

VAN BUREN COUNTY – ALL COURT POLICY		
SUBJECT: ATTORNEY ADMISSION CEREMONY PROCEDURES	SECTION: ADMINISTRATIVE	DATE: 10/09/2015
REVISIONS PREPARED BY: Frank Hardester Linda Sekula Suzie Roehm	NUMBER: VBC-0102	SUPERSEDES: n/a

Renumbered to "Policy 3.001" on 9/16/20

REFERENCES: MCL 600.913; Rule 15, § 3 of Supreme Court Rules Concerning the State Bar of Michigan

DEFINITIONS AND ABBREVIATIONS:

JA: Judicial Secretary / Assignment Clerk

BACKGROUND:

Van Buren County Courts have traditionally handled swearing in ceremonies on an individual case-by-case basis. This policy attempts to standardize procedures that can be followed by judges as needed.

PROCEDURES:

A. Scheduling the Ceremony.

1. Individual/Group Motion Hearing/Ceremonies.
 - a. The candidate will contact the judge's JA to make arrangements for a ceremony before the judge requested by the candidate.
 - b. The judge's JA will provide the candidate with an *Admission Information for State Bar Candidates* form (form VBC-2519) to be completed and provided to the County Clerk's Office.
 - c. The judge's JA will schedule the ceremony on the judge's schedule.
 - d. The judge's JA will notify the County Clerk's Office of the ceremony date at least 2 days in advance of the ceremony.

B. Candidate Requirements/Information.

1. Candidate must obtain a sponsor to move for the candidate's admission to the Michigan State Bar prior to the JA scheduling the ceremony. A sponsor is an attorney who is an active member of the State Bar of Michigan.
2. Prior to the ceremony, the candidate must:
 - a. Complete Admissions Information for State Bar Candidates form to provide to the Clerk's Office.

- b. pay \$25.00 (cash or personal check payable to Van Buren County Circuit Court) at the Clerk's Office
 - c. provide the **original** letter from the State Board of Law Examiners to the Clerk for retention.
3. The candidate may invite friends and family. Photo-taking is permitted.

C. Document Preparation.

The judge's JA will prepare documents for the ceremony. The judge will administer the oath at the ceremony.

1. *Motion for the Admission to the State Bar of Michigan* (form VBC-2520), *Order of Admission of Candidate to the Bar* (form VBC-2521), *Oath of Office* (form VBC-2522). Insert the candidate's name, judge's name, etc. where appropriate.
 - a. The JA will have available an original of each and 3 copies. The original will be retained by the County Clerk's Office. One copy is for the sponsor and two copies are for the candidate.
2. *Certificate of Admission* (form VBC-2523), Insert the date, presiding judge's name and candidate's name. Obtain the signatures of the presiding judge and the County Clerk. Affix the lower left hand corner with a gold seal and have the County Clerk's office stamp the document with the official seal.

D. Filing and Certification of Documents After Ceremony is Conducted.

1. The original forms VBC-2520, Admission to the State Bar of Michigan; VBC-2521, Order of Admission of Candidate to the Bar; and VBC-2522. Oath of Office are to be presented by the candidate to the County Clerk's office. The County Clerk's office will provide the candidate with 2 copies of each form.
2. The original form VBC-2523, Certificate of Admission will be retained by the candidate. The candidate will provide the County Clerk with a copy of the form.
3. The County Clerk's office will provide a copy of the Order of Admission of Candidate to the Bar and Certificate of Admission to the Michigan Supreme Court and the State Bar of Michigan.

F. Retention of Documents.

The County Clerk's Office will maintain a file of all Attorney Admissions.

Contact names/numbers:

- 1) State Bar of Michigan: 517-346-6300
- 2) Board of Law Examiners: 517-373-4453
- 3) Michigan Admission Certificate: 517-372-9946

FORMS USED:

VBC-2519: Admission Information for State Bar Candidates

VBC-2520: Motion for Admission to State Bar of Michigan

VBC-2521: Order of Admission of Candidate to the Bar

VBC-2522: Oath of Office

VBC-2523: Certificate of Admission

Date: _____

10/8/15

Kathleen M. Brickley – Chief Judge