

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF NEW YORK**

**New Procedures for Filing Pro Hac Vice Motions
Effective March 1, 2007**

Effective March 1, 2007, the procedures for electronically filing pro hac vice motions will change in the Northern District of New York. These changes will impact situations in which pro hac vice admission motions are electronically filed in an existing case¹. These changes are necessitated by restrictions of the new internet credit card payment system, Pay.gov, in CM/ECF.

Upon electronically filing a motion for pro hac vice, the attorney will be redirected to the Pay.gov system to pay the associated filing fee. Due to the limitations of the Pay.gov system, a separate motion for each attorney whose admission is sought pro hac vice is required. Therefore, if counsel wants to request the pro hac vice admission of five attorneys, counsel would need to electronically file five separate motions, with the appropriate supporting affidavit, for each pro hac vice attorney. The **Limited Admission Pro Hac Vice** event has been modified to include the following reminder:

You must file a separate motion for each attorney for whom you seek pro hac vice admission. Thus, you may not request pro hac vice admission of multiple attorneys in one motion.

If you have any questions regarding the new procedures, please feel free to contact one of the Court's CM/ECF Help Desks at:

Albany:	(518) 257-1815
Binghamton:	(607) 779-2671
Syracuse:	(315) 234-8687
Utica:	(315) 266-1195

¹For pro hac vice admissions in newly filed actions to the 00-at-99999 case, the filing attorney must wait and file the motion for pro hac vice admission in the actual civil case after it is assigned and opened by the Clerk's Office.