
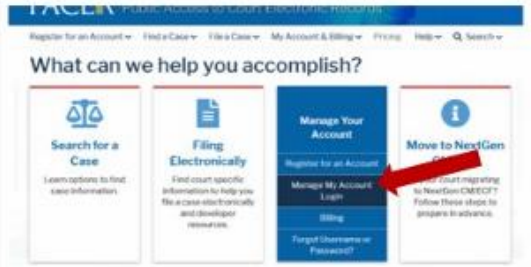





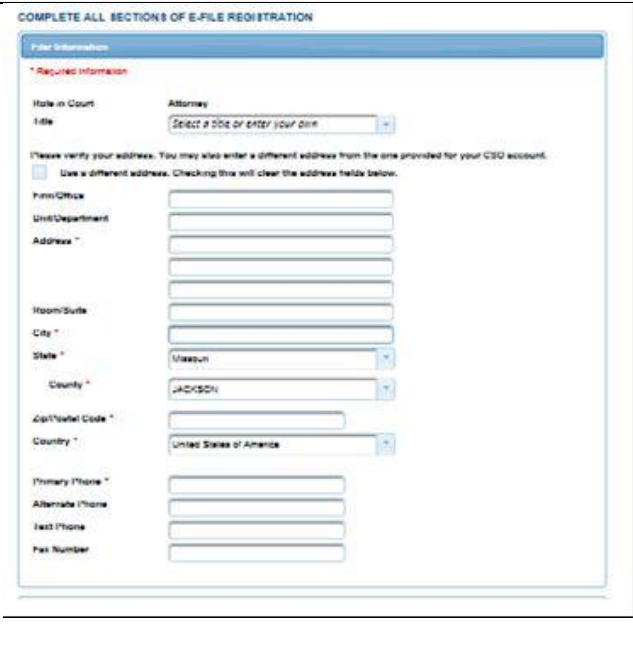


**Pro Hac Vice Admission**

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

Per [Local Rule 83.2](#) and [Local Criminal Rule 57.2](#), you must file a motion for pro hac vice admission for each attorney in CM/ECF along with the applicable fee. 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.

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

<p>6</p>	<p>Select the <b>Maintenance</b> tab and click <b>Attorney Admissions/E-File Registration</b></p>	
<p>7</p>	<p>Select <b>U.S. District Courts</b> as the <b>Court Type</b> and <b>Kentucky Eastern District Court</b> as the <b>Court</b>. Click <b>Next</b>.</p>	
<p>8</p>	<p>Select <b>Pro Hac Vice</b></p>	
<p>9</p>	<p>Review/complete the personal information on the <b>E-File Registration</b> screen.</p>	

<p>10</p>	<p>Enter the Case Number in the Eastern District of Kentucky for the case in which you are proceeding <i>Pro Hac Vice</i> and click <b>Next</b>.</p> <p><b>NOTE: HTML is the preferred Email Format</b></p>	<div style="border: 1px solid #0070C0; padding: 5px;"> <p><b>Additional Filer Information</b></p> <p>Already Admitted at Court <input type="text" value="Select Court"/> <span style="float: right;">▼</span></p> <p>Court Bar ID <input type="text"/></p> <p>Other Names Used <input type="text"/></p> <div style="border: 2px solid #800000; padding: 2px;"> <p>Pro Hac Vice Case Number <input type="text"/></p> </div> <p>State Bar ID <input type="text"/></p> <p>State <input type="text" value="Select State"/> <span style="float: right;">▼</span></p> </div> <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 5px;"> <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="attorneyname@gmail.com"/> <span style="float: right;">?</span></p> <p>Confirm Email * <input type="text" value="attorneyname@gmail.com"/> <span style="float: right;">?</span></p> <p>Email Frequency * <input type="text" value="At The Time of Filing (One E)"/> <span style="float: right;">▼</span></p> <p>Email Format * <input type="text" value="HTML"/> <span style="float: right;">▼</span></p> </div>
<p>11</p>	<p>Set default <b>Payment Information</b> if desired (not required). Click <b>Next</b> when finished or to bypass this screen. You can add a credit card or ACH payment method for each of the following fee types:</p>	<div style="border: 1px solid #ccc; padding: 10px; text-align: center;"> <p><input type="checkbox"/> Autobill PACER fees</p> <p><input type="checkbox"/> E-filing fees default</p> <p><input type="checkbox"/> Admissions fees default</p> </div> <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</b> and <b>Court Policies and Procedures for Attorney Admissions</b>.</p>	
<p>13</p>	<p>Click <b>Submit</b>. The court will review your admission request and provide you with further instructions by email, if necessary.</p>	<div style="border: 1px solid #ccc; padding: 10px; text-align: center;"> <div style="background-color: #0070C0; color: white; padding: 2px 5px; font-weight: bold;">Confirmation Page</div> <h2 style="margin: 10px 0;">Thank You for registering!</h2> <p style="font-size: small; margin: 5px 0;">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> <div style="background-color: #0070C0; color: white; padding: 5px 15px; margin-top: 10px; display: inline-block;">Done</div> </div>