



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 L.R. Gen. 204 (as amended March 17, 2008), the following procedure is to be followed when filing a motion for pro hac vice admission:

1. The motion must be filed using both the Motion for Admission Pro Hac Vice form and the Application for Pro Hac Vice Admission form, both of which are available on our website, www.rid.uscourts.gov.
2. The Motion is filed electronically through CM/ECF. The Pro Hac Vice Applicant must sign the motion with an original signature; however, Local Counsel may use /s/.
3. The Application for Pro Hac Vice Admissions must be conventionally filed, and served on opposing counsel. The Application must be accompanied by the application fee of \$50 made payable to the Bar Fund.

(NOTE: The Clerk's Office will docket the Application with a restricted access. The Application will only be available to court users and case participants.)

4. The court will not refund the fee if the motion is denied.
5. No motion will be considered by the Court until the Application form and application fee have been received.

(Effective 3/17/2008)