

# 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;
2. 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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## 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 <https://pacer.psc.uscourts.gov/pscof/login.jsf>.
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?**.

3. Select the **Maintenance** tab.

<b>Account Number</b>	7039336
<b>Username</b>	wawdtestatty126
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Active
<b>Account Type</b>	Upgraded PACER Account

  

Settings	<b>Maintenance</b>	Payments	Usage
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<a href="#">Update Personal Information</a>	<a href="#">Attorney Admissions / E-File Registration</a>
<a href="#">Update Address Information</a>	<a href="#">Non-Attorney E-File Registration</a>
<a href="#">Check E-File Status</a>	<a href="#">E-File Registration/Maintenance History</a>

4. Select **Attorney Admissions/E-File Registration**.

Settings	<b>Maintenance</b>	Payments	Usage
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<a href="#">Update Personal Information</a>	<a href="#">Attorney Admissions / E-File Registration</a>
<a href="#">Update Address Information</a>	<a href="#">Non-Attorney E-File Registration</a>
<a href="#">Check E-File Status</a>	<a href="#">E-File Registration/Maintenance History</a>

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 docket the order granting leave to appear Pro Hac Vice.