

INSTRUCTIONS FOR APPLYING TO APPEAR PRO HAC VICE  
IN THE UNITED STATES DISTRICT COURT  
FOR THE SOUTHERN DISTRICT OF ILLINOIS

1. Complete the Motion (certificate of service, if applicable) and proposed Order.
2. The completed Motion and proposed Order should be submitted in paper form to the Clerk of Court, along with the fee of \$100.00, payable to Clerk, U.S. District Court.
3. If you are not a registered user for the electronic case filing system (CM/ECF) for the Southern District of IL, please complete the **Electronic Filing Registration Form**, along with the Motion and proposed Order for Pro Hac Vice.
4. The Clerk's Office will electronically file the Motion and Order for Pro Hac Vice in the specific civil case.  
If the Electronic Filing Registration Form has been completed, the attorney will receive a CM/ECF login and password via e-mail.
5. If additional information is needed, please refer to this Court's Local Rule 83 or contact the Clerk's Office.

IN THE UNITED STATES DISTRICT COURT  
FOR THE SOUTHERN DISTRICT OF ILLINOIS

Plaintiff, )  
)  
)  
vs. ) CIVIL NO. \_\_\_\_\_  
)  
)  
Defendant. )

MOTION TO APPEAR PRO HAC VICE  
(For This Case Only)

Comes now \_\_\_\_\_, pursuant to Local Rule 83.1(b) of the United States District Court for the Southern District of Illinois, and moves this Court to allow said movant to appear of record in the above-entitled cause and participate pro hac vice (for this case only) on behalf of \_\_\_\_\_, and in support thereof states and certifies to the Court:

1. That movant is an attorney licensed to practice law in the State(s) of \_\_\_\_\_.
2. That movant is a member in good standing in the Bar(s) as set forth above.
3. That movant does not wish to be admitted generally, but for the purpose of this case only.
4. That movant is familiar with the law, facts and procedures relating to the subject matter of this litigation.

**THEREFORE**, movant respectfully requests permission to appear of record and participate pro hac vice before the United States District Court for the Southern District of Illinois.

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

**IN THE UNITED STATES DISTRICT COURT  
FOR THE SOUTHERN DISTRICT OF ILLINOIS**

	)	
	)	
Plaintiff,	)	
	)	
vs.	)	CIVIL NO. _____
	)	
	)	
Defendant.	)	

**ORDER**

**IT IS ORDERED** that, the fee having been paid,

\_\_\_\_\_

(Movants(s)) \_\_\_\_\_

(Firm) \_\_\_\_\_

(Address) \_\_\_\_\_

(Telephone #) \_\_\_\_\_ (Fax #) \_\_\_\_\_

is admitted to practice pro hac vice (for this case only) before the United States District Court for

Southern District of Illinois, as attorney for: \_\_\_\_\_

\_\_\_\_\_

DATED: \_\_\_\_\_

BY ORDER OF COURT:

Justine Flanagan, Acting Clerk

By: \_\_\_\_\_  
Deputy Clerk

