



David A. DiMarzio
Clerk of Court

UNITED STATES DISTRICT COURT
District of Rhode Island

Paulette J. Dube
Chief Deputy Clerk

PROCEDURE FOR FILING PRO HAC VICE MOTIONS

In accordance with General Order 2003-03 and commencing on **January 1, 2004**, the following procedure is to be followed when filing a motion for pro hac vice admission:

1. The motion must be filed using the pro hac vice form and certification available on our website, www.rid.uscourts.gov. The forms can be found by clicking on the Clerk's Office button on the home page.
2. The motion and certification must be filed in duplicate.
3. The motion must be accompanied by a \$50.00 application fee payable to the Federal Board of Bar Examiners. The court will not refund the fee if the motion is denied.
4. No motion will be considered by the Court unless it is accompanied by the admission fee.