



UNITED STATES DISTRICT COURT

WESTERN DISTRICT OF WASHINGTON
OFFICE OF THE CLERK
U.S. COURTHOUSE, LOBBY LEVEL
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 the Statement of Local Counsel section 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.
- Be a party in the case or have filed a Notice of Appearance in the same case as the Pro Hac Vice applicant wants to represent.
- 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 on any date scheduled by the court, pursuant to LCR 83.1(d).

Local Counsel Continued...

- Electronically file the completed application (either Civil or Criminal), under Other Documents, then select 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 denied by the clerk.
- Provides successful applicants with a login and password for ECF.
- Dockets the Order approving or denying the application, electronically notifying the applicant, and all parties in the case.

Questions regarding Pro Hac Vice applications:

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

Questions regarding Electronic Case Filing (ECF)

ECF Help Desk 1-866-323-9293