

How to Submit an Electronic Application to Appear Pro Hac Vice to the U.S. Court of Appeals for the 11th Circuit

Applications to Appear Pro Hac Vice may be submitted electronically using PACER. As part of the application process, you will be required to upload a completed Application to Appear Pro Hac Vice (if any questions are answered yes you must also upload a statement giving details and relevant documentation), a certificate of service in compliance with FRAP 25(d), a certificate of good standing issued within the previous six months, and a list of all state and federal bars of which you are a member, including state bar numbers, and your status with each bar. Please follow these instructions to submit an electronic application.

Fully complete the 11th Circuit Application to Appear Pro Hac Vice located on the Court's [website](#). Save the fully completed Application to Appear Pro Hac Vice Admission and the fully completed List of Bar Memberships as separate pdfs for uploading during the electronic submission of your Application to Appear Pro Hac Vice.

Turn off pop-up blocker in your browser.

STEP ONE: Create or upgrade your PACER account, if necessary.

Before you can submit an electronic Application to Appear Pro Hac Vice, you must have an upgraded PACER account.

1. If you have an existing upgraded PACER account (compatible with NextGen CM/ECF), you may proceed to STEP TWO.
2. If you have not upgraded your existing PACER account to be compatible with NextGen CM/ECF systems, go to PACER's [website](#).
3. If you do not have a registered PACER account, you may create one by following the instructions found [here](#).

STEP TWO: Use your PACER account to submit an electronic application.

1. Log on to PACER and click Manage My Account at the top right of the screen.



2. Then select **Attorney Admissions/E-File Registration** under the **Maintenance** tab.



3. Select **U.S. Appellate Courts** for Court Type and **U.S. Court of Appeals, Eleventh Circuit – NextGen**. Click **Next**.

A screenshot of a form titled 'IN WHAT COURT DO YOU WANT TO PRACTICE?'. The form has two dropdown menus: 'Court Type *' set to 'U.S. Appellate Courts' and 'Court *' set to 'U.S. Court Of Appeals, Eleventh Circuit - NextG'. 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. For a listing of all court websites visit the [Court Links Page](#).' At the bottom, there are three buttons: 'Next', 'Reset', and 'Cancel'. The 'Next' button is highlighted with a yellow starburst.

4. **Select Attorney Admissions and E-File:**

A screenshot of a form titled 'WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?'. There are three buttons: 'Attorney Admissions and E-File', 'E-File Registration Only', and 'Federal Attorney'. The 'Attorney Admissions and E-File' button is highlighted with a red box and a yellow starburst.

5. Complete all five sections of the next page as fully as possible, all sections with a red asterisk * must be answered before your application can be submitted.

6. Complete the **Attorney Bar Information** section. This section asks for information about other state and federal jurisdictions in which you are admitted to practice law. Please list all such jurisdictions. For each jurisdiction, you will be asked to provide your bar ID and the date of your admission. These are not required fields but they should be completed as accurately as possible. Please note, you will also be required to upload a list of all state and federal bars of which you are a member in support of your Application to Appear Pro Hac Vice in the Document Upload section.

Attorney Bar Information

* Required Information

FEDERAL BAR INFORMATION

I am admitted to the bar in one or more federal courts.

Our data indicates that you have been admitted to the bar of the following federal court(s):

Verified Federal Bar Information			
Federal Court	Bar ID	Bar Status	Date Admitted
No verified federal bar data available.			

Enter information for any federal court not listed in table on the left:

Additional Federal Bar Information		
Federal Court	Bar ID	Date Admitted
Click the "Add" button below to enter federal bar data.		
+ Add		

STATE BAR INFORMATION

I am admitted to the bar in one or more states.

Enter information for any state(s) in which you have been admitted to the bar:

Additional State Bar Information		
State	Bar ID	Date Admitted
Click the "Add" button below to enter state bar data.		
+ Add		

7. Leave the Sponsoring Attorney section blank.

Sponsoring Attorney

Bar ID Jurisdiction U.S. COURT OF APPEALS, ELEVENTH CIRCUIT

First Name Middle Name Last Name

8. Answer the **Attorney Information** questions. If you answer Yes to any of these questions, additional information will be required. Additional questions must be answered on the Application to Appear Pro Hac Vice itself, and you must also upload a statement giving details and relevant documentation regarding these questions with your uploaded Application to Appear Pro Hac Vice.

Attorney Information

Attorney Type (check all that apply) * Civil Criminal Bankruptcy

Have you ever been disbarred/censured/denied admission? * Yes No

Do you have any disciplinary actions pending? * Yes No

Have you ever been convicted of a felony? * Yes No

Fee Acknowledgment *

I acknowledge that I will be charged an admission fee if I am admitted.

I request that the admission fee be waived for the following reason:

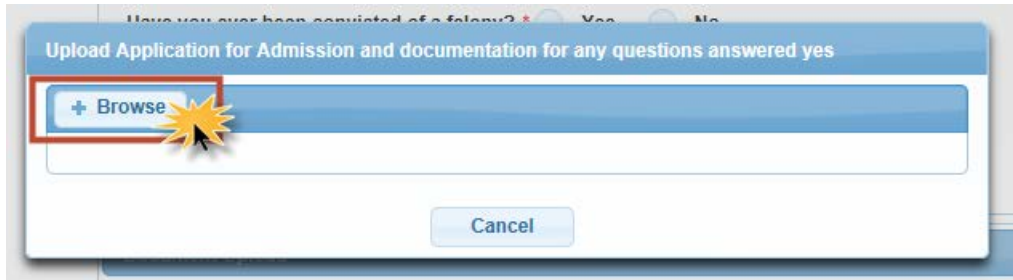
9. The **Document Upload** section requires you to provide three documents in support of your application: (1) a fully completed, signed Application to Appear Pro Hac Vice, and if any answer on the application is yes, attach a statement giving details and relevant documentation, and a Certificate of Service, (2) a Certificate of Good Standing issued within the previous six months establishing that you are admitted to practice before a court described in FRAP 46(a)(1), (3) a list of all state and federal bars of which you are a member, including state bar numbers, and your status with each bar. You may upload these documents in PDF format by clicking **Upload** and then **Browse** for each document.

