



PRO HAC VICE

On February 1, 2020, the United States District Court for the District of Utah upgraded to the next generation of CM/ECF (NextGen CM/ECF). With this system upgrade, attorneys who have been admitted to practice for the limited purpose of appearing in a pending case before this court must register to efile and receive electronic notifications of case activity.

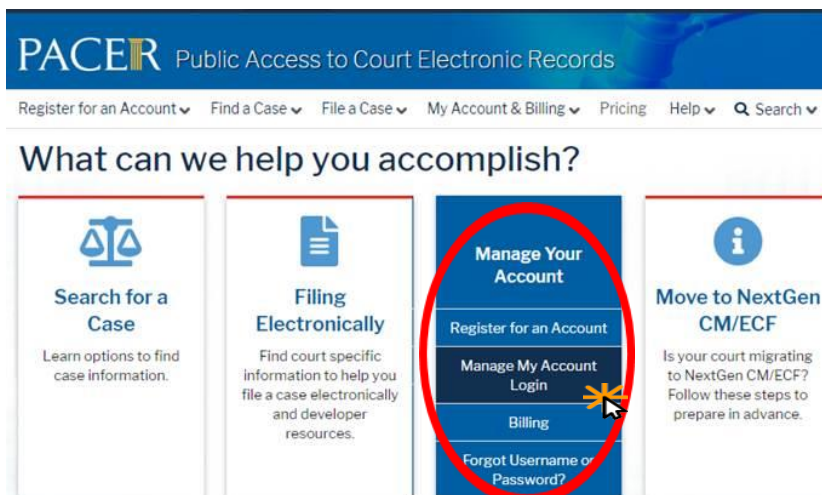
Attorneys requesting pro hac vice admission must associate with local counsel who will file a motion, application, and proposed order. Pro hac vice admission instructions are located at <https://www.utd.uscourts.gov/attorney-admissions>.

Immediately after filing the motion, the pro hac vice attorney must request efilings privileges using their individual, upgraded PACER account to complete the online registration. Without completing the online registration, pro hac vice attorneys cannot efile documents or receive electronic notifications.

Before registering, attorneys must have an *individual*, upgraded PACER account (shared PACER accounts cannot be used for this process). If an individual PACER account was created prior to August 2014, the account must be upgrade (see [Upgrading Your PACER Account](#) for instructions).

Pro Hac Vice Registration Instructions

- STEP 1** Go to PACER at <https://www.pacer.uscourts.gov>. Click on the Manage My Account link.



The screenshot shows the PACER website interface. At the top, the PACER logo and tagline 'Public Access to Court Electronic Records' are visible. Below the logo is a navigation bar with links: Register for an Account, Find a Case, File a Case, My Account & Billing, Pricing, Help, and Search. The main content area is titled 'What can we help you accomplish?' and features four columns of service tiles. The second column, 'Manage Your Account', is circled in red. Within this column, the 'Manage My Account Login' link is highlighted with a yellow starburst icon. Other tiles include 'Search for a Case', 'Filing Electronically', and 'Move to NextGen CM/ECF'.



STEP 2 Enter your PACER Username and Password. Click **Login**.

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

** Required Information*

Username *

Password *

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

STEP 3 Click the **Maintenance** tab.

Settings **Maintenance** Payments Usage

[Update Personal Information](#) [Attorney Admissions / E-File Registration](#)

[Update Address Information](#) [Non-Attorney E-File Registration](#)

[E-File Registration/Maintenance History](#)

STEP 4 Click the [Attorney Admissions / E-File Registration](#) link.

Settings **Maintenance** Payments Usage

[Update Personal Information](#) [Attorney Admissions / E-File Registration](#)

[Update Address Information](#) [Non-Attorney E-File Registration](#)

[E-File Registration/Maintenance History](#)

STEP 5 From the **Court Type** list, select **U.S. District Courts**. From the **Court** list, select **Utah District Court – NextGen**. Click **Next**.

In what court do you want to practice?

** Required Information*

Court Type *

Court *

Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. To find more information on all courts, visit the [Court CM/ECF Lookup page](#).



STEP 6 On the “WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR” screen, [click the Pro Hac Vice link](#).

What would you like to apply/register for?

[Attorney Admissions and E-File](#)

[E-File Registration Only](#)

[Pro Hac Vice](#)

[Federal Attorney](#)

[Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court](#)

ELECTRONIC FILING. Attorneys with active cases in this court must register to efile and receive electronic notifications of case activity. These attorneys must be familiar with the District of Utah CMECF and Efiling Administrative Procedures Manual. Please click the link above to access the manual.

[Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court](#)

ADMISSIONS. To apply for admission, an attorney must be an active member in good standing of the Utah State Bar. Please complete the online application by clicking the Attorney Admissions and E-File option above. Attorneys who are members of this court's bar and have active cases, but do not have efile privileges, must select the E-File Registration Only option above. Pro hac vice attorneys who have been admitted to practice in this court must select the Pro Hac Vice option above to sign-up to efile and receive electronic notifications of case activity. Attorneys employed by or on special assignment for the United States Government and its agencies or employed by a Federal Public Defender's Office should apply for permission to practice using the Federal Attorney option above. All attorneys who practice in the District of Utah must read and comply with the Utah Rules of Professional Conduct and the Utah Standards of Professionalism and Civility.

