

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: <u>Registering for a New Individual PACER Account</u> <u>Upgrading a Legacy PACER Account</u>

# 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 <u>https://www.pacer.uscourts.gov</u>

2	Select "Manage My Account Login".		
	What can we help you accomplish?		
	Image: Search for a Case   Image: Search for a Case     Filing   Filing     Electronically   Register for an Account     Learn options to find   Find court specific		
	Case information. Information to nel poul Login NextGen CW/ECF?   file a case electronically and developer resources. Pay a Bill Follow these steps to prepare in advance.   Forgot Username or Password? Paysen or		
3	Select "Log in to Manage My Account".		
	Manage My Account Login		
	Login to manage your account details, like updating your address and email and payment information. If the federal court you're doing business with uses NextGen CM/ECF, you can also apply for attorney admissions or register to file electronically.		
	Log in to Manage My Account		
	Visit the main PACER website (pacer.uscourts.gov) for more information on managing your account.		
4	Log in using an individual, upgraded PACER account.		
	Login * Required Information		
	Username *		
	Password *		
	Login Clear Cancel		
	Need an Account?   Forgot Your Password?   Forgot Username?		
	NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.		
	<b>Note:</b> Registrations cannot be submitted using a legacy or shared PACER account.		

5	Select "Attorney Admissions / E-File Registration" under the "Maintenance" tab.			
	Settings Maintenance Usage			
	Lindeka Demonstration			
	Update Address Information Attorney E-File Registration			
6	Select "U.S. District Courts" and "Ohio Southern District Court".			
	In what court do you want to practice?			
	Court Type * U.S. District Courts			
	Court * Ohio Southern District Court			
	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 <u>Court CM/ECF Lookup page</u> .			
	Next Reset Cancel			
7	Select "Pro Hac Vice".			
What would you like to apply/register for?				
Attorney Admissions and E-File				
E-File Registration Only				
Pro Hac Vice				
	Multi-District Litigation			
8	Complete all required sections of the e-file registration.			
9	Enter the case number and state bar information in the "Additional Filer Information"			
	Additional Filer Information			
	Already Admitted at Select Court			
	Court Bar ID			
	Other Names Used			
	Pro Hac Vice Case Number			
	State Bar ID			
	State Select State			

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".