

## Admission Pro Hac Vice Instructions and Forms

Attorneys who are not members of this Court's Bar may practice before this Court only after having been admitted pro hac vice pursuant to DU.Civ. Rule 83-1.1 (d). Non-resident attorneys who wish to be admitted must associate local counsel to sponsor their temporary admission. Local counsel shall move the admission of the pro hac counsel, and substitute in court if required. Local Counsel must file the following with the court:

1. Motion by local counsel for admission of the pro hac vice attorney  
This should be filed electronically and the \$250.00 fee paid on Pay.gov
2. Attached to the motion as an exhibit is the completed application for admission pro hac vice completed by the attorney seeking admission
3. Also attached as an exhibit should be a proposed order admitting the attorney.

Local counsel shall encourage pro hac vice attorneys to submit their electronic filing registration form as an exhibit to the application, noting that, if the pro hac vice attorney is a registered electronic filer in any other federal court, he or she will be given a Utah login and password upon the order granting the application.

The forms and fees must be paid for each case to which the attorney seeks admission. Attorneys for the United States from other districts are exempt from the payment of the \$250.00 fee but must comply with the other requirements of the rule.

**HOURS:** The Clerk's Office business hours are 8:30 a.m. to 4:30 p.m., Mountain Standard/Mountain Daylight Time.

**PHONE:** Call the Clerk's Office at 801-524-6100

**WEBSITE:** Visit the court's web page at <http://www.utd.uscourts.gov> for basic information on the court, local rules, and forms.

**FILINGS:** The Court does not accept faxed filings. Affidavits submitted as separate original filings must bear an original signature.

**E-FILING:** The Court mandated e-filing for all cases on May 1, 2006.  
The court will e-mail rather than mail orders, judgments and notices.

**COPIES:** Orders for copies of case documents must be prepaid. The Clerk's Office accepts MasterCard, Visa, Discover and American Express.

**DOCKETS:** Case dockets are now accessible through PACER at <http://ecf.utd.uscourts.gov>. Charges are based on the number of pages accessed at \$.10 per page. To access it, you may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at 800-676-6856.

*Updated: October 31, 2016*

Counsel Submitting and Utah State Bar Number  
Attorney For  
Address  
Telephone

**UNITED STATES DISTRICT COURT**  
**District of Utah \_\_\_\_\_ Division**

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\*  
\* Motion for Pro Hac Vice Admission and  
Plaintiff \*  
Consent of Local Counsel  
\*  
v. \*  
\* Case No.  
\*  
Defendant. \*

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Pursuant to D.U. Civ Rule 83-1.1(d), I move the admission of \_\_\_\_\_ as pro hac vice counsel for \_\_\_\_\_ ( Plaintiff/Defendant) and consent to serve as local counsel. The application for pro hac vice admission is attached as exhibit A to this motion, an Electronic Case Filing Registration Form as exhibit B, and the admission fee, if required, has been paid to the court with the submission of this motion.

Dated

\_\_\_\_\_  
Signature of local counsel

# UNITED STATES DISTRICT COURT FOR THE DISTRICT OF UTAH

## APPLICATION FOR ADMISSION PRO HAC VICE

Name of Attorney: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Firm Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current bar memberships and date of admission:  
Jurisdiction

Bar Number

_____	Admitted
on _____	
_____	Admitted
on _____	
_____	Admitted
on _____	
_____	Admitted
on _____	

Have you ever been the subject of disciplinary action by any bar to which you have been admitted?

\_\_\_ No                      \_\_\_ Yes ( provide additional information)

Prior pro hac vice admissions in the District of Utah:

none \_\_\_\_\_

Case Name: \_\_\_\_\_  
Case Number: \_\_\_\_\_  
Admission Date: \_\_\_\_\_

(Attach list of other cases separately if more space is needed.)

I certify that I am a member in good standing of all bars to which I have been admitted. I further agree to read and comply with the Utah Rules of Professional Conduct and the Utah Standards of Professionalism and Civility. This certification that the foregoing is true and correct is made under penalty of perjury.

