

Instructions for Admission Pro Hac Vice

An attorney may be admitted to practice in this Court in a single case through submission of a Motion for Admission Pro Hac Vice. Applicants must be sponsored by an attorney who is admitted to practice before the bar of this Court (not admitted pro hac vice). Send the papers to the "Admissions Clerk" in Manhattan or White Plains depending on where the judge sits (see addresses above). Those requiring full admission to practice in all cases should see the Attorney Admission page at www.nysd.uscourts.gov.

I. Instructions for Admission Pro Hac Vice by Written Motion

- A.** Except as provided in section II, the sponsoring attorney shall submit a **MOTION FOR ADMISSION PRO HAC VICE** on paper in the traditional manner, and not through the Electronic Case Filing (ECF) system. The following must be included:
- (1) A **CHECK for \$25.00**, payable to "Clerk, USDC, SDNY",
 - (2) A **MOTION FOR ADMISSION PRO HAC VICE** with the applicant's full contact information and without a return date (see sample motion),
 - (3) An **AFFIDAVIT** from the sponsoring attorney stating that he or she is in good standing with this Court and the applicant is of high moral character (see sample affidavit),
 - (4) A **CERTIFICATE(S) OF GOOD STANDING** for the applicant from each of the states for which the applicant is a member of the bar, and which has been issued within 30 days,
 - (5) A proposed **ORDER FOR ADMISSION PRO HAC VICE** (see sample order), and
 - (6) **PROOF OF SERVICE** of the motion on all parties in the case.
- B.** If the case is assigned to the Electronic Case Filing (ECF) system, the applicant must apply for an **ECF PASSWORD** on-line after admission is granted. Go to www.nysd.uscourts.gov and click on CM/ECF, then click on Attorney Registration. Enter "XXXXXX" for the bar code.

II. Instructions for Admission Pro Hac Vice by Oral Motion

When time does not permit a written motion, a sponsoring attorney may move for the admission of a colleague by oral motion for admission pro hac vice. A proposed **ORDER FOR ADMISSION PRO HAC VICE ON ORAL MOTION** must be completed in advance of the appearance (available from the Attorney Admissions Office or see sample order).

- A.** Immediately after the Motion for Admission is made in open court and granted, the applicant must:
- (1) submit the proposed Order for Admission to the Clerk in the courtroom, and
 - (2) proceed directly to the cashier's office to pay the \$25.00 fee.
- B.** The applicant must then forward a **COVER LETTER** with the case number and a **CERTIFICATE(S) OF GOOD STANDING** for each of the states for which the applicant is a member of the bar and which has been issued within 30 days. Failure to include the case number in the cover letter will delay the addition of the applicant's name to the docket.
- C.** If the case is assigned to the Electronic Case Filing (ECF) system the applicant must apply for an **ECF PASSWORD** on-line after admission is granted. Go to www.nysd.uscourts.gov and click on CM/ECF, then click on Attorney Registration. Enter "XXXXXX" for the bar code.

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK**

Plaintiff,

- against -

Defendant.

_____ cv _____ (____)

**MOTION TO ADMIT COUNSEL
PRO HAC VICE**

PURSUANT TO RULE 1.3(c) of the Local Rules of the United States District Courts for the Southern and Eastern Districts of New York, I, _____ a member in good standing of the bar of this Court, hereby move for an Order allowing the admission pro hac vice of

Applicant's Name:

Firm Name:

Address:

City/State/Zip:

Phone Number:

Fax Number:

_____ is a member in good standing of the Bar of the States of _____

There are no pending disciplinary proceeding against in any State or Federal court.

Dated:

City, State:

Respectfully submitted,

Sponsor's

SDNY Bar

Firm Name:

Address:

City/State/Zip:

Phone Number:

Fax Number:

**UNITED STATES DISTRICT
SOUTHERN DISTRICT OF NEW YORK**

(George Washington) Plaintiff,

- against -

(King George, III) Defendant.

