthouse

Second Floor

301 W. Market Street, Greensboro, Guilford County, North Carolina

	Caronna
1.	
1.	NAME
	(As you want it to appear in the Swearing-In Ceremony Program)
2	
2.	Telephone Number
2	
3.	ADDRESS
4.	GDONGODDIG A TTODNEY
	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:
0.	in employer known, preuse list in it organization and address.
7	Attack ding the Dailor the Con Dungarous Very No.
/.	Attending the Bridge the Gap Program:YesNo
Plea	se return to: Kristen Redman
	Tuggle Duggins P.A. Direct Dial: 336-271-5228
	Email: KRedman@tuggleduggins.com
	Grant Sigmon

Sigmon Klein, PLLC

grant@sklawnc.com

336-663-8773

[Exhibit B to 2017 Swearing-In Application Packet]

EXHIBIT B

Memorandum to Persons Requesting Admission to the Bar

September 15, 2017

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 Kristen Redman and Grant Sigmon by <u>Friday</u>, <u>October 6, 2017</u>, at <u>KRedman@tuggleduggins.com</u> and <u>grant@sklawnc.com</u>.
- 3. If you wish to be admitted to the Federal Court, you <u>must</u> pay the admission fee to the Clerk in the Federal Courthouse <u>prior</u> to the Swearing-In.
- 4. Bring with you three (3) copies of the Oath (included herein as Exhibit C) with everything 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.

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 received your law license by October 6, 2017, please contact Kristen Redman immediately at KRedman@tuggleduggins.com or 336-271-5228.

[Exhibit C to 2017 Swearing-In Application Packet]

EXHIBIT C

Attorney's Oath and Order for Admission to State Court

THE NORTH CAROLINA STATE BAR

	County	Re: Oath of Office as	an Attorney at Law
I,Constitution of the United States	3.	, do solemnly affirm the	at I will support the
authorities which are or may b	e established for e Constitution of s	, do solemnly and sincer North Carolina and to the Const the government thereof; and that aid state, not inconsistent with the fility.	t I will endeavor to
I,demean myself in the practice of	f an Attorney, acco	, do affirm that I will ording to the best of my knowledge	truly and honestly e and ability.
		Signature of Petitioner	
Carolina by a duly licensed No Court a certificate of license to Law Examiners. The attorney	rth Carolina attorn practice law in N for admission has	has been presented to the court for admission to the practice. The attorney for admission forth Carolina issued by the Nortes taken the oaths prescribed for itled to be admitted to the practice.	tice of law in North has exhibited to the h Carolina Board of attorneys before the
IT IS ORDERED that admitted to the practice of law in	all the Courts of	this State.	be and is hereby
This the	day of	, 20	
		<u> </u>	
		Judge Presiding	
			Court Division
		General Court of Justice	

THE NORTH CAROLINA STATE BAR

	County	Re: Oath of Office as	an Attorney at Law
I,Constitution of the United States	3.	, do solemnly affirm the	at I will support the
authorities which are or may b	e established for e Constitution of s	, do solemnly and sincer North Carolina and to the Const the government thereof; and that aid state, not inconsistent with the fility.	t I will endeavor to
I,demean myself in the practice of	f an Attorney, acco	, do affirm that I will ording to the best of my knowledge	truly and honestly e and ability.
		Signature of Petitioner	
Carolina by a duly licensed No Court a certificate of license to Law Examiners. The attorney	rth Carolina attorn practice law in N for admission has	has been presented to the court for admission to the practice. The attorney for admission forth Carolina issued by the Nortes taken the oaths prescribed for itled to be admitted to the practice.	tice of law in North has exhibited to the h Carolina Board of attorneys before the
IT IS ORDERED that admitted to the practice of law in	all the Courts of	this State.	be and is hereby
This the	day of	, 20	
		<u> </u>	
		Judge Presiding	
			Court Division
		General Court of Justice	

