

# Admission Instructions – PRO HAC VICE

## United States District Court for the Southern District of Illinois

Applicants for Pro Hac Vice Admission

### READ INSTRUCTIONS CAREFULLY

Pursuant to Local Rule 83.1(b), an attorney licensed to practice law in any state of the United States or the District of Columbia who wishes to be admitted for the purpose of a specific civil or criminal case may file a motion for pro hac vice admission. The motion must contain a verified statement setting forth the state and federal bars of which the movant is a member in good standing, and the bar number, if any, issued by each jurisdiction. A sample motion is attached. You must also pay a filing fee of \$200.00 per admission.

The Pro Hac fee will be collected at the time of filing the Motion. Applicants who have not previously been granted access to file in the Southern District of Illinois will need to apply for e-filing access:

- If you do not already have a PACER Account, register at:  
<https://www.pacer.gov> (link is external).
- Request Pro Hac Vice Registration in PACER using the following [instructions](#).

After you receive the e-mail stating that your request to e-file is approved, you must file a Motion to Appear Pro Hac Vice by logging into the Court's CM/ECF system using your PACER username and password. When filing the motion, you will be prompted to pay the \$200.00 filing fee by credit card through the Pay.gov payment process.

Note that if more than one attorney seeks pro hac vice admission in the same case, each attorney must electronically file a motion to appear pro hac vice in the case and pay the \$200.00 filing fee.

If you need additional information or assistance regarding pro hac vice admission procedures, please visit our website at [www.ilsd.uscourts.gov](http://www.ilsd.uscourts.gov) and/or contact the clerk's office at (618) 482-9371 (East St. Louis) or (618) 439-7760 (Benton). The Local Rules are available on the website or may be purchased from the clerk's office for a fee.

Clerk of Court  
750 Missouri Ave.  
East St. Louis, IL 62201



Clerk of Court  
301 W. Main Street  
Benton, IL 62812

August 23, 2021

UNITED STATES DISTRICT COURT

for the

Southern District of Illinois

Plaintiff(s)
v.
Defendant(s)
Case Number:

MOTION FOR PRO HAC VICE ADMISSION

Pursuant to Local Rule 83.1(b), the undersigned attorney moves for admission pro hac vice to the United States District Court for the Southern District of Illinois in order to appear as counsel of record in this case on behalf of \_\_\_\_\_.

In support of this motion, I state:

1. I am an attorney licensed to practice law and a member in good standing in the State(s) of \_\_\_\_\_. The state and federal bar numbers issued to me are: \_\_\_\_\_.

2. I am familiar with the law, facts, and procedures relating to the subject matter of this litigation.

Accordingly, I ask to be admitted pro hac vice before this court.

Signed on: \_\_\_\_\_
Date

\_\_\_\_\_  
Signature of Movant

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
City, State, Zip