_____ cv _____ (____)

**(SAMPLE) AFFIDAVIT OF
(ALEXANDER HAMILTON)
IN SUPPORT OF MOTION
TO ADMIT COUNSEL
PRO HAC VICE**

State of New York)
)
County of New York) ss:

(Alexander Hamilton) , being duly sworn, hereby deposes and says as follows:

1. I am **(Of counsel at Hamilton & Jefferson)**, counsel for Plaintiff in the above captioned action. I am familiar with the proceedings in this case. I make this statement based on my personal knowledge of the facts set forth herein and in support of Plaintiff's motion to admit **(John Adams)** as counsel pro hac vice to represent Plaintiff in this matter.
2. I am a member in good standing of the bar of the **(State of New York)**, and was admitted to practice law in **(February 1, 1790)**. I am also admitted to the bar of the United States District Court for the Southern District of New York, and am in good standing with this Court.
3. I have known **(John Adams since 1776)**.
4. **(Mr. Adams is Of Counsel at Adams & Adams, in Philadelphia, Pennsylvania.)**
5. I I have found **(Mr. Adams)** to be a skilled attorney and a person of integrity. He is experienced in Federal practice and is familiar with the Federal Rules of Procedure.
6. Accordingly, I am pleased to move the admission of **(John Adams)**, pro hac vice.
7. I respectfully submit a proposed order granting the admission of **(John Adams)**, pro hac vice, which is attached hereto as Exhibit A.

WHEREFORE it is respectfully requested that the motion to admit **(John Adams)**, pro hac vice, to represent Plaintiff in the above captioned matter, be granted.

Dated:
City, State:
Notarized:

Respectfully submitted,

Name of Movant:

SDNY Bar Code:

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK**

Plaintiff,

cv ()

- against -

Defendant.

**ORDER FOR ADMISSION
PRO HAC VICE
ON WRITTEN MOTION**

Upon the motion of _____ attorney for
and said sponsor attorney's affidavit in support;

IT IS HEREBY ORDERED that

Applicant's Name:

Firm Name:

Address:

City/State/Zip:

Telephone/Fax:

Email Address:

is admitted to practice pro hac vice as counsel for _____ in the above
captioned case in the United States District Court for the Southern District of New York. All attorneys
appearing before this Court are subject to the Local Rules of this Court, including the Rules governing
discipline of attorneys. If this action is assigned to the Electronic Case Filing (ECF) system, counsel shall
immediately apply for an ECF password at nysd.uscourts.gov. Counsel shall forward the pro hac vice
fee to the Clerk of Court.

Dated:
City, State:

United States District/Magistrate Judge

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK**

Plaintiff,

_____ cv _____ (____)

- against -

Defendant.

**ORDER FOR ADMISSION
PRO HAC VICE
ON ORAL MOTION**

Upon the oral motion of _____ attorney for
_____ and said sponsor attorney's affidavit
declaration that applicant _____ is a member in good standing of
the bar(s) of the state(s) of _____ ;
and that applicant's contact information is as follows (please print):

Applicant's Name: _____
Firm Name: _____
Address: _____
City/State/Zip: _____
Telephone/Fax: _____
Email Address: _____

said applicant having requested admission pro hac vice to appear for all purposes as counsel for
_____ in the above entitled action;

IT IS HEREBY ORDERED that _____, is admitted to
practice pro hac vice as counsel for in the above captioned case in the United States District Court for the
Southern District of New York. All attorneys appearing before this Court are subject to the Local Rules
of this Court, including the Rules governing discipline of attorneys. If this action is assigned to the
Electronic Case Filing (ECF) system, counsel shall immediately register for an ECF password at nysd.uscourts.gov.
Counsel shall immediately forward the pro hac vice fee to the Clerk of Court.

Dated: _____
City, State: _____

United States District/Magistrate Judge