

United States Bankruptcy Court Eastern District of New York

ECF Tip of the Month

Pro Hac Vice Admission

August 2016 Tip of the Month deals with *Pro Hac Vice* Admission.

As per E.D.N.Y. LBR 2090-1(b), upon motion made in accordance with District Rule 1.3(c), a member in good standing of the bar of any state or of any United States District Court may be permitted to practice in this Court in a particular case, adversary proceeding, or contested matter.

All Motions for *Pro Hac Vice* admission to practice should be filed via the CM/ECF filing system or with the Clerk's Office of the Bankruptcy Court.

A Certificate of Good Standing, issued within 30 days from each court in which the applicant is a member, is required as an attachment to the Motion for *Pro Hac Vice*.

- Since January 1, 2015, a \$150.00 attorney admission fee is required when filing a Motion for *Pro Hac Vice*.
- Electronic Submissions: Attorney admission fee must be paid using Pay.Gov during the course of e-filing.
- In Person: Checks and money orders should be made payable to the "**Clerk, U.S. Bankruptcy Court.**"

New Two (2) prompts have been added to the Motion to Appear *Pro Hac Vice* event:

- Enter the Name of the Attorney to Appear *Pro Hac Vice*.
- Enter the Name of the Party that the Attorney is representing.

The information provided in these prompts will pull into the final docket text of the motion. For example, Motion for John Doe to Appear *Pro Hac Vice* for ABC Company. Fee Amount \$150. Filed by Margaret Clarke on behalf of ABC Company (Clarke, Margaret)

To access Local Bankruptcy forms on the Court's website for *Pro Hac Vice* Admissions, click the link: <http://www.nyeb.uscourts.gov/forms/all-forms/admissions>.