



UNITED STATES DISTRICT COURT *District of Rhode Island*

PROCEDURE REGARDING *PRO HAC VICE* ADMISSION

Absent an exemption from the Clerk's Office in accordance with LR Gen 302(a), the attorneys who are not members of the bar of this Court and seek to appear and practice *pro hac vice* pursuant to LR Gen. 204, will now submit, through local counsel, a Motion for Admission *Pro Hac Vice* and the applicable fee¹ electronically using the court's Case Management/Electronic Case Files ("CM/ECF") system.

Attorneys who seek to appear *pro hac vice* must be a member in good standing of the bar of another state and another federal district court and the bar in every jurisdiction in which the attorney has been admitted to practice and establish, to the satisfaction of this Court, that he or she is otherwise qualified and fit to be admitted to practice *pro hac vice* before this Court. See LR Gen 204(a). Attorneys who seek to appear *pro hac vice* and local counsel must comply with the following procedure:

- **Complete the Motion For Admission *Pro Hac Vice*** which is available on our website or by clicking [here](#). After the motion is complete, local counsel must electronically file it via CM/ECF (using Motions – Appear Pro Hac Vice) and, when prompted, pay the applicable admission fee via Pay.gov. Information pertaining to the use of Pay.gov can be found on our website. Please note, the admission fee is non-refundable should the motion be denied.

Upon the Court's approval of the motion, attorneys who are allowed to appear *pro hac vice* and wish to file electronically in accordance with LR Gen 204(e)(3) and receive electronic notification of case activity may:

- **Register for an ECF account** by completing the Court's ECF Registration Form which is available on our website or by clicking [here](#). After your account is activated, you will receive a confirmation e-mail from the Court which will include your login and password credentials.

For questions or information pertaining to the *pro hac vice* admission process, please contact the ECF Help Desk at (401) 752-7100.

¹ The *pro hac vice* admission fee is \$100.00 payable electronically via credit card.