



UNITED STATES DISTRICT COURT
DISTRICT OF MARYLAND
OFFICE OF THE CLERK

Felicia C. Cannon, Clerk of Court
Jarrett B. Perlow, Chief Deputy
Elizabeth B. Snowden, Chief Deputy

Reply to Northern Division Address

INSTRUCTIONS FOR ADMISSION PRO HAC VICE¹

Before filing your motion, review Local Rule 101.1.b for the eligibility requirements for admission pro hac vice. A copy of Local Rule 101.1.b follows these instructions.

1. **Required Paperwork; Movant.** Complete the [Motion for Admission Pro Hac Vice](#) form on our website. The proposed admittee and the movant-sponsor must either (1) affix an original signature to the motion or (2) electronically sign using /s/ and pertinent language as provided in the "Documents Requiring Signatures of Multiple Attorneys" section of our [CM/ECF Civil Procedures Manual](#).
2. **Electronically File the Motion.²** The **movant-sponsor attorney** then files the completed Motion for Admission Pro Hac Vice on CM/ECF using the event **Pro Hac Vice** under **Civil and Motions and Related Filings**. There is an admission fee of \$50, which is paid through CM/ECF by credit/debit card or wire transfer at the time of filing the motion.

If you stop the filing process before reaching the final screen, do not refile your motion. Instead, contact the Clerk's Office to avoid multiple payments of the filing fee.

3. **Review of Motion.** The Clerk's Office will review the motion for eligibility, and someone from the Clerk's Office will contact you if there is a problem with your motion. See [Standing Order 2010-03](#).
4. **Registration for CM/ECF.** After your motion is granted, you will receive instructions for registering for CM/ECF. Do not register for CM/ECF before your motion is granted.

Last revised July 1, 2013

¹ These instructions are only for motions for admission pro hac vice in civil cases that are neither sealed nor multi-district litigation. Separate instructions for those cases are available [here](#) on our website.

² As of April 2013, motions for admission pro hac vice must be filed electronically unless they relate to sealed or multi-district litigation cases. See *Electronic Filing Requirements and Procedures for Civil Cases* (v. 6.1) (April 2013).

LOCAL RULE 101.1.B

(as amended July 1, 2011)

1. Who May Appear as Counsel; Who May Appear Without Counsel

* * *

b) Pro Hac Vice

i) Generally

The Court may permit any attorney (except any attorney who is a member of the Maryland Bar or maintains any law office in Maryland) who is a member in good standing of the Bar of any other United States Court or of the highest court of any state to appear and participate as counsel in a particular civil case. Such permission shall not constitute formal admission to the Bar of this Court. However, an attorney admitted pro hac vice is subject to the disciplinary jurisdiction of this Court. Any party represented by an attorney who has been admitted pro hac vice must also be represented by an attorney who has been formally admitted to the Bar of this Court who shall sign all documents and, unless excused by the presiding judge, be present at any court proceedings.

ii) Certification Requirement

The Motion for Admission *Pro Hac Vice* shall include a certification as to the number of times the attorney has been admitted *pro hac vice* during the twelve (12) months immediately preceding the filing of the motion and identify any other active cases in this Court in which the attorney is admitted *pro hac vice*.

iii) Limitation

Admission *pro hac vice* is not a substitute for admission to the Bar of this Court, but rather is intended to facilitate occasional appearances only. Unless otherwise ordered for good cause shown, no attorney may be admitted *pro hac vice* in more than three (3) unrelated cases in any twelve (12) month period, nor may any attorney be admitted *pro hac vice* in more than three (3) active unrelated cases at any one time.

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