
IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF UTAH

IN THE MATTER OF ATTORNEY
ADMISSIONS AND EFILING
REGISTRATION

**GENERAL ORDER
20-003**

With the February 1, 2020, implementation of NextGen CM/ECF,¹ the court's attorney admission process will change. Attorneys seeking bar membership, federal attorneys requesting authorization to practice, and pro hac vice attorneys requiring efiling permission must have an individual, upgraded PACER account to complete the online admission application or efiling registration form.²

ATTORNEY ADMISSIONS

Attorneys requesting admission to this court's bar will no longer need a local, sponsoring attorney to file a motion. Instead, attorneys who are active members in good standing with the Utah State Bar will complete an online application using PACER. Once the court reviews the application and verifies an attorney's membership status

¹ For additional information about the NextGen CM/ECF system upgrade, please reference General Order 20-002.

² Detailed admission and efiling registration instructions are available on the court's website at <https://www.utd.uscourts.gov/attorney-admissions>.

with the Utah State Bar, the attorney will be notified and required to pay the prescribed admission fee before becoming an active member of this court's bar.³

PRO HAC VICE ATTORNEYS

An attorney (PHV Applicant) who is not an active member of the Utah State Bar but who is a member in good standing of the bar of the highest court of another state or the District of Columbia may be admitted pro hac vice for the limited purpose of appearing in a case before this court.⁴ Unless the court orders otherwise, the PHV Applicant must associate with an active, local member (Local Counsel) of this court's bar who consents to appear in the case.⁵ Local Counsel must file a motion seeking pro hac vice admission for the PHV Applicant, attach the application and a proposed order as exhibits, and pay the prescribed pro hac vice admission fee at the time of filing the motion.

A party opposing pro hac vice admission must file an objection within 14 days of the motion or order granting the motion. If an objection is filed, Local Counsel or PHV Applicant should not file a response unless the court orders otherwise.

After pro hac vice admission, the pro hac vice attorney (PHV Attorney) must request e-filing privileges through PACER using their individual, upgraded PACER

³ Active members of this court's bar who want to maintain this status are required to renew their membership annually by July 1.

⁴ This court may revoke the admission of an attorney who has been admitted pro hac vice for good cause shown, including but not limited to, violation of this court's rules or failure to comply with court orders.

⁵ A PHV Attorney may not appear without Local Counsel unless the court orders otherwise.

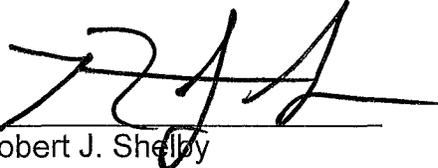
account to complete the online registration. Without completing the online registration, PHV Attorneys cannot efile documents in a case.

FEDERAL ATTORNEYS

Attorneys employed by or on special assignment for the United States Government and its agencies or employed by a Federal Public Defender's Office (Federal Attorneys), who have been admitted to practice in the highest court of any state, but who are not active members of the Utah State Bar, may nonetheless practice before this court in their official capacity. Additionally, the admission fee and annual renewal fee are waived for Federal Attorneys.⁶

IT IS HEREBY ORDERED that this General Order takes effect on February 1, 2020, supersedes General Order 17-004, and suspends local rule 83-1.1(a)-(e). These changes to the admission requirements will be incorporated into the local rules of practice when they are next amended.

DATED this 29th day of January, 2020.



Robert J. Shelby
Chief Judge
United States District Judge

⁶ Federal Attorneys who maintain active membership with the Utah State Bar and who want to be active members of this court's bar will need to apply for admission by selecting the "Attorney Admissions and E-File" option in PACER. Federal Attorneys who maintain both bar memberships are exempt from paying the admission and annual renewal fees.