

Motion to Appear *Pro Hac Vice*

Docketing Events

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Negative Notice: No

Fee: \$150 payable to Clerk, U.S. District Court

Code and Rule References

[Local Rule 2090-1\(c\)](#)

Description

Pro hac vice is a Latin term meaning, “for this occasion” or “for this event.” Here, it refers to an attorney not admitted to a particular jurisdiction but allowed to participate in a particular case.

The right to appear *pro hac vice* is not guaranteed. With some limited exceptions outlined in Local Rule 2090-1(c), an attorney who is not admitted to the District Court for the Middle District of Florida may request permission to appear as an attorney of record for a party by filing a motion. The motion must include a consent-to-act by an attorney admitted to the Middle District of Florida. A consent-to-act must be filed within 14 days as indicated in Local Rule 2090-1. In addition, the attorney requesting special admission must be a member in good standing in another federal district court within the United States.

Attorneys authorized to appear *pro hac vice* are not automatically granted CM/ECF filing privileges. To receive a password and login to CM/ECF, the attorney also must complete the [registration forms](#) and meet all the standard requirements posted on the Court’s website.

Once an attorney is granted permission to appear *pro hac vice*, the attorney is required to pay an admission fee to the United States District Court for the Middle District of Florida and file a Notice of Compliance with the Bankruptcy Court. The fee is \$150.

Filing Checklist

Review the motion to determine if it:

- Is signed;
- Has the attorney’s name and address complete and consistent with the filing attorney’s name and address in CM/ECF
- Is properly served and includes a proper certificate of service;
 - ❖ **Note:**
 - File a Consent to Act signed by an attorney admitted to the Middle District of Florida within 14 days of filing the Motion to Appear *Pro Hac Vice*;
 - ❖ **Note:** The Motion can contain the Consent to Act.
 - Pay fee to District Court; and
 - File a Notice of Compliance with the Bankruptcy Court for payment of fee.