

INSTRUCTIONS FOR *PRO HAC VICE* ADMISSION

File 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 CD or other electronic media containing the motion in PDF format together with the hard copy of the motion.

Fee. There is a **\$200.00** 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 an attorney's check or money order (payable to *Clerk, US Bankruptcy Court, SDNY*) for the full amount that is due (\$200.00).

Furnish Chambers with a Courtesy Copy of the Motion and Proposed Order. When submitting the courtesy copy to the judge's chambers, please include a CD or other electronic media containing the proposed order in Word or WordPerfect format.

Password for CM/ECF (Case Management/Electronic Case File) System. If an attorney seeking *pro hac vice* admission wants to file documents electronically, the attorney must apply for an ECF login via the online [Attorney Password Application](#). 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 \$200.00 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.

NOTE: Pursuant to Local Rule 2090-1(f), the requirement that attorneys be admitted to practice in the District Court (SDNY) or seek *pro hac vice* admission in the Bankruptcy Court does **not** apply to the following: 1) the filing of a proof of claim or interest; and 2) an appearance by a child support creditor or creditor's representative.