



PRO HAC VICE ADMISSION AND REGISTRATION

If you are an attorney who desires to join a case in the District of Montana but are not admitted to the Montana State Bar, you will need to file a motion for leave to appear pro hac vice by:

- A. Obtaining local counsel.
- B. Asking local counsel to file a motion for leave to appear pro hac vice with an attached affidavit that complies with the requirements set out in L.R. 83.1(d).
- C. Paying the PHV filing fee (see current [fee schedule](#).)
- D. Requesting access to the District of Montana's CM/ECF database through PACER.

Note: *A Certificate of Good Standing is not required for Pro Hac Vice appearance in the District of Montana.*

Obtaining local counsel. Local counsel must:

1. Be admitted to practice before this Court.
2. Be registered to electronically file in the District of Montana CM/ECF database.
3. Appear properly before the Court in the case.

Requesting access to the District of Montana through PACER.

1. Navigate to: <https://pacer.psc.uscourts.gov/pscof/login.xhtml>
2. Enter your PACER **Username** and **Password**.

Note: If you forgot your current PACER username or password, you may request a reset from the **Manage My Account** page by selecting **Forgot Your Password? Or Forgot Username?**

3. Select the **Maintenance** tab.
4. Select **Attorney Admissions/E-File Registration**



Settings **Maintenance** Usage

Update Personal Information	X Attorney Admissions / E-File Registration
Update Address Information	Non-Attorney E-File Registration
Check E-File Status	E-File Registration/Maintenance History

5. Select **U.S. District Courts** under **Court Type**.
6. Select **Montana District Court** under **Court**.

In what court do you want to practice?

* Required Information

Court Type * ▼

Court * ▼

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. To find more information on all courts, visit the [Court CM/ECF Lookup page](#).

Note: If you do not see **Montana District Court** as an option, it means you are already admitted and registered (or were registered) to file in our court. In that case, you may skip to step 19.

7. Review the highlighted instructions, then select **Pro Hac Vice**.

What would you like to apply/register for?

<input type="button" value="Attorney Admissions and E-File"/>
<input type="button" value="E-File Registration Only"/>
X <input type="button" value="Pro Hac Vice"/>
<input type="button" value="Multi-District Litigation"/>
<input type="button" value="Federal Attorney"/>



United States District Court
District of Montana



8. Select the e-filing acknowledgement under the **Name** sections.

9. Verify/Enter your e-filing address.

Note: This address will appear on case dockets and will be used as the service address for any documents needing to be serviced via traditional means.

10. Verify your phone number.

11. Be sure to include the relevant case number in the **Pro Hac Vice Case Number** field or your request may be rejected.

Additional Filer Information	
Already Admitted at Court	<input type="text" value="Select Court"/>
Court Bar ID	<input type="text"/>
Other Names Used	<input type="text"/>
Pro Hac Vice Case Number	<input type="text"/>
State Bar ID	<input type="text"/>
State	<input type="text" value="Select State"/>

12. Verify/Update all required fields (*) in the **Delivery Method and Formatting** section.

Note: The email address entered here is where all electronic notifications will be sent when documents are filed in cases.

13. Select **Next**.

14. Select/Enter payment information.

- You are not required to enter a payment method. You may continue with your request and e-file with this court without supplying a payment method.
- You may use the same payment method you use for PACER fees (prepopulated by PACER) or you may enter a different payment method.
- If you are registering without a credit card, leave all fields blank and skip to Step 15.

15. Select **Next**.

Note: You will not be charged by PACER. Local counsel will be charged the Pro Hac Vice admission fee during the filing of the **Motion for Leave to Appear Pro Hac Vice**.

16. Review the **E-filing Terms of Use**, then select that you have read and agree to the attorney e-filing terms and conditions.

17. Review our local court policies and procedures, then select that you have reviewed and agree to our local requirements. Click **SUBMIT**.



United States District Court
District of Montana



18. Your Pro Hac Vice admission request has now been sent to the Court for review. **Note:** You are not yet granted leave to appear until:
- You receive the approval/confirmation email from this Court that you are approved to electronically file with this Court; and
 - The clerk docket the order granting leave to appear Pro Hac Vice.
19. File your notice of acknowledgment of pro hac vice order in a timely manner and add yourself as an attorney in the case when docketing that acknowledgment. If your name does not appear on the docket after completing these steps, please contact the clerk's office.