



James N. Ishida  
Appellate Court Administrator

Andrea R. Martinez  
Clerk of Court

## Supreme Court of Utah

450 South State Street  
P.O. Box 140210  
Salt Lake City, Utah 84114-0210

Office of the Clerk of Court  
Telephone 801-238-7974  
Email [baradmission@utcourts.gov](mailto:baradmission@utcourts.gov)

Matthew B. Durrant	Chief Justice
Thomas R. Lee	Associate Chief Justice
Christine M. Durham	Justice
Deno G. Himonas	Justice
John A. Pearce	Justice

Dear New Admittee:

The Utah State Bar has filed a motion for your admission; you may now be sworn in as a member of the Bar. The purpose of this letter is to provide you with instructions to complete this process.

Included with this letter is the Oath of Office. You may take the oath at the admission ceremony (in May or October only) or at your earliest opportunity. You may also elect to do both. The date you take the oath will be your formal admission date. You may make arrangements with me *or* with someone in your area with authority under [Rule 14-716](#) to administer oaths of office to administer the oath to you. **Those with authority to administer the oath are the clerk of the state supreme court, the clerk of a court of the United States, a state judge of district or juvenile court level or higher, a judge of a court of the United States or a judge of a court of general jurisdiction or higher of a state of the United States.** If you are unable to attend the admission ceremony, you may contact me at 801-238-7974 if you wish to make an appointment for me to administer the oath either in person or by Skype. Please call rather than emailing to make this appointment.

After you have completed the oath, please email or mail it to my office at the address above. Under Rule 14-716, you must complete this process within **six months** after receiving notice of your character and fitness approval.

When I receive all of your completed paperwork, I will send you a Certificate of Admission. The Utah State Bar will send a separate package containing your Bar card. I urge you to keep your contact information current on the State Bar's website. This will allow us to mail these materials to the correct address. Please feel free to contact me with questions at 801-238-7974 or by email at [baradmission@utcourts.gov](mailto:baradmission@utcourts.gov).

Respectfully,

Andrea R. Martinez  
Clerk of Court

Enclosures

**SUPREME COURT  
OF THE  
STATE OF UTAH**

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*I DO SOLEMNLY SWEAR* that I will support, obey and defend the Constitution of the United States and the Constitution of Utah; that I will discharge the duties of attorney and counselor at law as an officer of the courts with honesty, fidelity, professionalism, and civility; and that I will faithfully observe the Rules of Professional Conduct and the Standards of Professionalism and Civility promulgated by the Supreme Court of the State of Utah.

\_\_\_\_\_  
Signature of New Admittee

\_\_\_\_\_  
(Printed Name)

State of \_\_\_\_\_

} §

County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ [DAY]

Day of \_\_\_\_\_ [MONTH], 20\_\_\_\_ [YEAR]

[Court Seal]

\_\_\_\_\_  
Signature of Person Administering Oath of Office

\_\_\_\_\_  
Printed Name and Title of Person Administering Oath