# 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.
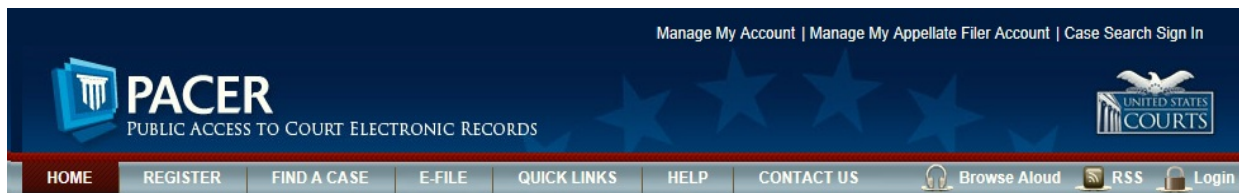
3. Login with your PACER username and password.

4. Click on the Maintenance tab.

5. Select Attorney Admission/E-File Registration.

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

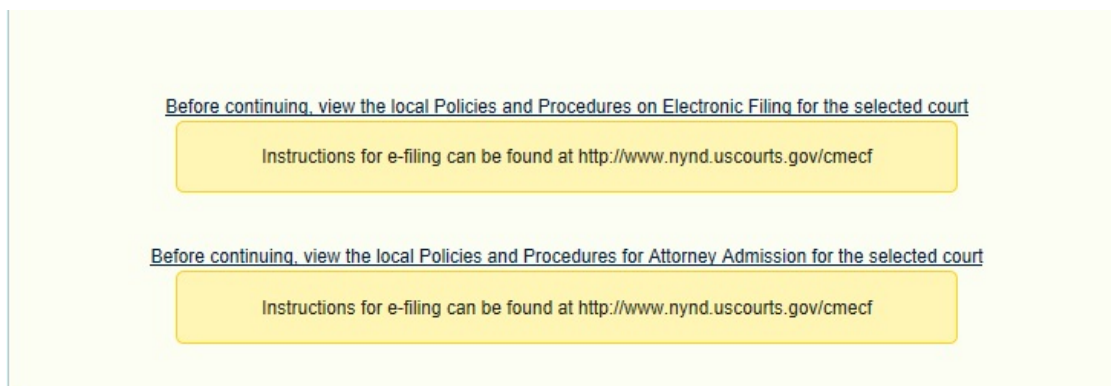7. Select **Pro Hac Vice** for the type of admission you are seeking.

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.

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

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.