

Pro Hac Vice Admission

PACER REQUIREMENTS

To register to practice in the Northern District, you must have an upgraded individual PACER account. If you do not have an upgraded individual PACER account, use the UPGRADING PACER ACCOUNT instructions found [HERE](#).

ADMISSION REQUIREMENTS

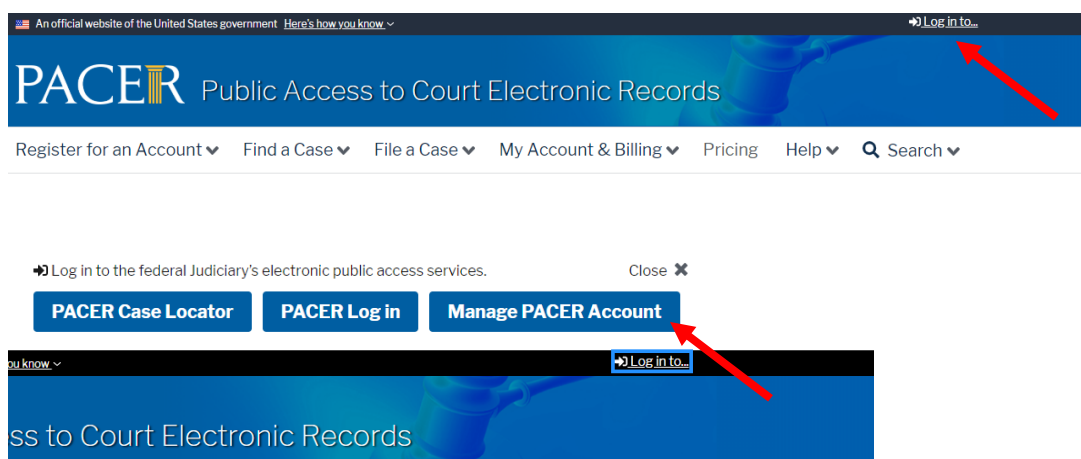
A **Motion for Admission Pro Hac Vice** along with an attached **Application for Admission Pro Hac Vice** is required to be filed in the pending case. A blank Application for Admission Pro Hac Vice can be found [HERE](#). Along with the Pro Hac Vice Motion and Application, there is a \$50.00 fee which will be paid at the time the Motion is filed through Pay.gov.

AFTER the Motion has been filed, if the attorney applying for pro hac vice does not already have e-filing privileges, they will need to apply to our Court by using the instructions below.

Additionally, after the Motion has been filed, the pro hac attorney must file an **Entry of Appearance** in the pending case.

PRO HAC VICE E-FILING REGISTRATION INSTRUCTIONS

1. Navigate to www.pacer.uscourts.gov
2. Click **Log in to...** at the very top of the page and then click **Manage PACER Account**.



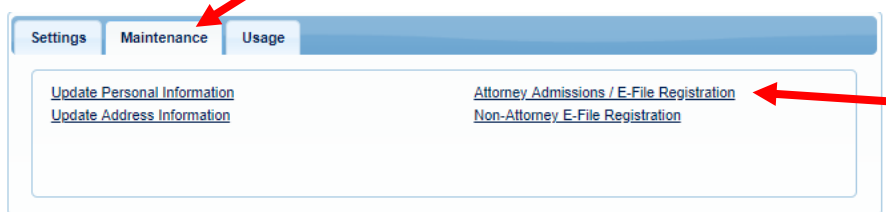
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3. Login with your upgraded individual PACER account username and password.



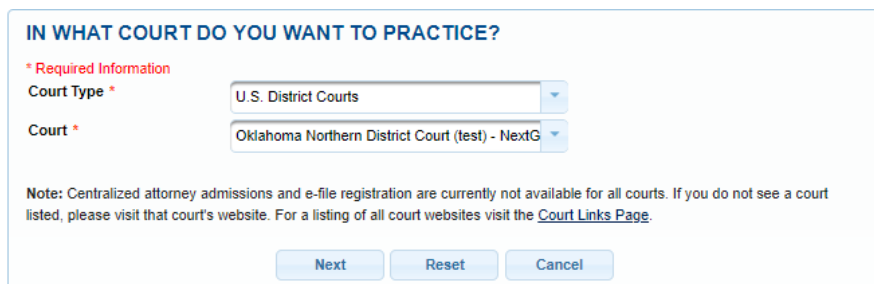
The screenshot shows the PACER Login page. At the top is a blue header with the word "Login". Below it, in red, is the text "* Required Information". There are two input fields: "Username *" and "Password *". Below the fields are three buttons: "Login", "Clear", and "Cancel". Underneath the buttons are three links: "Need an Account?", "Forgot Your Password?", and "Forgot Username?". At the bottom, there is a notice: "NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged."

