

**Pro Hac Vice Admission**


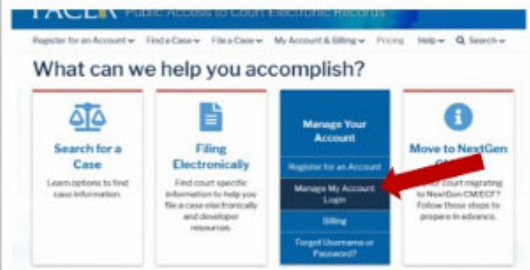
Motions to appear *pro hac vice* are governed by See LR 83.2 and LCrR 57.2. When seeking to appear *pro hac vice*, the following must be submitted to the Court:


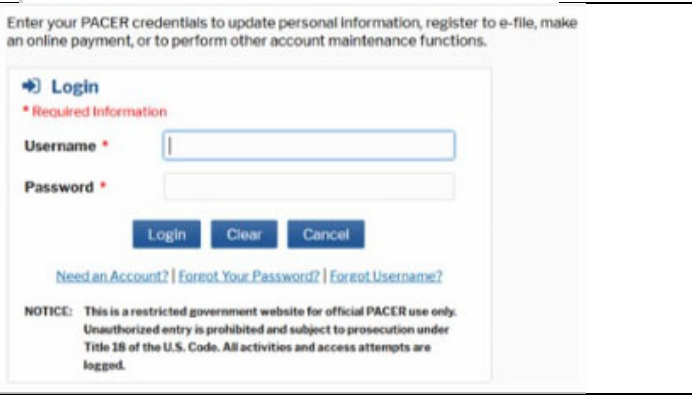



1. [Motion for Admission Pro Hac Vice](#) (*hand signed*);
2. *Pro Hac* fee of \$125.00

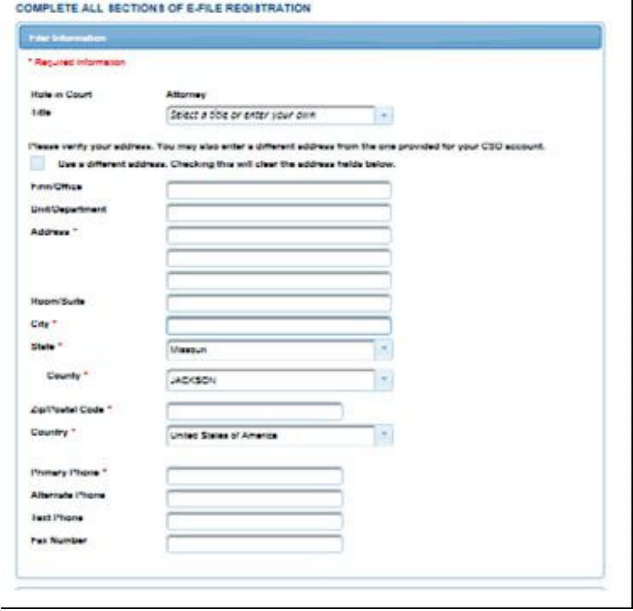
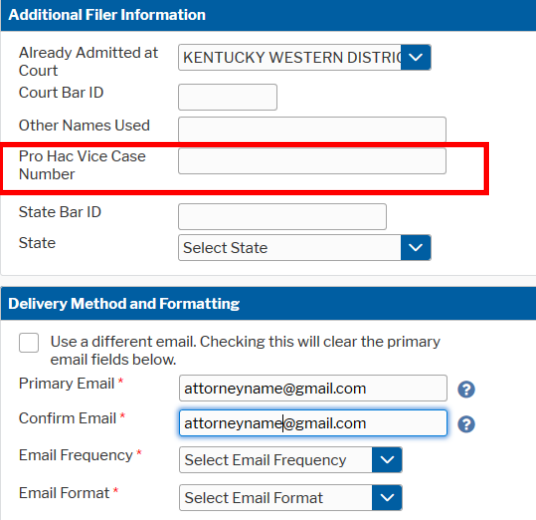
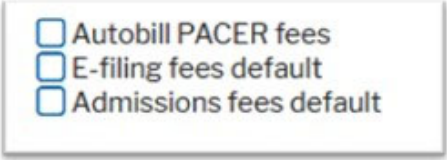
Such motions may be filed in one of two ways:

- **By paper.** By mailing or delivering the required documents and payment to the Clerk, or
- **Electronically.** By either the movant, provided he or she was previously admitted on a *pro hac* basis in another case, or by another attorney on the movant’s behalf, provided that attorney is admitted and associated with the case at issue.

The information below describes how to apply for admission to the United States District Court for the Western District of Kentucky **through PACER**. Questions about this process may be directed to the ECF HelpDesk at 1-866-822-8305.

	Action	Screenshot
1	Login to <a href="http://www.pacer.gov">www.pacer.gov</a> Hover over <b>Manage My Account</b>	 <p>The screenshot shows the PACER homepage with the heading "What can we help you accomplish?". There are four main service tiles: "Search for a Case", "Filing Electronically", "Manage Your Account", and "Move to NextGen CM/ECF". A red arrow points to the "Manage Your Account" tile, which includes the sub-option "Manage My Account".</p>
2	Click on <b>Manage My Account Login</b>	 <p>This screenshot is similar to the first one but shows the "Manage Your Account" tile expanded. A red arrow points to the "Manage My Account Login" sub-option within the "Manage Your Account" tile.</p>

3	Click on the <b>Log in to Manage My Account</b>	
4	Enter <b>username/password</b>	
5	Click <b>Login</b>	
6	Select the <b>Maintenance</b> tab and click <b>Attorney Admissions/E-File Registration</b>	
7	Select <b>U.S. District Courts</b> as the <b>Court Type</b> and <b>Kentucky Western District Court</b> as the <b>Court</b> . Click <b>Next</b> .	
8	Select <b>Pro Hac Vice</b>	

<p>9</p>	<p>Review/complete the personal information on the <b>E-File Registration</b> screen.</p>	
<p>10</p>	<p>Enter the Case Number in the Western District of Kentucky for the case in which you are proceeding <i>Pro Hac Vice</i> and click <b>Next</b>.</p> <p><b>NOTE: HTML is the preferred Email Format</b></p>	
<p>11</p>	<p>Set default <b>Payment Information</b> if desired (not required). Click <b>Next</b> when finished or to bypass this screen. You can add a credit card or ACH payment method for each of the following fee types:</p>	 <p><b>To use the same account for multiple fee types, once account information is entered, click in the box next to one or multiple fee types to designate the entered payment method for that account.</b></p>
<p>12</p>	<p>Check the two boxes for <b>Acknowledgment of E-filing Terms and Conditions</b> and <b>Court</b></p>	

	<b>Policies and Procedures for Attorney Admissions.</b>	
13	Click <b>Submit</b> . The court will review your admission request and provide you with further instructions by email, if necessary.	