Document Upload

Application for Admission and documentation for any questions answered yes *

List of All Bar Memberships *

Certificate of Good Standing issued within previous six months *



10. Read and answer the Additional Attorney Information Required by Court. You must type "Yes" in the box to acknowledge.

Additional Attorney Information Required by Court

Type "Yes" to acknowledge that you have: (1) provided all information and answered all questions on the Application for Admission to the Bar; (2) uploaded a Certificate of Good Standing issued within the previous six months establishing you are admitted to practice before a court described in FRAP 46(a) (1); (3) uploaded a List of All Bar Memberships; and (4) if you answered any of the questions in the affirmative, uploaded a statement giving details and relevant documentation. Failure to submit a complete application and all necessary documentation may result in your application being rejected. *

Next Back Reset Cancel

11. Once the full screen has been completed, select **Next** to proceed to the e-filing portion of your application.

12. Provide your **Filer Information**. This information will automatically populate from your PACER Central Sign On (CSO) account. If this information is inaccurate, you should update your PACER account instead of making changes on this screen (as changes made here would not be applied to your PACER account information or to your information on file with other courts).

Filer Information

*** Required Information**

Role in Court Attorney

Title

Name

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. ***

Please verify your address. You may also enter a different address from the one provided for your CSO account.

Use a different address. Checking this will clear the address fields below.

Firm/Office

Unit/Department

Address *

Room/Suite

City *

State *

County *

Zip/Postal Code *

Country *

Primary Phone *

13. You may complete the **Additional Filer Information** section, but it is not required.

Additional Filer Information

Already Admitted at Court

Court Bar ID

Other Names Used

Most Recent Case
(in court where you are registering)

14. Use the **Delivery Method and Formatting** section to indicate how you want to receive Notices of Docket Activity (NDAs) from the Court. NDAs will be sent to your primary email, so ensure it is correct. If it is inaccurate, you should update your PACER account instead of making changes on this screen (as changes made here would not be applied to your PACER account information or to your information on file with other courts). If you would like NDAs also sent to one or more additional email addresses, add those email addresses in the **Additional Email Addresses** field. You must then select your preferred email format and how often you wish to receive emails.

Delivery Method and Formatting

Use a different email. Checking this will clear the primary email fields below.

Primary Email *

Confirm Primary Email *

Email Frequency *

Email Format *

Additional Email Addresses

Confirm Additional Email Addresses

15. When this section has been completed, click **Next**.

16. The next screen is the **Payment Information** screen. This screen displays, side by side, each payment method (i.e. credit cards and ACH information) that you have stored in your PACER account. Here, you can update an existing payment method or add a new one if necessary. The check boxes show the types of fees for which each payment method will be used. You may use your stored payment information to pay the \$50 application fee upon receipt of an email from the Clerk’s Office requesting payment. **The fee will not be charged at this time, however, and you will be able to change payment methods or add a new one at that time of payment.**

Payment Information

NOTE: Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.

This section is optional. If you do not enter payment information here, you may do so later by selecting the **Make One-Time PACER Fee Payment** option under the **Payments** tab.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods.

To designate a card as the default for e-filing or admissions fees, click the **Set default** link in the box(es) below. To remove the card as a default, click the **Turn off** link.

 <input checked="" type="checkbox"/> Autobill PACER fees <input checked="" type="checkbox"/> E-filing fees default <input checked="" type="checkbox"/> Admissions fees default XXXXXXXXXXXX4747 127 Church St Marietta, GA 30127 <input type="button" value="Update"/>	Add Credit Card Add ACH Payment
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17. Once you have reviewed your payment information, click **Next**.

18. After reading the terms, conditions, policies, and procedures, click the **Acknowledgement**

of Policies and Procedures for Attorney Admissions box and the two E-Filing Terms of Use boxes.

Acknowledgment of Policies and Procedures for Attorney Admissions

Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. [Click here to view local Court Policies and Procedures.](#) *

E-Filing Terms of Use

[Click here to download a printable version of the Attorney E-filing Terms and Conditions](#)

Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. *

Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. [Click here to view local Court Policies and Procedures.](#) *

19. Click **Submit** to transmit your application to the Court for its review. Once the Court receives your application you will receive electronic notification to complete payment of the application fee.

Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court regarding the status of your admissions and registration as well as any additional information or instructions at the email address provided.

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

Please allow 2 to 3 business days for processing by the Clerk’s Office. If your application materials are incomplete, your application may be rejected and you will need to submit a new application for Pro Hac Vice admission. If application materials are complete, you will receive an email from the Clerk’s Office directing payment of the \$50 Pro Hac Vice application fee. Upon receipt of the fee your application will be submitted for review. If you do not pay the \$50 fee within 7 days of the Clerk’s Office’s email, you will be required to submit a new application.