4. Click on the **MAINTENANCE** tab and select **ATTORNEY ADMISSION/E-FILE REGISTRATION**



The screenshot shows the PACER Maintenance tab. At the top are three tabs: "Settings", "Maintenance", and "Usage". The "Maintenance" tab is selected. Below the tabs are two links: "Update Personal Information" and "Update Address Information". To the right of these links are two more links: "Attorney Admissions / E-File Registration" and "Non-Attorney E-File Registration". Red arrows point to the "Maintenance" tab and the "Attorney Admissions / E-File Registration" link.

5. Select US District Courts then Oklahoma Northern District Court from the drop-down menus and click **NEXT**



The screenshot shows the PACER page titled "IN WHAT COURT DO YOU WANT TO PRACTICE?". At the top, in red, is the text "* Required Information". There are two dropdown menus: "Court Type *" and "Court *". The "Court Type" dropdown is set to "U.S. District Courts" and the "Court" dropdown is set to "Oklahoma Northern District Court (test) - NextG". Below the dropdowns is a note: "Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. For a listing of all court websites visit the [Court Links Page](#)." At the bottom are three buttons: "Next", "Reset", and "Cancel".

6. Select **PRO HAC VICE**

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WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?

Attorney Admissions and E-File

E-File Registration Only

Pro Hac Vice

Multi-District Litigation

Federal Attorney

7. Review **FILER INFORMATION** Section and correct if needed.

8. Complete the **ADDITIONAL FILER INFORMATION** section (**REQUIRED**). **MAKE SURE TO PROVIDE THE PRO HAC VICE CASE NUMBER.**

Additional Filer Information

Already Admitted at Court NORTH CAROLINA WESTERN DISTRICT CO

Court Bar ID

Other Names Used

Pro Hac Vice Case Number 17-CV-005

State Bar ID 12345

State North Carolina

9. Review and complete **DELIVERY METHOD AND FORMATTING**. **NOTE:** HTML is the preferred Email Format. Click **NEXT**.

Delivery Method and Formatting

☐ Use a different email. Checking this will clear the primary email fields below.

Primary Email * oknduscourts+atty58@gmail.com

Confirm Primary Email * oknduscourts+atty58@gmail.com

Email Frequency * At The Time of Filing (One Email per

Email Format * HTML

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10. Set default payment information, if desired (not required). Click **NEXT**.


Payment Information

NOTE: Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.

This section is optional. If you do not enter payment information here, you may do so later by selecting the **Make One-Time PACER Fee Payment** option under the **Payments** tab.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods.

To designate a card as the default for e-filing or admissions fees, click the **Set default** link in the box(es) below. To remove the card as a default, click the **Turn off** link.


☐ Autobill PACER fees
☐ E-filing fees default
☐ Admissions fees default

XXXXXXXXXXXX4747
01/2038
Test Attorney
12345 W 5th Street
Tulsa, OK
74102

Update

[Add Credit Card](#)
[Add ACH Payment](#)

Next

Back

Cancel

11. Review the **Attorney E-Filing Terms and Conditions** and click the boxes acknowledging review and agreement. And click **SUBMIT**.

[Click here to download a printable version of the Attorney E-filing Terms and Conditions](#)

☒ Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. *

☒ Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. [Click here to view local Court Policies and Procedures.](#) *

Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court regarding the status of your admissions and registration as well as any additional information or instructions at the email address provided.

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Submit

Back

Reset

Cancel

AFTER SUBMISSION

The Court will review your application and, if necessary, will provide you with further instructions through the email address provided. You will be notified via email when the Court has processed your request. **NOTE:** It may take up to (3) business days for the Court to process your request.

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