



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 VICE IN MDL CASES¹

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

1. **Required Paperwork.** Complete the [Motion for Admission Pro Hac Vice in MDL Cases](#) form on our website. The proposed admittee must affix an original signature to the motion. The proposed admittee need not be sponsored by another attorney.
2. **Email the Motion.** The proposed admittee should email the completed motion to [MDD AttyAdmissions@mdd.uscourts.gov](mailto:MDD_AttyAdmissions@mdd.uscourts.gov). Alternatively, the proposed admittee can mail the motion to

U.S. District Court for the District of Maryland
Clerk's Office
101 W. Lombard Street
Baltimore, MD 21201

No admission fee is required.

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 and entering your appearance in the case. 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 multi-district litigation cases. Separate instructions for civil and sealed civil cases are available [here](#) on our website.

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

* * *

iv) Multi-District Litigation

Attorneys in multi-district litigation cases need not be members of this Court's Bar. Instead, an attorney may move for admission *pro hac vice* if the attorney is a member in good standing of the bar of any United States District Court. For purposes of this subsection only, attorneys requesting admission *pro hac vice* (1) are not required to have their admissions moved by an active member of this Court's bar, (2) do not need another member of this Court's bar to sign pleadings or enter appearances, and (3) are limited to practice in this Court in only the multi-district litigation proceeding.

* * *