

Special Admission to Practice

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).

To move for special admission, complete the steps below:

Step One: Complete the application form and necessary supporting documentation

Read and follow the [Instructions for Gaining Pro Hac Vice Admission to Practice Before the United States District Court for the District of Arizona](#).

Step Two: Review by Court

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.

Step Three: Submit Pro Hac Vice E-File Registration

It is important to note that the **Pro Hac Vice E-File Registration** should only be submitted **AFTER** the application has been approved and fee has been paid.

The **Pro Hac Vice E-File Registration** is submitted through PACER. Click [here](#) to login to your individual PACER account or register for an Attorney Filer PACER Account to submit the **Pro Hac Vice E-File Registration**. See below for detailed instructions.

You will receive an e-mail notification from the PACER Service Center, when your request has been processed and e-filing access has been activated.

Pro Hac Vice E-File Registration

Instructions to submit the Pro Hac Vice E-File Registration:

1. Go to the PACER website at www.pacer.uscourts.gov, login, and select **Manage My Account Login**. If you do not have a PACER account, [Register](#) for an attorney filer account.
2. Under the **Maintenance** tab on the **Manage My Account** screen, select “**Attorney Admissions / E-File Registration**.”

The screenshot shows the PACER 'Manage My Account' interface. At the top, the PACER logo and tagline 'Public Access To Court Electronic Records' are visible. Below this is a blue header with the text 'Manage My Account'. A yellow banner with the word 'TRAIN' repeated is positioned below the header. The main content area displays account information: Account Number (masked with asterisks), Username (AttorneyPHV), Account Balance (\$0.00), Case Search Status (Active), and Account Type (Upgraded PACER Account). Below the account information are four tabs: Settings, Maintenance (highlighted with a red box), Payments, and Usage. Under the Maintenance tab, there are three links: 'Update Personal Information', 'Update Address Information', and 'Attorney Admissions / E-File Registration' (highlighted with a red box). A fourth link, 'Non-Attorney E-File Registration', is also visible.

3. Select **Court Type** of “**U.S. District Courts**” and **Court** “**Arizona District Court**” from the drop-down menus and select **Next**. If “**Arizona Middle District**” is not listed, then you are already an e-filer or you currently have a request pending.

The screenshot shows a form titled 'In what court do you want to practice?'. Below the title is a red asterisk and the text '* Required Information'. There are two dropdown menus: 'Court Type *' with 'U.S. District Courts' selected, and 'Court *' with 'Arizona District Court (test)' selected. 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. To find more information on all courts, visit the [Court CM/ECF Lookup page](#).' At the bottom of the form are three buttons: 'Next' (highlighted), 'Reset', and 'Cancel'.

4. Select “Pro Hac Vice”

What would you like to apply/register for?

E-File Registration Only

Pro Hac Vice

Multi-District Litigation

Federal Attorney

5. **File Information:** Check mark and review the acknowledgement in the top portion of the screen. In the bottom portion, verify or update your contact information.

Filer Information

* Required Information

Role in Court Attorney

Title Select a title or enter your own

Name ProHac Attorney

I acknowledge that I am submitting the e-file registration for the individual listed above. Note: If more than one individual uses this account, you must create a new PACER account for the individual who needs e-filing privileges, if she or he does not already have one. *

6. **Additional Filer Information:**

Enter your state and federal court(s) you are admitted. Enter Court Bar ID and other names used when applicable.

Pro Hac Vice Case Number: The case number is required. Enter the case number in which you have been granted pro hac vice admission.

Reminder: do not submit the Pro Hac Vice E-File Request until the order granting admission has been entered in the case **and** the fee has been paid.

Requests that do not include a case number and requests for which the order has not been entered or the fee has not been paid will be rejected and you will receive an e-mail directing you to resubmit your **Pro Hac Vice E-File Request**.

Additional Filer Information

Already Admitted at Court MICHIGAN EASTERN DISTRICT CC

Court Bar ID

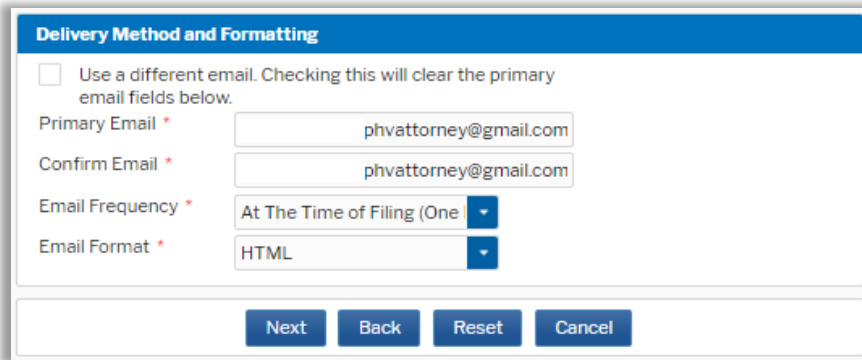
Other Names Used

Pro Hac Vice Case Number 3:21cv1234

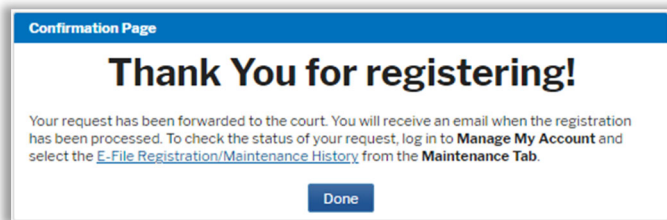
State Bar ID 12345

State Michigan

7. **Delivery Method and Formatting:** Confirm your email address and select your frequency and format preferences for Notices of Electronic Filing. When complete, select **Next**.



8. **Payment Information:** Add, edit, review PACER billing information.
9. **E-Filing Terms of Use:** Review and mark acknowledgements. When complete, click **Submit**.
10. **Confirmation Page:** A confirmation will display.



11. It may take up to three business days for your request to be processed. Once processed, you will receive an e-mail confirmation, with “**NextGen CM/ECF Registration Status**” as the subject line. The e-mail will be sent from the PACER Service Center and the **Transaction Status** will be “**Processed.**” See sample below. Once you receive this e-mail, you can begin e-filing.

