

## Local Rule 83-6 - *Pro Hac Vice* Admission

**(a) Authority to Represent Parties in a Case.** An attorney who is not a member of the bar of the court may represent parties in a case if the nonmember has paid any required *pro hac vice* admission fee to the clerk of court and been granted leave by the court to appear *pro hac vice* in the case.

**(b) Application for *Pro Hac Vice* Admission.** An attorney seeking *pro hac vice* admission must proceed in one of the following ways:

**(1) By the Attorney Seeking Admission.** The attorney seeking admission may, on their own behalf, complete the process and procedure for *pro hac vice* admission in PACER, which includes requesting access to the court's Electronic Case Filing System (ECF). Upon approval of ECF access, the clerk's office will email the attorney with instructions to file a motion to appear in the relevant case containing the certification described in subsection (d) below; or

**(2) By an Attorney of Record in the Case on Behalf of the Attorney Seeking Admission.** An attorney of record in the relevant case may file a motion in the case requesting that the court admit the new attorney *pro hac vice*. The motion must be filed electronically and be accompanied by a certification as described in subsection (d) below. The attorney to be admitted *pro hac vice* must, if they have not previously done so, separately request access to the court's ECF system through PACER.

**(c) Admission Fee.** The attorney filing a motion under subsections (b)(1) or (2) will be instructed to pay the *pro hac vice* admission fee during the electronic filing process.

**(d) Form of Motion or Certification for *Pro Hac Vice* Admission.** A motion or certification filed pursuant to subsection (b) above must include the following:

**(1) Admission Status.** The motion must include a statement indicating that the attorney requesting admission is admitted to practice, currently in active status, and in good standing as an attorney in another United States court or the highest court of any state.

**(2) Disciplinary History.** The motion must include a statement indicating whether the attorney requesting admission is currently or has ever been disbarred or suspended from practice before any court, department, bureau or commission of any state or the United States, or has ever received a reprimand or been subject to other disciplinary action from any such court, department, bureau, or commission pertaining to conduct or fitness as a member of the bar.

**(3) Certification as to Standards of Conduct.** The attorney requesting admission must certify that they have reviewed the *Seventh Circuit Standards of Professional Conduct*

and the Local Rules of the court, including the Rules of Disciplinary Enforcement, and will abide by these rules.

**(e) Local Counsel.** The court may require an attorney residing outside the district to retain, as local counsel, a member of the court's bar who resides in the district.

Note: Amended November 8, 2021, and July 1, 2022, to reflect procedural changes associated with the court's adoption of the NextGen CM/ECF system.