\_\_\_\_\_

Signature \_\_\_\_\_

Date

Non resident United States attorneys and attorneys employed by agencies of the federal government are exempt from the pro hac vice fee. All other attorneys must pay a fee of \$250.00 concurrent with this application. This application must be filed as an attachment to a motion for admission and consent filed by local counsel.

If you have not previously registered for CM/ECF in the District of Utah, please attach a completed Electronic Case Registration Form with this application to receive your login and password.



UNITED STATES DISTRICT COURT  
DISTRICT OF UTAH

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:

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Plaintiff

:

:

FOR PRO HAC VICE ADMISSION

ORDER

v.

:

:

:

\_\_\_\_\_

Defendant  
Number

:

Case

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It appearing to the Court that Petitioner meets the pro hac vice admission requirements of DUCiv R 83-1.1(d), the motion for the admission pro hac vice of \_\_\_\_\_ in the United States District Court, District of Utah in the subject case is GRANTED.

Dated: this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
U.S. District Judge

UNITED STATES DISTRICT COURT  
DISTRICT OF UTAH

**ELECTRONIC CASE FILING REGISTRATION FORM**

Attorneys who are active or current pro hac vice members of the District of Utah's Bar may register for the District of Utah E-Filing System by (i) completing the required training and (ii) signing and returning this form to the Court. Please review carefully the registration conditions set forth below before signing.

Name - First	Middle Firm Name	Last
Mailing Address City, State, Zip		
Utah State Bar # (if applicable) Telephone Number		

By signing this form, I understand and consent to the following:

- Pursuant to Fed. R. Civ. P. 5(b)(2)(E), I will receive all items required to be served under Fed.R.Civ.P. 5(a) and 77 (d) and Fed. R. Crim P. 49 by either (i) notice of electronic filing, or (ii) e-mail transmission;
- Such electronic service will constitute service and notice of entry as required by those rules;
- I waive my right to service by USPS mail;
- I will abide by all Court rules, orders, and procedures governing the use of the electronic filing system;
- The combination of user ID and password issued by this Court will serve as the equivalent of my signature when I e-file documents with the Court;
- I will carefully examine all documents prior to e-filing them to either (i) redact sensitive and private information pursuant to DUCiv R , or (ii) move that the filing be sealed; and
- I will secure and protect my Court-issued password against unauthorized use or compromise.

Email Address(es):

Primary E-mail address \_\_\_\_\_

Up to two additional e-mail addresses 1) \_\_\_\_\_ ,

2) \_\_\_\_\_

To receive a login, please complete one of these four options. Please check appropriate box.

<input type="checkbox"/> I have completed the CMECF Online Computer-Based Training modules on the court website at <a href="http://www.utd.uscourts.gov/online-computer-based-training-cmecf">http://www.utd.uscourts.gov/online-computer-based-training-cmecf</a>
<input type="checkbox"/> I have completed the CMECF Training for Attorneys given by an in-house trainer in my firm.
<input type="checkbox"/> I have an ECF account in the Utah Bankruptcy Court or in another Federal District or Bankruptcy Court.
<input type="checkbox"/> I have attended CMECF Training given by the Court.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Please complete this form, and submit it by one of the following methods:

1. Mail the form to: **United States District Court, Office of the Clerk, ATTN: CM/ECF Registration, 351 S. West Temple, Salt Lake City, Utah 84101, or**
2. Scan and email to [ut\\_support@utd.uscourts.gov](mailto:ut_support@utd.uscourts.gov), or
3. Include this form as a pdf attachment with your Application for Pro Hac Vice.

After this Court processes this form, you will receive by email your user ID and password that will enable you to access the system. The User Guide and administrative procedures for system use may be downloaded at: <http://www.utd.uscourts.gov/cmecf-electronic-case-filing>. Please call the Clerk's Office Help Desk at (801) 524-6851 if you have questions concerning registration, training, or use of the electronic filing system.



