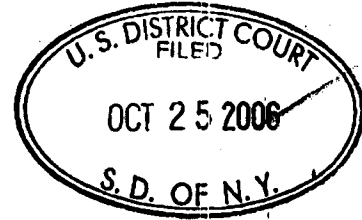


10-25-06
UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK



-----X
IN RE:

Standing
Order

Procedures for Admission
Pro Hac Vice

No.

[Signature]
M10-468

-----X
Chief Judge Wood.

DOCT#7

Effective immediately, the following procedures for all applications for admission pro hac vice before the bar of the Court shall be as follows:

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). Papers should be sent to the "Admissions Clerk" at the Foley Square Courthouse or White Plains Courthouse.

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 a return date,
- (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,
- (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, and

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(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.

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 an attorney upon oral motion for admission pro hac vice. A proposed Order For Admission Pro Hac Vice On Oral Motion, available from the Attorney Admissions Office, must be completed in advance of the appearance.

A. Immediately after the Motion for Admission is made in open court and granted, the applicant must:

(a) submit the proposed Order for Admission to the Clerk in the courtroom, and

(b) proceed directly to the cashier's office to pay the \$25.00 fee.

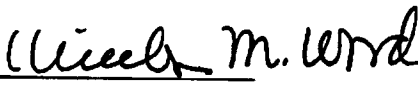
B. The applicant must then forward a Cover Letter with the case number and a Certificate Of Good Standing for each of the states for which the applicant is a member of the bar and which has been issued within 30 days. Failure to include the case number in the cover letter will delay the addition of the 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.

Information for admission pro hac vice shall be published on the Court's Web site by the Clerk of Court.

SO ORDERED:

Dated: New York, New York
October 25, 2006


KIMBA M. WOOD
Chief Judge