

Special Admission to Practice

Local Rule 2.01 governs membership in the court's bar. Membership or special admission in the Middle District bar is necessary to practice in the Middle District. Neither membership nor special admission is required for a lawyer employed by the United States, or a public entity established by federal law to practice within the course and the scope of the lawyer's employment.

A lawyer can move for special admission to practice in an action in the Middle District court if the lawyer:

- is not an active member in good standing in The Florida Bar,
- is a member in good standing of the bar of a United States district court, and
- has not abused the privilege of special admission by maintaining a regular practice of law in Florida.

To move for special admission, complete the steps below:

Step One: File a Motion to Appear Pro Hac Vice

Please note that CM/ECF e-filing access for the Middle District of Florida is only issued upon admission. The motion may be filed through the [Court's Web Portal](#) or in paper format.

Step Two: Pay \$150.00 Special Admission Fee

The fee can be paid while electronically filing the "Motion to Appear Pro Hac Vice" or the "Pay Fee" event. Both events direct the e-filer to pay.gov for the \$150.00 special admission fee to be paid by credit card. The fee may also be paid by mailing a firm check or money order to the division where your case is pending. The check should be payable to the "Clerk, U.S. District Court."

Step Three: Submit Pro Hac Vice E-File Registration

It is important to note that the "**Pro Hac Vice E-File Registration**" **should only be submitted AFTER the fee has been paid and the order granting special admission has been entered in the case.**

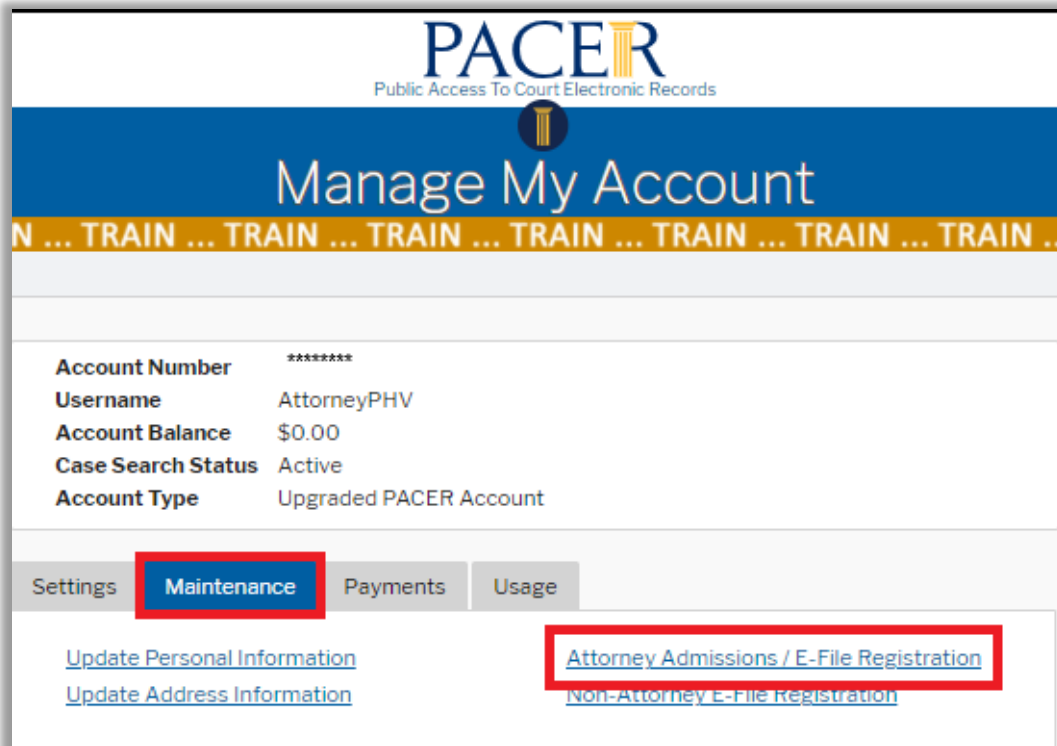
The **Pro Hac Vice E-File Registration** is submitted through PACER. Click [here](#) to login to your individual PACER account or register for an Attorney Filer PACER Account to submit the **Pro Hac Vice E-File Registration**. See below for detailed instructions.

You will receive an e-mail notification from the PACER Service Center when your request has been processed and e-filing access has been activated.

Pro Hac Vice E-File Registration

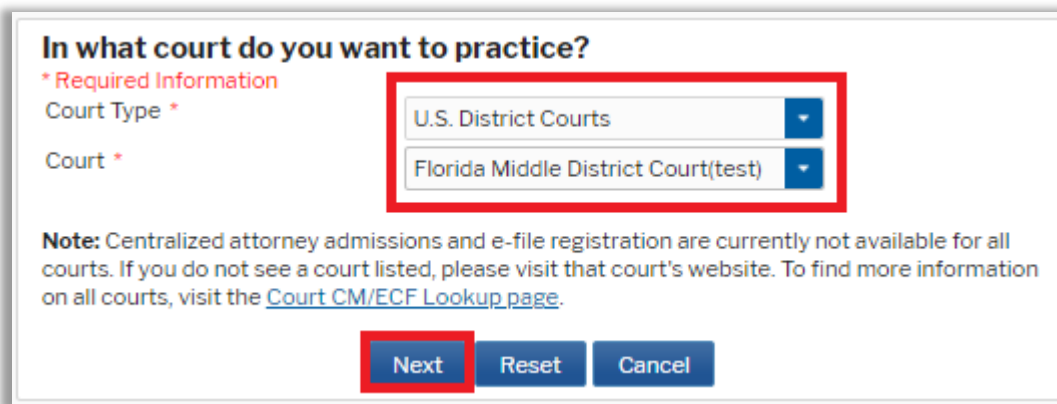
Instructions to submit the Pro Hac Vice E-File Registration:

1. Go to the PACER website at www.pacer.uscourts.gov, login, and select **Manage My Account Login**. If you do not have a PACER account, [Register](#) for an attorney filer account.
2. Under the **Maintenance** tab on the **Manage My Account** screen, select “**Attorney Admissions / E-File Registration**.”



