

	U.S. District Court – Southern District of Ohio	
	Department Name	Clerk's Office
	Procedure Name	Registering for E-Filing (Pro Hac Vice)
	Last Reviewed/Update Date	11/23/2020

## REGISTERING FOR E-FILING (PRO HAC VICE)

### Purpose

This procedure assists attorneys with registering for electronic filing in conjunction with a motion for leave to appear *pro hac vice*. Attorneys are only required to register once. After initial registration, all future *pro hac vice* appearances only require that the attorney obtain leave of Court.

### Scope

This procedure applies to all attorneys who have moved for admission *pro hac vice* who have not previously registered.

### Prerequisites

All registrations must be submitted using an individual, upgraded PACER account. Registrations cannot be submitted using a legacy or shared PACER account.

Additional Instructions: [Registering for a New Individual PACER Account](#)  
[Upgrading a Legacy PACER Account](#)

### Responsibilities

Attorneys admitted *pro hac vice* should promptly register for electronic filing rights. If you are unable to register for, upgrade, or access your PACER account, contact PACER at (800) 676-6856. Questions regarding the e-file registration form may be directed to the Clerk's Office.

### Procedure

Step	Action
1	Registrations must be submitted through PACER. Navigate to <a href="https://www.pacer.uscourts.gov">https://www.pacer.uscourts.gov</a>

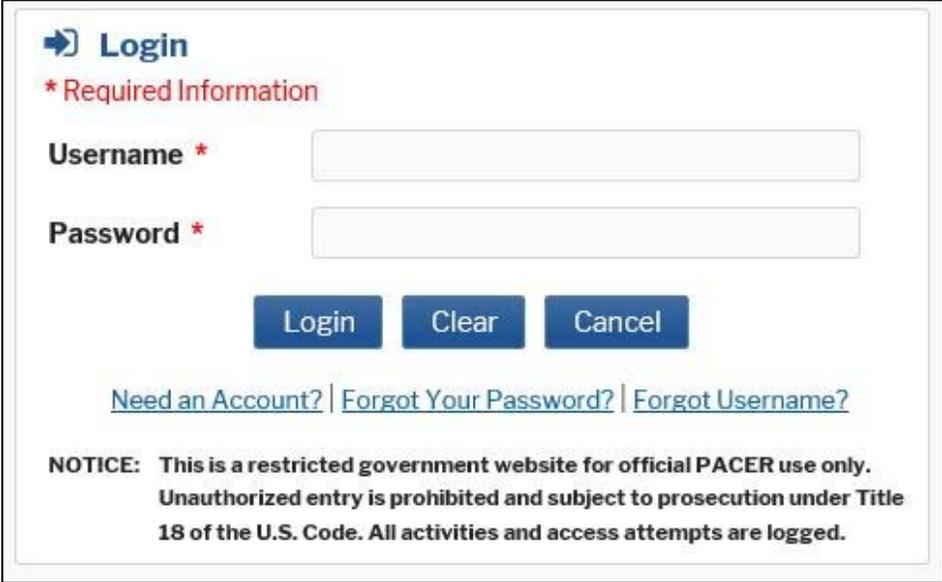
2 Select "Manage My Account Login".



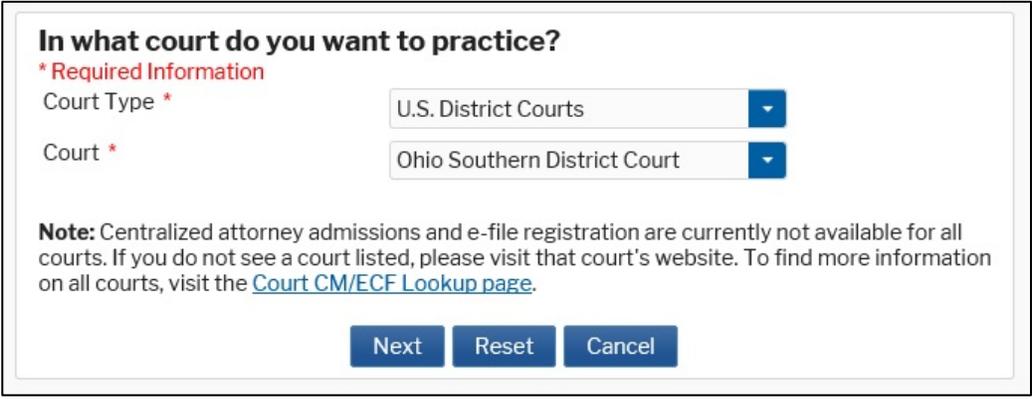
3 Select "Log in to Manage My Account".



4 Log in using an individual, upgraded PACER account.



 **Note:** Registrations cannot be submitted using a legacy or shared PACER account.

<p>5</p>	<p>Select "Attorney Admissions / E-File Registration" under the "Maintenance" tab.</p> 
<p>6</p>	<p>Select "U.S. District Courts" and "Ohio Southern District Court".</p> 
<p>7</p>	<p>Select "Pro Hac Vice".</p> 
<p>8</p>	<p>Complete all required sections of the e-file registration.</p>
<p>9</p>	<p>Enter the case number and state bar information in the "Additional Filer Information" section.</p> 

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10	Select "Next" and update payment information if necessary.
11	Select "Next" and acknowledge the attorney admission and e-filing policies and terms.
12	Select "Submit".