

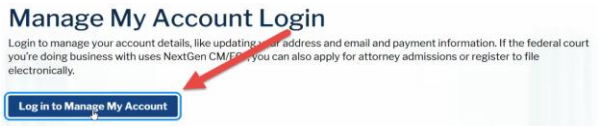










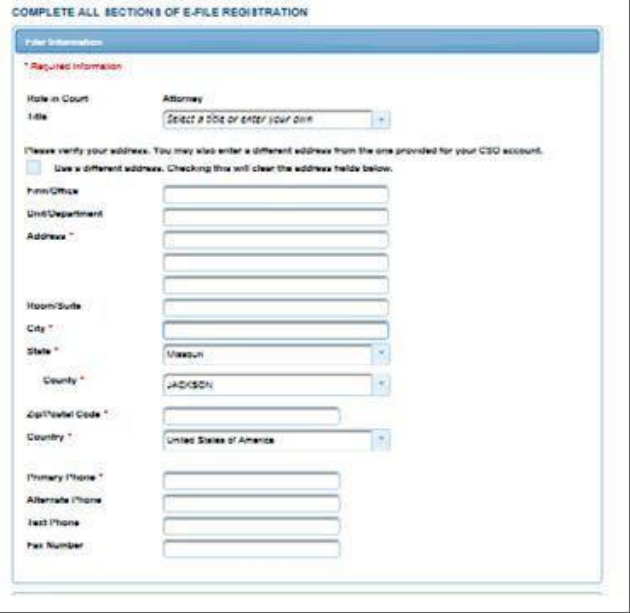

**Pro Hac Vice Admission  
United States Bankruptcy Court**

The following steps may be completed before a pro hac vice motion is filed; however, E-Filing privileges may not be granted until a motion has been approved by the Court.

Per [Local Rule 83.2](#), a motion for pro hac vice admission must be filed in the bankruptcy case or adversary proceeding in which the attorney seeks *pro hac vice* admission. The motion may be filed in paper, by a sponsoring attorney, or electronically by the moving attorney if said attorney was previously admitted *pro hac vice* in another case.

In addition, payment of the prescribed fee must be made to the Clerk of the U.S. District Court, Eastern District of Kentucky.

	Action	Screenshot
1	Log in to: <a href="http://www.pacer.uscourts.gov">www.pacer.uscourts.gov</a>  Hover over <b>Manage Your Account</b>	
2	Click on <b>Manage My Account Login</b>	
3	Click on <b>Log in to Manage My Account</b>	
4	Enter <b>Username/Password</b>	

5	Click <b>Login</b>	
6	Select the <b>Maintenance</b> tab and click <b>Attorney Admissions/E-File Registration</b>	
7	Select <b>U.S. Bankruptcy Courts</b> as the <b>Court Type</b> and <b>Kentucky Eastern Bankruptcy Court</b> as the <b>Court</b> . Click <b>Next</b> .	 <p><b>In what court do you want to practice?</b> * Required Information Court Type * <input type="text" value="Select Court Type"/>  Court * <input type="text" value="Select Court"/> </p> <p><b>Note:</b> 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 <a href="#">Court CM/ECF Lookup page</a>.</p> <p><input type="button" value="Next"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/></p>
8	Select <b>E-File Registration Only</b>	 <p><b>What would you like to apply/register for?</b></p> <p><input type="button" value="E-File Registration Only"/>   <input type="button" value="Pro Hac Vice"/>  <input type="button" value="Federal Attorney"/></p>
9	Review/complete the personal information on the <b>E-File Registration</b> screen.	 <p><b>COMPLETE ALL SECTIONS OF E-FILE REGISTRATION</b></p> <p><b>Filer Information</b> * Required Information Role in Court: Attorney Title: <input type="text" value="Select a job or enter your own"/>   <small>Please verify your address. You may also enter a different address from the one provided for your CDO account.</small>  <input type="checkbox"/> Use a different address. Checking this will clear the address fields below.      Firm/Office: <input type="text"/>      Unit/Department: <input type="text"/>      Address: <input type="text"/>  <input type="text"/>  <input type="text"/>      Room/Suite: <input type="text"/>      City: <input type="text"/>      State: <input type="text" value="Missouri"/>      County: <input type="text" value="JACKSON"/>      Zip/Postal Code: <input type="text"/>      Country: <input type="text" value="United States of America"/>      Primary Phone: <input type="text"/>      Alternate Phone: <input type="text"/>      Text Phone: <input type="text"/>      Fax Number: <input type="text"/></p>

<p>10</p>	<p>Select preferred <b>Email Frequency</b> and <b>Email Format</b></p> <p><b>NOTE: HTML is the preferred Email Format</b></p>	<p><b>Delivery Method and Formatting</b></p> <p><input type="checkbox"/> Use a different email. Checking this will clear the primary email fields below.</p> <p>Primary Email * <input type="text" value="kyebtestmail+leighgulley@gmail.com"/></p> <p>Confirm Email * <input type="text" value="kyebtestmail+leighgulley@gmail.com"/></p> <p>Email Frequency * <input type="button" value="Select Email Frequency"/></p> <p>Email Format * <input type="button" value="Select Email Format"/></p> <p><input type="button" value="Next"/> <input type="button" value="Back"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/></p>
<p>11</p>	<p>Set default <b>Payment Information</b> if desired (not required).</p> <p>Click <b>Next</b> when finished or to bypass this screen.</p>	<p><input type="checkbox"/> Autobill PACER fees <input type="checkbox"/> E-filing fees default <input type="checkbox"/> Admissions fees default</p> <p><b>To use the same account for multiple fee types, once account information is entered, click in the box next to one or multiple fee types to designate the entered payment method for that account.</b></p>
<p>12</p>	<p>Check the two boxes for <b>Acknowledgment of E-filing Terms and Conditions and Court Policies and Procedures for Attorney Admissions</b></p> <p>Click <b>Submit</b></p>	<p><a href="#">Click here to download a printable version of the Attorney E-filing Terms and Conditions</a></p> <p><input checked="" type="checkbox"/> Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. *</p> <p><input checked="" type="checkbox"/> Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. <a href="#">Click here to view local Court Policies and Procedures.</a> *</p> <p>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.</p> <p><b>Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.</b></p> <p><input type="button" value="Submit"/> <input type="button" value="Back"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/></p>
<p>13</p>	<p>The Court will review your admission request and provide you with further instructions by email, if necessary.</p>	<p><b>Confirmation Page</b></p> <p><b>Thank You for registering!</b></p> <p>Your request has been forwarded to the court. You will receive an email when the registration has been processed. To check the status of your request, log in to <b>Manage My Account</b> and select the <a href="#">E-File Registration/Maintenance History</a> from the <b>Maintenance Tab</b>.</p> <p><input type="button" value="Done"/></p>