

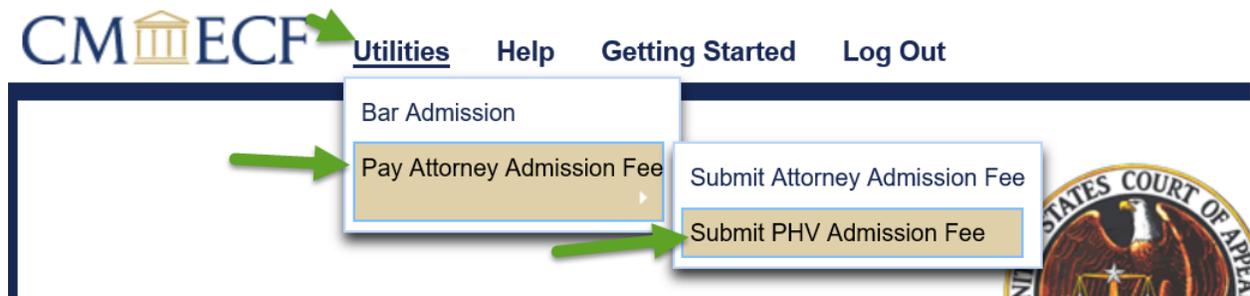
# How to Submit an Electronic Payment for Pro Hac Vice Admission to the Bar of the U.S. Court of Appeals for the 11<sup>th</sup> Circuit

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Turn off pop-up blocker in your browser.

1. After your application has been received, the Clerk's Office will email you with additional information including a link for payment. **Failure to pay the Pro Hac Vice application fee within 7 days of the Clerk's Office's email will require that you submit a new application.**

2. Use the link in the email to sign in to your PACER account. You will be directed to the Court's CM/ECF system, where you will select "**Utilities**" "**Pay Attorney Admission Fee**" "**Submit PHV Admission Fee**".



3. Upload a copy of the email received from the Clerk's Office requesting the application fee.

Submit PHV Admission Fee

NOTE:  
DO NOT SUBMIT PAYMENT UNTIL YOU RECEIVE AN EMAIL FROM THE COURT ADVISING YOUR APPLICATION FOR PHV ADMISSION HAS BEEN RECEIVED AND REQUESTING FEE PAYMENT. If you have questions you may call Attorney Admissions at 404-335-6122.

Please upload a copy of the email requesting fee payment.

Type

PHV Admission Fee Payment

Amount

\$50.00

Submit Documents

Description

Browse...

Document	Description	Size	Sequence	Remove All
<a href="#">A-Dpre1989.pdf</a>	Email from USCA re PHV fee	71 KB		✖

Pay Fee and Submit

4. Click “Pay Fee and Submit”. You will be redirected to PACER’s **Manage My Account** screen (you may have to sign in again). Confirm that the name listed on the top of the screen is correct. You may pay using one of the payment methods stored in your PACER account, or you may enter a different payment method. Fully complete the required information and then click **Next**.

## MANAGE MY ACCOUNT

Welcome, [REDACTED]

[Logout](#)

Account Number	[REDACTED]
Username	[REDACTED]
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

### Pay Other Court Fee for U.S. Court Of Appeals, Eleventh Circuit - NextGen

#### \* Required Information

##### Payment Amount

Amount Due \*      \$50.00

##### Select a Payment Method

- Enter a credit card
- Enter an ACH account

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

[Next](#)

[Cancel](#)

Pay Other Court Fee for U.S. Court Of Appeals, Eleventh Circuit - NextGen

\* Required Information

**Payment Amount**

Amount Due \*      \$50.00

Select a Payment Method

Enter a credit card



Account Holder Name \*  Enter your name as it appears on your account.

Card Type \*

Account Number \*

Card Expiration Date \*  /

Use billing address

Address \*

City \*

State \*

Zip/Postal Code \*

Country \*

Enter an ACH account

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

5. The top of the next screen confirms the payment method and amount. Complete the **Court Specific** and **Email Receipt** sections. If you would like your receipt emailed to one or more additional email addresses, you may add up to three additional email addresses. When you have reviewed all the information on this screen, check the box to authorize the payment and click **Submit**.

## MANAGE MY ACCOUNT

Welcome, [REDACTED]

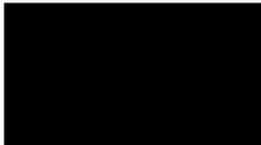
[Logout](#)

Account Number	[REDACTED]
Username	[REDACTED]
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

### Pay Other Court Fee for U.S. Court Of Appeals, Eleventh Circuit - NextGen

#### Payment Summary

##### PAYMENT METHOD



##### PAYMENT DETAILS

Payment Amount	\$50.00
Fee Type	Other Court Fee

#### Court Specific

Attorney Completing Transaction: *	<input type="text"/>
Attorney Name: *	<input type="text"/>
Attorney Phone: *	<input type="text"/>
Attorney Email: *	<input type="text"/>

### Email Receipt

Email

Confirm Email

Additional Email  
Addresses

### Authorization

I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement. \*

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Submit

Back

Cancel

## MANAGE MY ACCOUNT

Welcome

██████████

Logout

Account Number	██████████
Username	██████████
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

### Pay Other Court Fee for U.S. Court Of Appeals, Eleventh Circuit - NextGen

#### Payment Successful

Your payment was successful. You will now be redirected back to U.S. Court Of Appeals, Eleventh Circuit - NextGen to view your receipt or complete your transaction.

If you are not redirected within 30 seconds, click the 'Submit' button below. Do not click the Refresh or Back buttons, as this may result in multiple charges.

If this problem continues to occur, please contact the court.

Submit

6. After submitting your payment, you will be returned to the Court's CM/ECF system and a receipt will be generated. Be sure to print the receipt for your records.



[Utilities](#) ▾ [Help](#) [Getting Started](#) [Log Out](#)

Your payment is complete. [Print](#) the payment receipt.

<b>Receipt</b>	████████████████████
<b>Payment Date</b>	04/21/2020
<b>Amount</b>	\$50.00
<b>Fee Type</b>	PHV Admission Fee Payment