

## **BANKRUPTCY COURT – PRO HAC VICE ADMISSION**

### **Local Bankruptcy Rule 2014-2**

An attorney who is admitted to practice before the District Court, unless otherwise restricted, is also admitted to practice in the Bankruptcy Court.

[Local Bankruptcy Rule 2014- 2\(b\)\(1\)](#) provides that an attorney who is not admitted to practice before the District Court may be admitted to practice in the Bankruptcy Court on motion for limited admission – pro hac vice.

Note: Payment of the admission filing fee is made directly to District Court. See below.

### **Overview of Pro Hac Vice Admission**

1. Attorney files a [Motion for Limited Admission – Pro Hac Vice](#), with all required paperwork, in the Bankruptcy Court case. See [L.B.R. 2014-2\(b\)\(1\)](#).
2. If the Motion complies with [L.B.R. 2014-2\(b\)\(1\)](#), the Bankruptcy Clerk will email the applicant attorney with instructions and the link for payment of the *pro hac* admission fee via Pay.gov. See below Payment Instructions.
3. Once payment is made, the District Court Clerk's office will advise the Bankruptcy Court Clerk that payment has been received.
4. The proposed Order granting the [Motion for Limited Admission – Pro Hac Vice](#) will be considered by the presiding Bankruptcy Judge.

**Electronic Filing Privileges and Notice of Appearance.** Upon entry of an order granting the [Motion for Limited Admission – Pro Hac Vice](#), the attorney admitted pro hac vice must immediately:

5. Submit a request to PACER for filing access to the NYNB at <https://pacer.uscourts.gov/>; and
6. File a notice of appearance in the matter for which the attorney was admitted.

**Appeals.** If an appeal of a Bankruptcy Court decision is appealed to the District Court, the *Pro Hac Vice* admission will carry over to the District Court.

1. Upon the opening of a case on appeal, the case opening clerk will send an email to the attorney advising that he/she must submit a *Pro Hac Vice* registration request in PACER to the District Court. This request must reference the District Court case number to avoid being rejected.
2. The registration request is received in Central Sign On (CSO) and processed by an Attorney Admission Clerk in accordance with the District Court PHV procedures, and attorney is added to docket with Pro Hac Vice admission.

## Bankruptcy Court – Pro Hac Vice Admission Payment via Pay.gov

Need Assistance? Call (315) 234-8500

### Acceptable payment options:

- Bank Account (ACH): need routing number and bank account number
- Debit or Credit Card: Visa, Mastercard, Discover or American Express.
- PayPal Account
- Amazon account

### Making a Payment:

1. After review of the **Motion for Limited Admission – Pro Hac Vice**, the Bankruptcy Court Clerk will send an email to the attorney with a link to make the *Pro Hac Vice* Admission filing fee payment via Pay.gov. (Current fee is \$100)
2. Open the link in the email and click on “**Continue to the Form**” button at the bottom of the page.
3. Complete the Form:
  - Complete your personal information. All boxes with a red asterisk (\*) are required fields to be completed.
  - Divisional Office: Bankruptcy Court
  - Payment Amount: \$100
  - Type of Payment: select “Fee (filing fee, copy fee, attorney fee, etc)”
  - Description: Bankruptcy Court – Pro Hac Vice Admission & Case Number
  - Click [continue](#).

**Payment Information**

Divisional Office  
Bankruptcy Court

Payment Amount \*  
\$100.00

Type of Payment \*  
☒ Fee (Filing fee, Copy fee, Attorney fee, etc.)  
☐ Court Ordered Payment (Special Assessment, Fine, Restitution, Bond Forfeiture, etc.)

Description \*  
Bankruptcy Court - Pro Hac Vice Admission. Case Number 22-20931

- Add attachment: No attachment is required. Skip it. Click [Next](#).
- Select a payment method: Bank Account (ACH), Debit or Credit Card, PayPal account or Amazon account. Click [Next](#).
- Enter your account/card information. All boxes with an asterisk (\*) are required.
- Click “[Review and Submit Payment](#)”.
- Review the summary information, check the authorization and disclosure statement checkbox, and click “[Submit Payment](#)”.
- Click “[Print Receipt](#)” on the confirmation page. Keep a copy for your records.