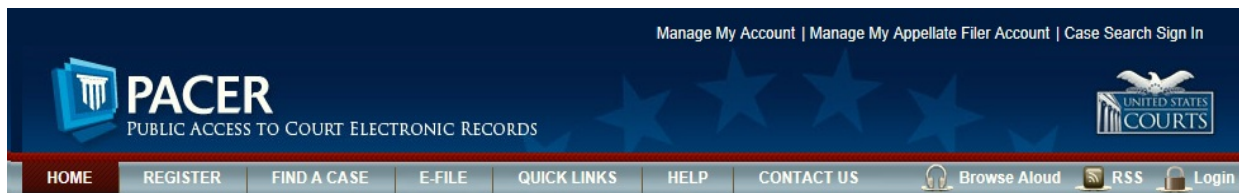


Pro Hac Vice E-Filing Access in Northern District of New York

As of January 16, 2018, the Northern District of New York has converted to NextGen CM/ECF. Due to this conversion, attorneys granted Limited Admission Pro Hac Vice must also register for Pro Hac Vice access to the Court through their individual upgraded PACER account. **Follow the steps below to register for Pro Hac Vice access in your account.** 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.
2. Click **Manage My Account** at the very top of the page.



3. Login with your PACER username and password.

The image shows a login form titled 'Login'. It has two input fields: 'Username *' and 'Password *'. Below the fields are three buttons: 'Login', 'Clear', and 'Cancel'. At the bottom of the form, there are three links: 'Need an Account?', 'Forgot Your Password?', and 'Forgot Username?'. A notice at the bottom of the form reads: 'NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.'

4. Click on the Maintenance tab.



5. Select Attorney Admission/E-File Registration.



The screenshot shows a navigation menu with four tabs: Settings, Maintenance, Payments, and Usage. Below the tabs are several links. The link 'Attorney Admissions / E-File Registration' is highlighted with a red rectangular box, and a mouse cursor is pointing at it.

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

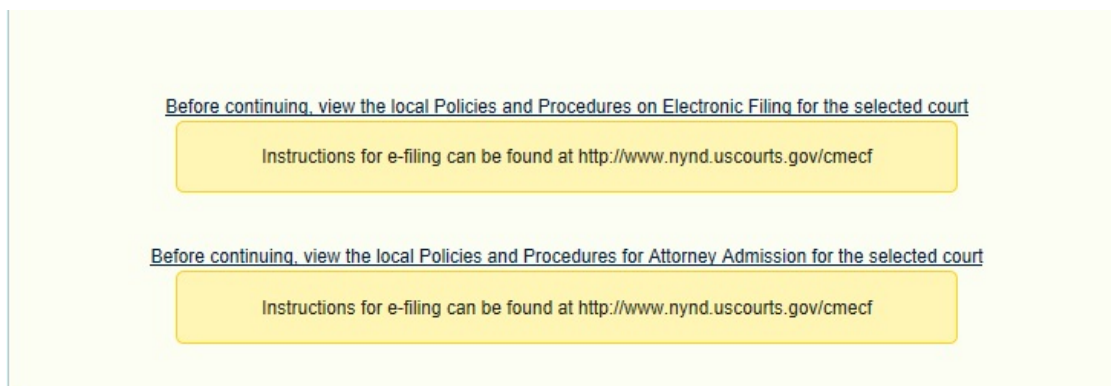


The screenshot shows a form titled 'IN WHAT COURT DO YOU WANT TO PRACTICE?'. It includes a red asterisk and the text '* Required Information'. There are two dropdown menus: 'Court Type *' with 'U.S. District Courts' selected, and 'Court *' with 'New York Northern District Court (test) - NextGen' selected. Below the dropdowns 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 are three buttons: 'Next', 'Reset', and 'Cancel'.

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



The screenshot shows a form titled 'WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?'. It has 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.




The screenshot shows a page with two yellow boxes. Each box contains the text: 'Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court' followed by 'Instructions for e-filing can be found at <http://www.nynd.uscourts.gov/cmecf>'.


8. Complete all sections under the **E-File Registration**. 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. In the **Delivery Method and Formatting** 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 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 request, the Court will send an email advising that access has been granted. 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](#)