

BANKRUPTCY COURT – *PRO HAC VICE* ADMISSIONS
(Bankruptcy L.R. 2014-2)

An attorney who is admitted to practice before the District Court, unless otherwise restricted, is also admitted to practice in Bankruptcy Court. Local Bankruptcy Rule 2014-2(b)(1) provides that attorneys who are not admitted to the District Court may be admitted *Pro Hac Vice* in the Bankruptcy Court, but payment of the admission fee is made directly to District Court.

Bankruptcy Court – Pro Hac Vice admission:

1. Attorney electronically files a [Motion for Limited Admission – Pro Hac Vice](#), with all required paperwork, in the Bankruptcy Court case. However, the fee is required to be paid directly to District Court.
2. Bankruptcy Clerk reviews all admissions documents for sufficiency, and then sends an email to the attorney with instructions and the link for making payment via Pay.gov. (See Payment Instructions attached)
3. District Court Clerk's office will receive confirmation via email immediately after payment is made and will forward the confirming email to the Bankruptcy Court Clerk advising that payment was received.

Appeal from Bankruptcy Court to District Court:

In the event the Bankruptcy case 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 [Application 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](#).

The screenshot shows a 'Payment Information' form with the following fields and values:

- Divisional Office:** Bankruptcy Court
- Payment Amount *:** \$100.00
- Type of Payment *:** Fee (Filing fee, Copy fee, Attorney fee, etc.) (selected)
- 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.