



Pro Hac Vice Admission Instructions and Application

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. 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.¹

Local Counsel must file a motion seeking pro hac vice admission for the PHV Applicant, attach as exhibits the application and a proposed order, and pay the prescribed pro hac vice admission fee. A separate motion and fee are required for each PHV Applicant and for each case in which the PHV Applicant seeks admission.

After pro hac vice admission, the pro hac vice attorney must register to efile and to receive electronic notifications of case activity using their individual, upgraded PACER account. Without completing the online registration, pro hac vice attorneys cannot efile documents or receive electronic notifications.

HOURS:	The clerk's office business hours are 8:30 a.m. to 4:30 p.m. Mountain Time.
PHONE:	801-524-6100 (clerk's office)
WEBSITE:	http://www.utd.uscourts.gov
EFILING/ NOTIFICATION:	The court requires electronic filing and notification. After registering to efile, pro hac vice attorneys will receive electronic

¹ Local counsel must be present when the attorney admitted pro hac vice appears in court unless the court orders otherwise.