



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON OFFICE OF
THE CLERK
U.S. COURTHOUSE, SUITE 2310
700 STEWART STREET
SEATTLE, WASHINGTON 98101
(206) 370-8400

WILLIAM M. MCCOOL
District Court Executive
Clerk of Court

LORI LANDIS
Chief Deputy Clerk

**APPLICATION FOR LEAVE TO APPEAR PRO HAC VICE
INSTRUCTIONS**

Pursuant to LCR 83.1(d) – Permission to Participate in a Particular Case

Adobe Acrobat Reader is required for filing.

Pro Hac Vice Attorney Applicant:

- Obtain local counsel (local counsel must (1) have a physical office within the Western District of Washington; and (2) be admitted to practice before this Court.
- Complete the applicant portion of the Application for Leave to Appear Pro Hac Vice, which includes the Electronic Case Filing (ECF) Agreement, and agree that said applicant knows and will comply with all applicable local rules, which includes knowing that local counsel must sign all filings.
- Upon completion of Pro Hac Vice applicant's portion, route to local counsel who completes their portion of the application, electronically files the completed Application for Leave to Appear Pro Hac Vice and pays the \$231 fee.

Local Counsel:

- Must be admitted to practice before this Court.
- Have a physical office within the geographical boundaries of the Western District of Washington.
- Enter an appearance representing the same party as the Pro Hac Vice applicant wants to represent.

Local Counsel Continued...

- Complete the Statement of Local Counsel, which includes the understanding that local counsel agrees to sign all filings and be prepared to handle the matter, including the trial, in the event the applicant is unable to be present in the case, pursuant to LCR 83.1(d). Save application as a PDF.
- Electronically file the completed application (either Civil or Criminal), under *Other Documents*, then *Application for Leave to Appear Pro Hac Vice*. The system will prompt you to attach the saved PDF and pay the required \$231 fee on-line using a debit or credit card. Complete the pay.gov screens, and follow all the prompts until the Application for Leave to Appear Pro Hac Vice is filed and confirmation is received.

The Court:

- Reviews the application to ensure compliance with local rules; the application will be either approved or disapproved by the clerk.
- Provides successful applicants with a login and password for ECF.
- Dockets the Order approving or disapproving the application, electronically notifying the applicant, and all parties who have appeared of said Order.

Questions regarding Pro Hac Vice applications:

Seattle Courthouse

Dana Scarp 206-370-8862
Dana_scarp@wawd.uscourts.gov

Tacoma Courthouse

Caroline Gonzalez 253-882-3806
Caroline_gonzalez@wawd.uscourts.gov
Mary Trent 253-882-3821
Mary_trent@wawd.uscourts.gov

Questions regarding Electronic Case Filing (ECF)

ECF Help Desk 1-866-323-9293