

## 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 a Florida resident and is not 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 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. If you do not already have CM/ECF e-filing access, co-counsel with e-filing access may electronically file the motion on the movant's behalf or the motion may be filed on paper.

### 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 to pay the \$150.00 special admission fee 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 and made payable to "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

### Instruction to submit the Pro Hac Vice E-File Registration:

1. Go to the PACER website at [www.pacer.uscourts.gov](http://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 tagline 'Public Access To Court Electronic Records' are visible. Below this is a blue header with the text 'Manage My Account'. A yellow banner with the word 'TRAIN' is partially visible. The main content area displays account information:

Account Number	*****
Username	AttorneyPHV
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Below the account information are four tabs: 'Settings', 'Maintenance', 'Payments', and 'Usage'. The 'Maintenance' tab is highlighted with a red box. Under the 'Maintenance' tab, there are three links: 'Update Personal Information', 'Update Address Information', and 'Attorney Admissions / E-File Registration'. The 'Attorney Admissions / E-File Registration' link is highlighted with a red box.

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?'. Below the title is a red asterisk and the text '\* Required Information'. There are two dropdown menus:

- Court Type \***: Set to 'U.S. District Courts'.
- Court \***: Set to 'Florida Middle District Court(test)'. This dropdown is highlighted with a red box.

Below the dropdowns is a **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 of the form are three buttons: 'Next', 'Reset', and 'Cancel'. The 'Next' button is highlighted with a red box.

4. Select “Pro Hac Vice”

What would you like to apply/register for?

- Attorney Admissions and E-File
- E-File Registration Only
- Pro Hac Vice**
- Federal Attorney

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.

**Filer Information**

\* Required Information

Role in Court: Attorney  
Title: Select a title or enter your own  
Name: ProHac Attorney

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**.

**Additional Filer Information**

Already Admitted at Court: MICHIGAN EASTERN DISTRICT CO  
Court Bar ID:   
Other Names Used:   
**Pro Hac Vice Case Number: 3:21cv1234**  
State Bar ID: 12345  
State: 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. You will receive an e-mail confirmation, with “NextGen CM/ECF Registration Status” as the subject line once the court reviews and approves your request. The e-mail will be sent from the PACER Service Center and the **Transaction Status** will be “**Processed**.” See sample below.

**NextGen CM/ECF Registration Status** Inbox x

do\_not\_reply@psc.uscourts.gov  
to your\_e-mail address-

2:40 PM (46 minutes ago) ☆ ↶ ⋮

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\\_Orl@fimd.uscourts.gov](mailto:Attorney_Admissions_Orl@fimd.uscourts.gov).