

An attorney may be admitted to practice in this Court in a single case through submission of a Motion for Admission Pro Hac Vice. See Rule 1.3 of the Local Rules of the United States District Courts for the Southern and Eastern Districts of New York.

Once the order granting Pro Hac Vice admission has been signed and docketed, the attorney is required to [apply for an ECF PASSWORD](#) on-line. When doing so, enter "XXXXXX" for the bar code and the date the Pro Hac Vice admission was granted in the two places that require a date. An attorney who has been admitted Pro Hac Vice in multiple cases is required to [apply for an ECF PASSWORD](#) on-line in every case where they are granted Pro Hac Vice admission.

I. Instructions for Admission Pro Hac Vice by Written Motion

An attorney is required to submit a Motion for Admission Pro Hac Vice on paper, in the traditional manner, to the Clerk of Court in [Manhattan](#) or [White Plains](#) depending on where the judicial officer sits. Please include the following:

- The appropriate fee, payable to "Clerk, USDC, SDNY"
- A motion, without return date, for admission Pro Hac Vice with the attorney's full contact information, appropriate case number(s), and the name of the party to be represented ([see sample motion](#)).
- Certificate(s) of good standing for the attorney for each of the states for which the attorney is a member of the bar and which has been issued within 30 days
- A proposed order for admission Pro Hac Vice ([see sample order](#)).
- Proof of service of the motion on all parties in the case.
- Within 24 hours of the filing of your Pro Hac Vice motion, you are required to e-mail to the Clerk's

Office:

For cases assigned to a Manhattan Judge e-mail to:

pro_hac_vice_motions@nysd.uscourts.gov

For cases assigned to a White Plains Judge e-mail to:

wpclerk@nysd.uscourts.gov

the Pro Hac Vice motion and any supporting documents, including copies of the certificates of good standing in PDF-A format only. The case number followed by the judicial officer's initials and "ECF CASE" must appear in the case caption. Failure to do so within 24 hours will delay adding your Pro Hac Vice motion to the computerized ECF docket. The subject line of the e-mail and the name of the file should list the case number followed by a brief document description (ex. "Re: 01cv1234 KMW-Pro Hac Vice Motion for John Doe")

II. Instructions for Admission Pro Hac Vice by Oral Motion

When time does not permit a written motion, an attorney may move for admission by oral motion for Pro Hac Vice. A proposed order for admission Pro Hac Vice on oral motion is required to be completed in advance of the appearance ([see sample order](#)).

Immediately after the Motion for Admission is made in open court and granted, the attorney is required to:

- Submit the proposed order for admission to the clerk in the courtroom.
- Provide a signed copy of the order and the fee of \$200 to the cashier's office.
- Provide the judicial officer who signed the order for admission Pro Hac Vice with a certificate(s) of good standing for each of the states for which the attorney is a member of the bar. Certificates of Good Standing must be issued within 30 days. Failure to include the case number on the letter will delay the addition of the attorney's name to the docket.