

## **Spotlight on Attorney Admissions**

### **Tips from the CM/ECF Help Desk**

**Tip #1 – Keep your information current in CM/ECF.**

Failure to update your email and mailing addresses can affect your access to CM/ECF and may mean that you are not receiving notifications of Court filings. To verify and update your contact information, go to: [Manage My Account Login | PACER: Federal Court Records \(uscourts.gov\)](#).

**Tip #2 – Make sure you are admitted to practice in the United States District Court for the Middle District of Florida.**

An attorney who wishes to appear or be heard as counsel in any case or proceeding in the Bankruptcy Court must be admitted to practice in the District Court. Information on admission is available at [Practice in the Middle District | Middle District of Florida | United States District Court \(uscourts.gov\)](#). Please note that admission is subject to renewal, and the next renewal period will occur in 2025.

**Tip #3 – Familiarize yourself with Local Rule 2090-1.**

Local Rule 2090-1 Attorneys – Admission to Practice and Pro Hac Vice Admission contains all the information you need, including limited appearances and special admission to practice that may not require admission to the District Court. You can review the rule on the Court's Local Rules page: [Local Rules | U.S. Bankruptcy Court Middle District of Florida \(uscourts.gov\)](#).

**Tip #4 – Pro Hac Vice Admission – How-To**

Local Rule 2090-1(c)(1) states that an attorney who is a member in good standing of the bar of a District Court of the United States other than the Middle District of Florida may appear pro hac vice provided that such privilege is not abused by frequent or regular appearances in separate cases to such a degree as to constitute the maintenance of a regular practice of law in the Middle District of Florida. The Source's procedures and forms located at [Motion to Appear Pro Hac Vice | U.S. Bankruptcy Court Middle District of Florida \(uscourts.gov\)](#) have the information and forms that you need for pro hac vice admission.

**Tip #5 – Need help? Just ask!**

Please contact the CM/ECF Help Desk for assistance at [ecfhelp@flmb.uscourts.gov](mailto:ecfhelp@flmb.uscourts.gov).