The screenshot shows the PACER 'Manage My Account' interface. At the top, the PACER logo and 'Public Access To Court Electronic Records' are visible. Below the logo is a blue banner with 'Manage My Account' and a repeating pattern of 'N ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ...'. A table displays account details: Account Number (*****), Username (AttorneyPHV), Account Balance (\$0.00), Case Search Status (Active), and Account Type (Upgraded PACER Account). Below the table are tabs for Settings, Maintenance (highlighted in red), Payments, and Usage. Under the Maintenance tab, there are links for 'Update Personal Information', 'Update Address Information', 'Attorney Admissions / E-File Registration' (highlighted in red), and 'Non-Attorney E-File Registration'.

3. Select **Court Type** of “**U.S. District Courts**” and **Court** “**Florida Middle District Court**” from the drop-down menus and select **Next**.
If “**Florida Middle District**” is not listed, then you are already an e-filer or you currently have a request pending.



The screenshot shows a form titled 'In what court do you want to practice?'. It includes a red asterisk indicating required information. There are two dropdown menus: 'Court Type' with 'U.S. District Courts' selected, and 'Court' with 'Florida Middle District Court(test)' selected. Below the dropdowns is a note: 'Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. To find more information on all courts, visit the [Court CM/ECF Lookup page](#).' At the bottom, there are three buttons: 'Next' (highlighted in red), 'Reset', and 'Cancel'.

4. Select “Pro Hac Vice”

The screenshot shows a form titled "What would you like to apply/register for?". It contains four blue buttons stacked vertically: "Attorney Admissions and E-File", "E-File Registration Only", "Pro Hac Vice", and "Federal Attorney". The "Pro Hac Vice" button is highlighted with a red rectangular border.

5. **File Information:** Check mark and review the acknowledgement in the top portion of the screen. In the bottom portion, verify or update your contact information.

The screenshot shows the "Filer Information" section. It includes fields for "Role in Court" (set to "Attorney"), "Title" (a dropdown menu with "Select a title or enter your own"), and "Name" (set to "ProHac Attorney"). Below these fields is a red-bordered box containing a checked checkbox and the following text: "I acknowledge that I am submitting the e-file registration for the individual listed above. Note: If more than one individual uses this account, you must create a new PACER account for the individual who needs e-filing privileges, if she or he does not already have one. *"

6. **Additional Filer Information:**

Enter your state and federal court(s) you are admitted. Enter Court Bar ID and other names used when applicable.

Pro Hac Vice Case Number: The case number is required. Enter the case number in which you have been granted pro hac vice admission.

Reminder: do not submit the Pro Hac Vice E-File Request until the order granting admission has been entered in the case **and** the fee has been paid.

Requests that do not include a case number and requests for which the order has not been entered or the fee has not been paid will be rejected and you will receive an e-mail directing you to resubmit your **Pro Hac Vice E-File Request**.

The screenshot shows the "Additional Filer Information" section. It includes fields for "Already Admitted at Court" (set to "MICHIGAN EASTERN DISTRICT CO"), "Court Bar ID", "Other Names Used", "Pro Hac Vice Case Number" (set to "3:21cv1234" and highlighted with a red border), "State Bar ID" (set to "12345"), and "State" (set to "Michigan").

- 7. Delivery Method and Formatting:** Confirm your email address and select your frequency and format preferences for Notices of Electronic Filing. When complete, select **Next**.

Delivery Method and Formatting

Use a different email. Checking this will clear the primary email fields below.

Primary Email *

Confirm Email *

Email Frequency *

Email Format *

- 8. Payment Information:** Add, edit, review PACER billing information.
- 9. E-Filing Terms of Use:** Review and mark acknowledgements. When complete, click **Submit**.
- 10. Confirmation Page:** A confirmation will display.

Confirmation Page

Thank You for registering!

Your request has been forwarded to the court. You will receive an email when the registration has been processed. To check the status of your request, log in to **Manage My Account** and select the [E-File Registration/Maintenance History](#) from the **Maintenance Tab**.

- 11.** It may take up to three business days for your request to be processed. Once processed, you will receive an e-mail confirmation, with **“NextGen CM/ECF Registration Status”** as the subject line. The e-mail will be sent from the PACER Service Center and the **Transaction Status** will be **“Processed.”** See sample below. Once you receive this e-mail, you can begin e-filing.

NextGen CM/ECF Registration Status Inbox x

do_not_reply@psc.uscourts.gov 2:40 PM (46 minutes ago)

to your_e-mail address

This originated on a test/development server.

This email is notification that your NextGen CM/ECF electronic filing registration has been processed. You may check your E-Filing Status by visiting the "Manage My Account" section of the PACER web site and selecting "Check E-File Status" option from the "Maintenance" tab or use this link, <https://train-pacer.psc.uscourts.gov/pscof/manage/efileStatus.jsf>.

Account Number: 7006169
Court: FLORIDA MIDDLE DISTRICT COURT(TEST)
Date/Time Submitted: 03/09/2021 11:45:50 CST
Transaction ID: 10188
Request: Registration
Transaction Status: Processed

NOTE: Please do not reply to this message. This is an automated message sent from an unmonitored mailbox. If you have questions or comments, please email them to Attorney_Admissions_Or@fimd.uscourts.gov.

Revision Log

Date	Comments	By
4/2/24	Updated for revised Local Rules.	NAS