THE NORTH CAROLINA STATE BAR

	County	Re: Oath of Office as	an Attorney at Law
I,Constitution of the United States	3.	, do solemnly affirm the	at I will support the
authorities which are or may b	e established for e Constitution of s	, do solemnly and sincer North Carolina and to the Const the government thereof; and that aid state, not inconsistent with the fility.	t I will endeavor to
I,demean myself in the practice of	f an Attorney, acco	, do affirm that I will ording to the best of my knowledge	truly and honestly e and ability.
		Signature of Petitioner	
Carolina by a duly licensed No Court a certificate of license to Law Examiners. The attorney	rth Carolina attorn practice law in N for admission has	has been presented to the court for admission to the practice. The attorney for admission forth Carolina issued by the Nortes taken the oaths prescribed for itled to be admitted to the practice.	tice of law in North has exhibited to the h Carolina Board of attorneys before the
IT IS ORDERED that admitted to the practice of law in	all the Courts of	this State.	be and is hereby
This the	day of	, 20	
		<u> </u>	
		Judge Presiding	
			Court Division
		General Court of Justice	

[Exhibit D to 2017 Swearing-In Application Packet]

EXHIBIT D

Application for Admission to Practice in the United States District Court for the Middle District of North Carolina

ATTORNEY ADMISSION APPLICATION



UNITED STATES DISTRICT COURT MIDDLE DISTRICT OF NORTH CAROLINA



ATTORNEY ADMISSION - GENERAL INFORMATION

<u>Applicable Local Rules:</u> 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, <u>www.ncmd.uscourts.gov</u>, 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

<u>Scheduling Admission Ceremonies:</u> 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 C	arolina			(Year)	
	North Carolina State Bar No					
	In good standing with North Ca	arolina Supreme (Court	Yes _	No	
	Firm Name:					
	Office Mailing Name Address:					
	C	City	State	Zip		
	Telephone Number:					
Option I:	the Local R the North C Name and address) of the member of) the bar of this) court moving)	Carolina Code of F	rofessional Respons	ibility.		
Option II:	admission:)					
1			(date) before Judge		·	
	Copy of Admission Certificate	is attached.				
	ОАТН					
	I do solemnly swear that I have been I am a member in good standing of the that to the best of my knowledge and against all enemies, foreign and domobligation freely, without any mental attorney of this Court uprightly and of	hat Court; that I have ability, I will support estic; that I will bear reservation or purpo	e satisfied each condition and defend the Constitu true faith and allegiance ose of evasion; and that	n for admission to the tion of the United Sta e to the same; that I t	is Court; utes ake this	
	Signature:		Date:		<u>—</u>	
		<u>C1</u>	erk's Certification			
	Name of Attorney being admitted:					
	Date fee paid:Oath taken before:					
	Date Certif. issued:					

[Exhibit E to 2017 Swearing-In Application Packet]

EXHIBIT E

Greensboro Bar Association Application for Membership

THE GREENSBORO BAR ASSOCIATION, INC.

P.O. BOX 1825, GREENSBORO, NC 27402 PHONE 336-378-0300

MEMBERSHIP APPLICATION

Ruciness		
Business		
Firm/Business Name		
Business Address		
Street		
City	State	Zip
Business Phone Busin	ess 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:	Date	es
Degree, if any Other degrees, i	if any	
ist all Bar Associations to which you now belong	·	
Have you ever been disbarred or the subject of a	disciplinary proceedi	ng?
f yes, please give full details		

(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):
\$ 40.00 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
* * * * * * * * * * * * * * * * * * * *

[Exhibit F to 2017 Swearing-In Application Packet]

EXHIBIT F

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

Google Maps

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

Walk 0.2 mile, 5 min



[Exhibit G to 2017 Swearing-In Application Packet]

EXHIBIT G

Bridge the Gap Program Agenda

BRIDGE THE GAP TOUR SCHEDULE Organized by GBA Young Lawyers Section

Friday, October 13, 2017

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, Old County Courthouse (301 W. Market St.)

Contact: Nicole Patino

Law Offices of Fred T. Hamlet 125 S. Elm St., Suite 500 Greensboro, NC 27401

336-378-9751 lpatino@elon.edu