

**Instructions for Applying for Pro Hac Vice Admission to  
the United States District Court  
for the Southern District of Illinois**

**READ THESE INSTRUCTIONS CAREFULLY**

1. 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.
2. **If you do not already have a CM/ECF login and password issued by the Southern District of Illinois**, you first must complete an Electronic Filing Registration Form. This form can either be submitted online at the court's website, [www.ilsd.uscourts.gov](http://www.ilsd.uscourts.gov), or by mail to either courthouse.

**Clerk of Court**  
**750 Missouri Avenue** ★  
**East St. Louis, IL 62201**



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

Please indicate on the form the **case** in which you plan to seek pro hac vice admission. You will receive an email with your CM/ECF login and password.

3. Once you have a CM/ECF login and password issued by the Southern District of Illinois, electronically file the motion in the case in which you seek pro hac vice admission. When filing the motion, you will be prompted to pay the \$200.00 filing fee by credit card through the Pay.gov payment process.
4. 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. Once an attorney has a CM/ECF login and password from the Southern District of Illinois, the attorney does not need to reapply for issuance of a login and password each time a motion for pro hac vice admission is electronically filed.
6. 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.

UNITED STATES DISTRICT COURT

for the

Southern District of Illinois

_____ )	
<i>Plaintiff(s)</i> )	
v. )	Case Number: _____
_____ )	
<i>Defendant(s)</i> )	

**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