Oakland County Clerk's Office
New Attorney Oath of Office Process for Remote Ceremony

(Use this packet ONLY if you are being sworn in remotely. Otherwise, proceed to the Clerk's Office after your in-person ceremony.)

Once you have passed the Michigan State Bar Exam you must be sworn in by an Oakland County Circuit Court Judge or a Supreme Court Judge who will administer an oath of attorney. Note: If you are being sworn in by any other judge, i.e. District Court Judge, you must provide our office with a copy of the State Court Administrator Office Assignment (SCAO) letter.

After your swearing in ceremony has been held with a judge, you will need to follow all instructions in this packet and eFile the required documentation, Oath of Attorney and filing fee to the Oakland County Clerk's Office.

Swearing in ceremony with a Judge (or through OCBA)

- Individuals may contact the office of an Oakland County Circuit Court Judge directly to schedule a swearing in ceremony. Their office will provide instructions on how the hearing will be conducted and what documentation you may need to provide to them.

Once your swearing in ceremony has been conducted:

1. The judge's staff will most likely eFile your Order of Admission after your ceremony has been conducted. If so, you do not need to submit it to the Clerk's Office.
    a. If the judge's staff does not eFile the Order of Admission for you, you will need to eFile it with the rest of your documents.

Complete the Official Oath of Attorney (after ceremony)

1. You will need to print out the attached Official Oath of Attorney and **sign it**. The oath MUST be signed using your handwriting. You CANNOT sign using an electronic or digital signature.
    a. Your signature must be the same as the name on your Order of Admission or a very close version.
2. Type or legibly print your name on the oath.
3. Leave the rest of the fields blank for the Clerk's Office.
4. Provide a valid address on the following page where our office can mail certified copies of your Order of Admission back to you. (Be sure to include it in your eFiling.)

Prepare and submit your documents for eFiling

1. Scan and save:
    a. Your signed Oath of Attorney and address page.
    b. "Greetings" letter received from the Board of Law Examiners. (This is the letter sent to you which states your admission to the Bar has been recommended.)
    c. Order of Admission if provided to you (some judges may eFile this order for you).
    d. If you are being sworn in by a judge other than a circuit or supreme court, i.e. DistrictCourt Judge, you **must also** eFile a copy of the SCAO Assignment letter.

Submit Documents to the Clerk's Office

1. eFile the required documentation (a-d above, if applicable) to the Clerk's Office using MiFILE (powered by TrueFiling).
    a. Login to https://mifile.courts.michigan.gov.
    b. A quick guide to sign up/register can be found at www.oakgov.com/efiling.
    c. You must register your role as a pro se litigant.
        i. **Important note:** once you receive your P number, it is recommended that you update your role in MiFILE as an attorney prior to eFiling into any cases within Michigan.
2. Search for and select case number 2026-999999-XX. This "placeholder" case number has been set up to process your Oath of Attorney with the Clerk's Office.
3. Upload all required documents. You may upload them as one combined document or upload them as separate documents within the same transaction (bundle).
4. In the Filing Type dropdown box, you must select "Appeal - $25.00." (It should be noted that the statutory filing fee is $25.00 to process your bar admission with the Clerk's Office and selecting "Appeal" is a workaround to collect the required fee.)
5. **Important notes:**
    a. Do not add select "Add Party to Case" or "Add Counsel to Case" as these do not apply to this "placeholder" case number and workaround process.
    b. Before you proceed to the payment screen, unselect the "Serve Document" option at the top of the upload page, if not already unselected. Be sure that only "File Document" is selected.
6. Follow the rest of the prompts in MiFILE to submit your documents to the Clerk's Office.

After the Clerk's Office receives your documents

1. Once our office has received your signed Oath of Attorney, $25.00 fee, Greetings letter (and SCAO Assignment letter if applicable) through the eFiling portal, we will mail you two certified copies of the signed Order of Admission. (Make sure to provide your name and address on the below form so we can mail your copies.)
2. Our office will also email your Order of Admission to the State Bar and Supreme Court as required by law, on a weekly basis. If you choose, you may also submit a certified copy of the order to the State Bar to obtain your P Number, although it is not necessary.

For questions regarding the Clerk's Office filing process, call 248-858-0582.

OFFICIAL OATH OF ATTORNEY

STATE OF MICHIGAN
COUNTY OF OAKLAND

No._____
(For office use only)

I do Solemnly Swear that I will support the Constitution of the United States, the Constitution of the State of Michigan, and faithfully discharge, to the best of my ability, the duties of the office of Attorney and Counselor at Law, ***So help me God***.

Signature _____

Print name: _____

(For office use only)

Subscribed and sworn to before me, this

_____day of

_____2026.

_____
Clerk of the Court

You must provide your address on this page in order to receive certified copies of your Order of Admission. Be sure to eFile this form with your Oath. (This is for office use only and will not be distributed.)

NAME: _____

STREET ADDRESS: _____

CITY: _____

ZIP: _____