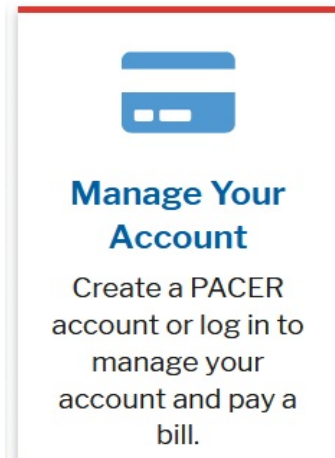


# Pro Hac Vice E-Filing Access in Northern District of New York

The Northern District of New York converted to NextGen CM/EC on January 16, 2018. Due to this conversion, attorneys granted Limited Admission Pro Hac Vice must register for Pro Hac Vice access to the Court through their individual PACER account. Upon receipt of the text order granting your admission, **follow the steps below to register for Pro Hac Vice access.** If you do not have a PACER Account, click [HERE](#) for step by step instructions on how to register for a new account. If you have a legacy account, that is, a PACER account created prior to August 11, 2014, click [HERE](#) for instructions on how to upgrade your account.

1. Navigate to [www.pacer.gov](http://www.pacer.gov).
2. Click on **Manage Your Account** and select Manage My Account Login.



3. Click Log in to Manage my Account



4. Enter your Pacer Username and Password then click Login

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

**Login**

*\* Required Information*

**Username \***

**Password \***

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

This is a restricted government website for official PACER use only. All activities of PACER subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to PACER, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.

5. Select the Maintenance tab then click the Attorney Admission/E-File Registration link.



6. Select U.S. District Courts as the Court Type and New York Northern District Court - NextGen as the Court. Click Next.

A screenshot of a web form titled 'IN WHAT COURT DO YOU WANT TO PRACTICE?'. Below the title, there is a red asterisk followed by the text '\* Required Information'. There are two dropdown menus: 'Court Type \*' with 'U.S. District Courts' selected, and 'Court \*' with 'New York Northern District Court (test) - NextGen' selected. Below the dropdowns, there is a note: 'Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. For a listing of all court websites visit the [Court Links Page](#).' At the bottom, there are three buttons: 'Next', 'Reset', and 'Cancel'. The 'Next' button is highlighted with a light blue background.

7. Select **Pro Hac Vice** for the type of admission you are seeking.

A screenshot of a web form titled 'WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?'. There are three buttons: 'Attorney Admissions and E-File', 'E-File Registration Only', and 'Pro Hac Vice'. A red arrow points to the 'Pro Hac Vice' button.

8. Complete all sections under the **E-File Registration** screen.


The Filer Information section is prepopulated with your information.


In the **Additional Filer Information** section, select New York Northern District Court. Enter the Case Number in which your Motion for Limited Admission Pro Hac Vice was granted. Enter the State where you are currently admitted to practice and the Bar ID if applicable. In the **Delivery Method aFormatting** section, set your e-mail frequency and format. Click Next.

9. Click Next again since the Pro Hac Vice fee was paid during the Motion filing transaction.

10. Acknowledge that you have read and agree to the E-Filing Terms, Conditions, Policies and Procedures.

[Click here to download a printable version of the Attorney E-filing Terms and Conditions](#)

 By clicking here, I acknowledge that I have read and agree to the terms and conditions above, and this constitutes my signature for registration. \*

 Check here to acknowledge that you have read and agree to the local requirements for the court in which you are registering [Click here to view Local Court Policies and Procedures.](#) \*

11. Click Submit and you will see the confirmation page. Click Done to return to the Manage My Account section of your PACER account.

Confirmation Page

**THANK YOU FOR REGISTERING!**

Your request has been forwarded to the court. You will receive an email when the registration has been processed. To check the status of your request, log in to **Manage My Account** and select the [E-File Registration/Maintenance History](#) from the **Maintenance Tab**.

Done

Upon receipt of your Pro Hac Vice registration request, the Court will activate your electronic filing access and you will receive an email from PACER instructing you to file a Notice of Appearance in the case. You can check the status of your request in the Maintenance tab by clicking on [Check E-File Status](#).

Settings Maintenance Payments Usage

[Update Personal Information](#) [Attorney Admissions / E-File Registration](#)

[Update Address Information](#) [Non-Attorney E-File Registration](#)

[Check E-File Status](#)

[E-File Registration/Maintenance History](#)