[Back](#) [Cancel](#)



STEP 7

Under the **“Filer Information”** section, review the information and make changes, if necessary, and check the acknowledgment that you are submitting the e-filing registration for an individual. Click **Next**.

Complete all sections of E-File Registration

Filer Information

*** Required Information**

Role in Court Attorney
Title Select a title or enter your own

Name Three Utdattorney

I acknowledge that I am submitting the e-file registration for the individual listed above. **Note: If more than one individual uses this account, you must create a new PACER account for the individual who needs e-filing privileges, if she or he does not already have one. ***

Please verify your address. You may also enter a different address from the one provided for your CSO account.

Use a different address. Checking this will clear the address fields below.

Firm/Office Utah Test Office

Unit/Department

Address * 1234 Street

Room/Suite

City * Salt Lake City

State * Utah

County * CARBON

Zip/Postal Code * 84112

Country * United States of America

Primary Phone * 801-524-3125

Alternate Phone

Text Phone

Fax Number





Attorney Bar Information

STEP 8 Optional: Enter the applicable information if you are already admitted in another federal court or state bar. Enter the case number for the case in the District of Utah in which you have been granted pro hac vice admission.

Additional Filer Information	
Already Admitted at Court	MISSOURI WESTERN DISTRICT CO
Court Bar ID	M0678910
Other Names Used	Julie Q. Attorney
Pro Hac Vice Case Number	2:20-cv-00017890
State Bar ID	54321
State	Missouri

STEP 9 **Delivery Method and Formatting** refers to your method, frequency, and email format preferences for Notices of Electronic Filings (NEF) received from NextGen CM/ECF. If you want your NextGen CM/ECF emails delivered to a different email address other than the one you have registered with PACER, enter that email address here.

You may receive your NEFs either “Once per Day (Daily Summary)” or “At The Time of Filing (One Email per Filing).” The most requested email format is HTML, but you can select Text, if you prefer. Click **Next**.

Delivery Method and Formatting	
<input type="checkbox"/>	Use a different email. Checking this will clear the primary email fields below.
Primary Email *	testuser@email.com
Confirm Email *	testuser@email.com
Email Frequency *	Once Per Day (Daily Summ
Email Format *	HTML

[Next](#) [Back](#) [Reset](#) [Cancel](#)



PACER Payment Account Information

STEP 10

This screen is used to set up a payment account for PACER fees that you may incur. If you want to set up your PACER payment account at this time, please click [Add Credit Card](#) or [Add ACH Payment](#).

Please note, this screen is not used to pay any fees owing to the District of Utah.

Payment Information

NOTE: Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.

This section is optional. If you do not enter payment information here, you may do so later by selecting the **Make One-Time PACER Fee Payment** option under the **Payments** tab.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods.

To designate a card as the default for e-filing or admissions fees, click the **Set default** link in the box(es) below. To remove the card as a default, click the **Turn off** link.

[Add Credit Card](#) [Add ACH Payment](#)

[Next](#) [Back](#) [Cancel](#)

Optional: Enter the payment information if you are setting up your PACER payment account. Click [Submit](#)

Add/Update Credit Card Payment

*** Required Information**

Account Holder Name *

Card Type *

Account Number *

Card Expiration Date * /

Use billing address

Address *

City *

State *

Zip/Postal Code *

Country *

Account Nickname

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

[Submit](#) [Close](#)



STEP 11 After reading the “Attorney E-Filing Terms and Conditions” and the local court policies and procedures, check the acknowledgment boxes. Click **Submit**.

E-Filing Terms of Use

Attorney E-filing Terms and Conditions

- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my signature for all purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed by signature on a paper document being filed or submitted.
- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my affirmation that I am admitted to practice in the court(s) where I am filing, or am permitted to make an appearance in those court(s) in accordance with local requirements, and that I am an attorney holding a current and valid license to practice law.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing promulgated by the court(s) where I have filing privileges.
- I must pay for any fees incurred for transactions made in CM/ECF in accordance with applicable statutes and fee schedules.
- I agree to protect the security of my password.
- I will change my password through my judiciary e-filing account if I suspect it has been compromised and immediately notify the affected court(s). I am aware that I may be sanctioned for failure to comply with this provision.

[Click here to download a printable version of the Attorney E-filing Terms and Conditions](#)

Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. *

Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. [Click here to view local Court Policies and Procedures.](#) *

Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court regarding the status of your admissions and registration as well as any additional information or instructions at the email address provided.

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

STEP 12 Click **Done**.

Confirmation Page

Thank You for registering!

Your request has been forwarded to the court. You will receive an email when the registration has been processed. To check the status of your request, log in to **Manage My Account** and select the [E-File Registration/Maintenance History](#) from the **Maintenance Tab**.