

# 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

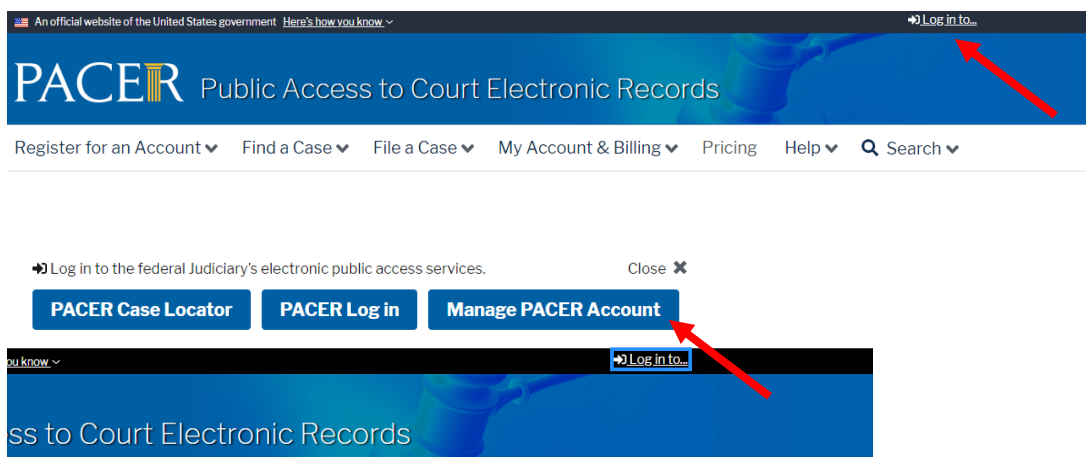
A **Motion for Admission Pro Hac Vice** along with an attached **Application for Admission Pro Hac Vice** is required to be filed in the pending case. A blank Application for Admission Pro Hac Vice (AT-03) can be found [HERE](#). The Motion is usually filed by local counsel. There is a \$50.00 fee which 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](http://www.pacer.uscourts.gov)
2. Click **Log in to...** at the very top of the page and then click **Manage PACER Account**.

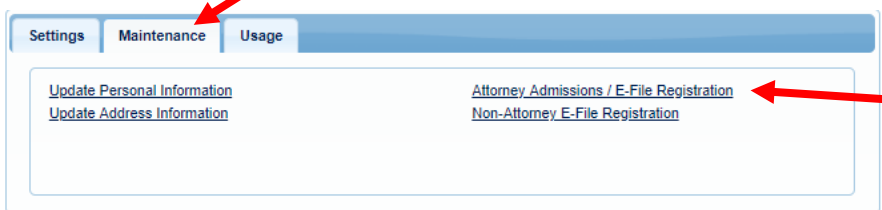


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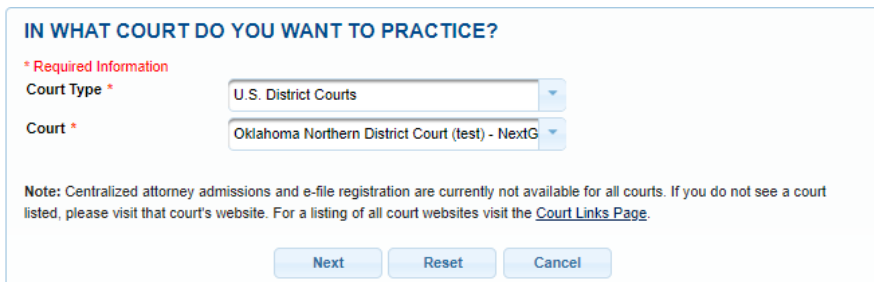
3. Login with your upgraded individual PACER account username and password.



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



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



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.

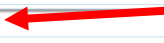
8. Complete the **ADDITIONAL FILER INFORMATION** section (**REQUIRED**). **MAKE SURE TO PROVIDE THE PRO HAC VICE CASE NUMBER.**

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.

**VISA**

Autobill PACER fees  
 E-filing fees default  
 Admissions fees default

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

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

**Update**

**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.