

INSTRUCTIONS FOR *PRO HAC VICE* ADMISSION

File the Motion with the Clerk's Office. Please make sure that the motion includes the applicant's e-mail address. If filing the motion conventionally, please include a CD or flash drive containing the motion in PDF format and the proposed order in Word format together with the hard copy of the motion.

Fee. There is a **\$200.00** fee in **each** case or adversary proceeding and for each attorney seeking admission. However, attorneys seeking *pro hac vice* admission in **multiple adversary proceedings related to a single main proceeding** need only file the application for admission to practice *pro hac vice* **once** under the main proceeding by referencing the applicable underlying adversary proceedings in the application.

This fee is due at the time of the filing of the motion. The motion, therefore, **must** be accompanied by an attorney's check or money order (payable to *Clerk, US Bankruptcy Court, SDNY*) for the full amount that is due (\$200.00).

Furnish Chambers with a Courtesy Copy of the Motion and Proposed Order. When submitting the courtesy copy to the judge's chambers, please include a CD or flash drive containing the proposed order in Word format.

Password for CM/ECF (Case Management/Electronic Case File) System.

- **An attorney who does not have e-filing privileges and is seeking *pro hac vice* admission** may register as an ECF user thru PACER at www.pacer.gov and submit the application for admission *pro hac vice* electronically.
- **An attorney who already holds a CM/ECF password based on a prior *pro hac vice* admission** may use it to file a motion for *pro hac vice* admission and pay the \$200.00 fee (with a credit card while on ECF) in a new case or adversary proceeding; no other filing should be made in the new case or adversary proceeding until the motion is granted.

Please visit the court's website for instructions on gaining filing privileges at <http://www.nysb.uscourts.gov/gaining-ecf-filing-privileges>. The password should not be used for filing documents in any case or adversary proceeding other than the case or adversary proceeding (and on behalf of the party referred to) for which admission was granted, unless the password holder applies for and is granted *pro hac vice* admission in the new case or adversary proceeding.

NOTE: Pursuant to Local Rule 2090-1(f), the requirement that attorneys be admitted to practice in the District Court (SDNY) or seek *pro hac vice* admission in the Bankruptcy Court does **not** apply to the following: 1) the filing of a proof of claim or interest; and 2) an appearance by a child support creditor or creditor's representative.