

**INSTRUCTIONS FOR GAINING *PRO HAC VICE* ADMISSION  
TO PRACTICE BEFORE  
THE UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF ARIZONA**

Please read all instructions **carefully** to avoid unnecessary processing delays.

Pursuant to LRCiv 83.1(b)(2), any member in good standing of the Bar of any Federal Court who neither resides nor maintains an office for the practice of law in the District of Arizona, may be admitted to practice in this District. To do so, the attorney must submit an application to appear *pro hac vice* and a Certificate of Good Standing, along with a filing fee.

**NOTE** that pursuant to LRCiv 83.1(b)(2), if an applicant becomes an Arizona resident and/or intends to maintain a principal office for practice in Arizona, he or she must reapply for admission under LRCiv 83.1(a).

Complete the application form in its entirety and provide any necessary supporting documentation.

Sign and date the application. The application must bear an electronic signature. Your signature attests that you have read and understand the Standards for Professional Conduct as adopted by the U.S. District Court for the District of Arizona, and that you will comply with LRCiv 83.1(c).

**If you have never been permitted to appear *pro hac vice* in Arizona AND are a not registered user of the court's Electronic Case Filing (ECF) system you must first complete the following steps:**

Email a completed *pro hac vice* application(s) and a scanned copy of the original Certificate of Good Standing with any other supporting documentation to the attorney admissions mailbox (attyadmin@azd.uscourts.gov). The attorney admissions clerk will review the documents and, if they are deemed sufficient, will provide you instructions on registering to become a user of the court's Electronic Case Filing (ECF) system. Once this information has been provided, you will be required to e-file your documents (application, certificate, etc.) and pay the fee in the same manner as other currently registered users. Please see the following section for additional details on how to complete the filing of your *pro hac vice* application.

**If you have previously been admitted AND are currently a registered user of the court's Electronic Case Filing (ECF) system:**

You must e-file your new application, a scanned copy of the original Certificate of Good Standing with any other supporting documentation, and pay the required fee. Please follow the steps outlined below when filing your *pro hac vice* application:

Step 1: Click <Civil> on the blue menu bar at the top of the ECF screen. The Civil Event Categories window opens, displaying all of the categories and subcategories you may choose for your filing. Click <Pro Hac Vice Application> under the heading Attorney Application.

Step 2: Read this screen carefully, then click <Next> to continue. Note that your submission must consist of ONE ENTRY.

Step 3: Using the radio button, select either a Phoenix/Prescott case or a Tucson case. Click <Next> to continue.

Step 4: Enter the attorney's name. Once entered, click <Next> to continue.

Step 5: Enter the case number you will be appearing in. If a case number has not yet been assigned, please enter NONE. Once complete, click <Next> to continue.

Step 6: Select *Pro Hac Vice* Application on this screen (this is the only choice). Click <Next> to continue.

Step 7: Read this screen carefully, then click <Next> to continue. Note that you must attach all of your documents on the next screen.

Step 8: Click on <Browse> under Main Document to search for and attach the .pdf document. You must file ALL of the documents under Main Document as one.pdf document.

Step 9: This screen provides the current *pro hac vice* fee. Click <Next> to continue.

Step 10: You will be redirected to the PAY.GOV website. Pay via credit card by carefully completing all required information and click <Continue with Plastic Card Payment> to continue. Do NOT use your back button!

Step 11: Enter your email information to receive confirmation. NOTE: You MUST check the box to authorize the charge to your credit card.

NOTE: After clicking <Submit Payment> in PAY.GOV, you MUST wait until your credit card is processed. Once your credit card has been charged, you will be redirected back to ECF.

Step 12: Read this screen carefully, and note that you must print and keep the final screen (the Notice of Electronic Filing). It is important to click <Next> in the final screens to receive the Notice of Electronic Filing (NEF).

NOTE: Because this entry is private and submitted in a single "master" case for all *pro hac vice* applications, you will not receive a NEF via email. Print and/or save this NEF as your receipt of filing a *pro hac vice* application.

The attorney admissions clerk will review the documents, and if appropriate, grant the application. You will receive an e-notice when your application has been granted. If additional information is needed to process the application, you will be contacted by the attorney admissions clerk and provided with instructions on how to submit the required documents.