The following steps may be completed before a pro hac vice motion is filed, however, E-Filing privileges will NOT be granted until a motion has been approved by the Court. The Motion for Pro Hac Admission can be found on our website at

<u>https://www.id.uscourts.gov/district/attorneys/Attorney_Admissions.cfm</u> and must be filed in CM/ECF along with the applicable fee. The Pro Hac motion must be filed by the sponsoring attorney.

- 1. Login to https://pacer.uscourts.gov
- 2. Hover over Manage My Account



3. Click on Manage My Account Login



4. Click on the Log in to Manage My Account



5. Enter username/password

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- 6. Click Login
- 7. Select the Maintenance tab and click Attorney Admissions/E-File Registration

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| Update | Personal Information | Attorney Admissions / E-File Registration |
| Update | Address Information | Non-Attorney E-File Registration |

8. Select U.S. District Courts as the Court Type and District of Idaho Court as the Court. Click Next.

| Court Type * | Select Court Type |
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9. Select Pro Hac Vice.



10. Complete the personal information on the E-File Registration screen and click Next.

NOTE: HTML is the preferred Email Format.

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11. Set default **Payment Information** if desired (not required). Click **Next** when finished or to bypass this screen. You can add a credit card for each of the following fee types:

Autobill PACER fees E-filing fees default 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.

- 12. Check the two boxes for Acknowledgment of E-filing Terms and Conditions and Court Policies.
- 13. Click **Submit**. The court will review your admission request and provide you with further instructions by email, if necessary.

