

**TO ALL ATTORNEYS FILING MOTIONS FOR  
PRO HAC VICE ADMISSION TO PRACTICE**

Attached for your information and convenience is a sample motion for pro hac vice admission to practice in the United States District Court for the Eastern District of New York. A sample affidavit in support and form Notice of Pro Hac Vice Admission for the Court's signature is also included.

Procedures and requirements for pro hac vice admission of attorneys are outlined in EDNY Local Rule 1.3(c) and EDNY Administrative Order 97-13 included in this information packet. A certificate of good standing issued within 30 days from each court in which the applicant is a member is required.

All motions for pro hac vice admission to practice must be filed in the Clerk's Office. The motion will be referred to the assigned Judge after entry on the Court's docket. You will be contacted if your personal appearance or oral argument is required by the Court.

A **\$25.00 attorney admission fee** payable to the Clerk, U.S. District Court is required upon the filing of a pro hac vice motion.

If you have any further questions about procedures for pro hac vice admission, please call the intake/attorney admissions deputy clerk at the Clerk's Office telephone numbers listed below:

Brooklyn (718) 613-2285  
Central Islip (631) 712-6030

Robert C. Heinemann  
Clerk of Court

December 7, 2001

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF NEW YORK

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ADMISSION TO PRACTICE  
PRO HAC VICE

**SAMPLE** CV \_\_\_\_\_ ( )

The motion for admission to practice pro hac vice in the above captioned matter is granted. The admitted attorney \_\_\_\_\_ is permitted to argue or try this particular case in whole or in part as counsel or advocate for [plaintiff/defendant]\_\_\_\_\_.

An attorney admitted to practice pro hac vice is required to pay a \$25.00 attorney admission fee and present this Order to the intake deputy clerk in the Clerk’s Office. When paying by mail, return a copy of this Order to the Clerk’s Office with the required fee.

This Order confirms your appearance as counsel in this case, and it will be entered on the Court’s docket. A notation of your admission pro hac vice for the above listed case will be made on the roll of attorneys.

The attorney admitted pro hac vice must serve a copy of this Order on all other counsel in this case.

Dated: **SAMPLE** \_\_\_\_\_  
United States District Judge

cc: Pro Hac Vice Attorney  
Court File

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF NEW YORK

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NOTICE OF MOTION  
TO ADMIT COUNSEL  
PRO HAC VICE

SAMPLE

\_\_\_\_\_cv\_\_\_\_\_

TO: Opposing Counsel  
(Address)  
(E-mail address if available)

PLEASE TAKE NOTICE that upon the annexed affidavit of movant in support of this motion and the Certificate(s) of Good Standing annexed thereto we will move this Court before the Honorable (Assigned Judge) at the United States Courthouse for the Eastern District of New York, pursuant to Rule 1.3 (c) of the Local Rules of the United States District Courts for the Southern and Eastern Districts of New York for an Order allowing the admission of movant, a member of the firm of \_\_\_\_\_ and a member in good standing of the Bar of the State(s) of \_\_\_\_\_, as attorney pro hac vice to argue or try this case in whole or in part as counsel for [plaintiff/defendant]\_\_\_\_\_. There are no pending disciplinary proceedings against me in any State or Federal court. (If there are any disciplinary proceedings, describe them.)

Respectfully submitted,

SAMPLE

\_\_\_\_\_  
Signature of Movant  
Firm Name  
Address  
City, State, Zip Code  
E-Mail address  
Phone Number

Dated:

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF NEW YORK

-----X

AFFIDAVIT OF  
(MOVANT) IN SUPPORT OF  
MOTION TO ADMIT  
COUNSEL PRO HAC VICE

SAMPLE X

\_\_\_\_\_cv\_\_\_\_\_

State of New York    )  
                                  )    ss:  
County of New York    )

(MOVANT), being duly sworn, hereby deposes and says as follows:

1. I am an associate with the law firm of \_\_\_\_\_.
2. I submit this affidavit in support of my motion for admission to practice pro hac vice in the above captioned matter.
3. As shown in the Certificate(s) of Good Standing annexed hereto I am a member in good standing of the Bar of the State of \_\_\_\_\_
4. There are no pending disciplinary proceedings against me in any State or Federal court.
5. Wherefore your affiant respectfully submits that he be permitted to appear as counsel and advocate pro hac vice in this one case for [plaintiff/defendant]\_\_\_\_\_.

SAMPLE

\_\_\_\_\_  
Signature of movant  
Firm Name  
Address  
City, State, Zip Code  
E-Mail address  
Phone Number

Dated:

NOTARIZED

Local Rules of the  
United States District Courts for the  
Eastern and Southern Districts of New York  
(April 15, 1997)

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Local Civil Rule 1.3(c)

A member in good standing of the bar of any state or any United States District Court may be permitted to argue or try a particular case in whole or in part as counsel or advocate, upon motion and upon filing with the Clerk of the District Court a certificate of the court for each of the states in which the applicant is a member of the bar, which has been issued within thirty (30) days and states that the applicant is a member in good standing of the bar of that state court. Only an attorney who has been so admitted or who is a member of the bar of this court may enter appearances for parties, sign stipulations or receive payments upon judgments, decrees or orders.

SAMPLE

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF NEW YORK

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In re Pro Hac Vice Admission Fees

ADMINISTRATIVE ORDER

97-13

-----X  
**SAMPLE**

WHEREAS the Judicial Conference at its September 23, 1997 meeting decided that local courts may charge, at their option, a local fee for pro hac vice admission separate from the fees currently authorized for the admission of attorneys to practice for all purposes, and

WHEREAS the Judicial Conference provided further that revenues from local fees set for pro hac vice admission may be deposited into a district's local non-appropriated funds account, and

WHEREAS the Board of Judges of the Eastern District of New York at its meeting held on October 21, 1997 approved a fee of \$25.00 for each pro hac vice admission approved by the Court, and directed that these fees be deposited into the District Courts Purpose Fund, a local non-appropriated account.

NOW THEREFORE, it is Ordered that the Clerk's Office begin charging \$25.00 for each pro hac vice admission and deposit the funds so collected in the Court Purpose Fund, effective November 3, 1997.

SO ORDERED.  
**SAMPLE**

Dated: Brooklyn, New York

October 23, 1997

\_\_\_\_\_  
CHARLES P. SIFTON, Chief Judge