## EXTERNAL USER REGISTRATION MANUAL: PRO HAC VICE ADMISSIONS

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#### Overview

All attorneys not admitted to the Washington State Bar who wish to join a case in the Western District of Washington, must apply for leave to appear Pro Hac Vice (PHV) by completing the following:

- A. Obtain local counsel:
- B. Read and complete all sections of the Application for Leave to Appear Pro Hac Vice, except for the Statement of Local Counsel;
- C. Send the application to local counsel; and
- D. Request access to the Western District of Washington through PACER.

Note: This Court does not require a Certificate of Good Standing for Pro Hac Vice appearances.

### Local Counsel Requirements and Responsibilities

Local counsel must meet the following requirements:

- 1. Have a physical office within the geographic boundaries of the Western District of Washington.
- 2. Be admitted to practice before this Court.
- 3. Be registered to file via Western District of Washington's CM/ECF.
- 4. Appear properly before the Court in the case.

Local counsel are responsible for the following during the PHV application process:

- 1. Complete the Statement of Local Counsel;
- Electronically file the completed Application for Leave to Appear Pro Hac Vice, under Other Documents> Application for Leave to Appear Pro Hac Vice; and
- 3. Pay the admission fee during the filing of the **Application for Leave to Appear Pro Hac Vice** (see the Paying Fees page for current fee amount).

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## PRO HAC VICE ADMISSIONS

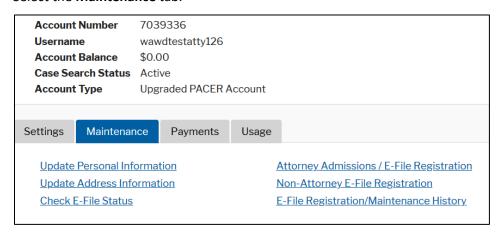
### Attorney Filing Access Request through PACER

All PHV attorneys must request attorney e-filing access from their individual PACER accounts to this District's CM/ECF system. This allows attorneys to e-file in our system. Follow the below steps to submit this request.

- 1. Navigate to <a href="https://pacer.psc.uscourts.gov/pscof/login.jsf">https://pacer.psc.uscourts.gov/pscof/login.jsf</a>.
- 2. Enter your current PACER Username and Password.

**Note:** If you forgot your current PACER username or password, you may request a reset from the PACER log in page by selecting **Forgot Your Password?** Or **Forgot Username?**.

Select the Maintenance tab.



Select Attorney Admissions/E-File Registration.



- 5. Select **U.S. District Courts** under **Court Type.**
- 6. Select Washington Western District Court under Court.

**Note:** If you do not see **Washington Western District Court** as an option, it means you are already admitted and registered (or were registered) to file in our court. In this case, you do not need to submit a new access request.

- 7. Select Next.
- 8. Review the highlighted instructions, then select **Pro Hac Vice.**
- 9. Select the e-filing acknowledgement under the **Name** section.

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10. Verify/Enter your e-filing address.

**Note:** This address appears on case dockets and is used as the service address for any documents needing to be serviced via traditional means.

- 11. Verify your phone number.
- 12. Skip the Additional Filer Information section.
- 13. Verify/Update all required fields (\*) in the **Delivery Method and Formatting** section.

Note: CM/ECF sends all electronic notifications filed in your cases to this address.

- 14. Select Next.
- 15. Select/Enter payment information.
  - a. The Court does not require you to enter a payment method. You can continue linking your account and e-file with this Court without supplying a payment method.
  - b. You can use the same payment method you use for PACER fees (prepopulated by PACER) or you can enter a different payment method.
  - c. If you are registering without a credit card, leave all fields blank and skip to Step 16.

**Note:** PACER does not charge you for submitting this request. Local counsel pay the admission fee during the filing of the **Application for Leave to Appear Pro Hac Vice**.

- 16. Select Next.
- 17. Review our local court policies and procedures, then select that you reviewed and agree to our local requirements.
- 18. Review the **E-filing Terms of Use**, then select that you read and agree to the attorney e-filing terms and conditions.
- 19. Select Submit.
- 20. PACER sends your PHV admission request to the Court for review.

Note: The Court does not grant leave to appear until:

- 1. You receive the approval/confirmation email from this Court that you are approved to electronically file with this Court, *and*
- 2. The clerk dockets the order granting leave to appear Pro Hac Vice.

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