

Last Updated: October 26, 2012

An attorney may be admitted to practice in this Court in a single case through submission of a Motion for Admission *Pro Hac Vice*. See Local Civil Rule 1.3(c).

Motions for Admission *Pro Hac Vice* and payment of the associated fees **must be electronically filed online** using the Court's [Case Management/Electronic Case Filing \(CM/ECF\)](#) system.

Motions for Admission *Pro Hac Vice* must be electronically filed in one of two ways:

(1) **RECOMMENDED** - Applicants may move for their own admission without a sponsor. Applicants must first [apply on-line for an ECF password](#), then electronically file a *Pro Hac Vice* motion. This method will add an applicant's name to the docket upon the filing of the motion, thereby ensuring immediate electronic transmission (email) of case activity. Or,

(2) A sponsoring attorney may move for the admission of another attorney. If admission *Pro Hac Vice* is granted, the applicant must obtain an ECF password and then electronically file a Notice of Appearance. Electronic transmission of case activity will not occur until after the Notice of Appearance is filed.

A separate *Pro Hac Vice Motion* is required for each attorney applicant.

Orders granting admission *Pro Hac Vice* may appear solely in electronic format without a pdf document attached.

Judges Individual Practices should be consulted for information on courtesy copy requirements.

Those requiring full admission to practice in all cases should visit the [Attorney Admissions](#) page and review Local Civil Rule 1.3.

## **Instructions and Forms for Admission *Pro Hac Vice***

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### **Instructions for Admission *Pro Hac Vice* by Written Motion**

When time permits, a written motion should be electronically filed including:

- (a) A MOTION FOR ADMISSION *PRO HAC VICE* with the attorney's full contact information without a return date ([see sample motion](#)),
- (b) Attach CERTIFICATE(S) OF GOOD STANDING issued within 30 days for the attorney from each state court in which the applicant is a member of the bar, and
- (c) Attach a proposed ORDER FOR ADMISSION *PRO HAC VICE* ([see sample order](#)).

## **Instructions for Admission *Pro Hac Vice* by Oral Motion**

When time does not permit a written motion, an attorney may move by oral motion in open court for admission *Pro Hac Vice*.

- (a) A proposed ORDER FOR ADMISSION *PRO HAC VICE* ON ORAL MOTION must be completed in advance of the appearance and hand delivered to the judge in court ([see sample order](#)).
- (b) After the motion is granted, apply for an ECF password on-line (see instructions below),
- (c) Pay the fee for Admission *Pro Hac Vice* electronically on the ECF system, and
- (d) Forward a cover letter with the case number and a CERTIFICATE OF GOOD STANDING issued within 30 days from each state court in which the applicant is a member of the bar.

## **Instructions for obtaining an ECF password**

Applicants for Admission *Pro Hac Vice* must [apply on-line for an ECF password](#).

Enter "XXXXXXX" for the bar code.

Enter the date the *Pro Hac Vice* application is submitted for the “date admitted to the bar” **and** the “date motion granted”.

Your ECF log-in and password will be sent to you by email.

Questions may be directed to the SDNY ECF Help Desk at [helpdesk@nysd.uscourts.gov](mailto:helpdesk@nysd.uscourts.gov) or by calling (212)805-0800 Monday – Friday during normal Clerk’s Office hours of operation.