

## INSTRUCTIONS FOR *PRO HAC VICE* ADMISSION

**F**ile the Motion with the Clerk's Office. Please make sure that the motion includes the applicant's e-mail address. If filing the motion conventionally, please include a diskette containing the motion in PDF format together with the hard copy of the motion.

**F**ee. There is a \$25.00 fee in each case or adversary proceeding and for each attorney seeking admission. **This fee is due at the time of the filing of the motion.** The motion, therefore, *must* be accompanied by a check or money order for the amount due (payable to Clerk, US Bankruptcy Court, SDNY).

**F**urnish Chambers with a Courtesy Copy of the Motion and Proposed Order. When submitting the courtesy copy to the judge's chambers, please include a diskette containing the proposed order in Word or WordPerfect format.

**P**ASSWORD FOR CM/ECF (Case Management/Electronic Case File) System. Upon the entry of the order granting the motion for *pro hac vice* admission, a password will be issued for filing on the court's CM/ECF System to any attorney who has submitted an application for a password to the system. The password should not be used for filing documents in any case or adversary proceeding other than the case or adversary proceeding (and on behalf of the party referred to) for which admission was granted, unless the password holder applies for – and is granted – *pro hac vice* admission in the new case or adversary proceeding. However, an attorney who already holds a CM/ECF password – based on a prior *pro hac vice* admission – may use it to file a motion for *pro hac vice* admission and pay the \$25.00 fee (with a credit card while on ECF) in a new case or adversary proceeding; no other filing should be made in the new case or adversary proceeding until the motion is granted.