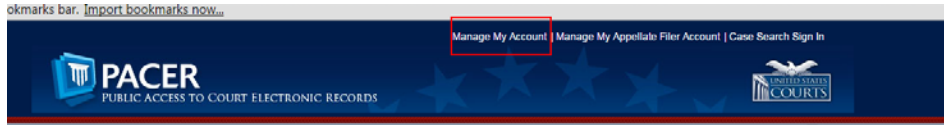


ATTORNEYS SEEKING NEW ADMISSION TO NDFL INSTRUCTIONS FOR ATTORNEYS NOT ADMITTED TO THE FLORIDA BAR WITH A UPGRADED PACER ACCOUNT (PRO HAC VICE)

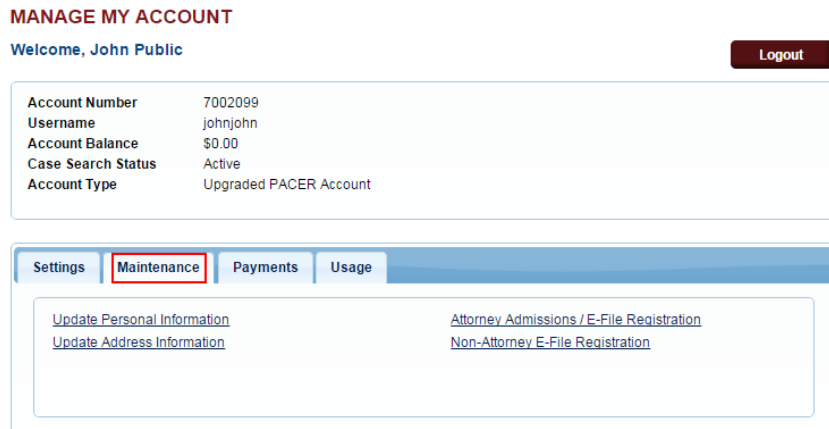
1. Go to PACER: www.pacer.gov

2. Select **Manage My Account**.



3. Log into PACER with an **Upgraded PACER** account.

4. Select the **Maintenance** tab.



5. Select **Attorney Admission/E-File Registration**.



6. Select **U.S. District Courts** from drop down list in **Court Type** box.

7. Select **Florida Northern District** from drop down list in **Court** box.

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8. Select the tab **Pro Hac Vice**.

WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?



Attorney Admissions and E-File

E-File Registration Only

Pro Hac Vice

Multi-District Litigation

Federal Attorney

9. **Filer Information:** Most of the information in this section has been pre-populated from previous screens, but make sure all the information is filled out correctly.

10. **Additional Filer Information:** Please fill out the information in this section. **Please make sure you put the case number of the case you are trying to register Pro Hac Vice for in the Pro Hac Vice Case Number field.**



Additional Filer Information

Already Admitted at Court

Court Bar ID

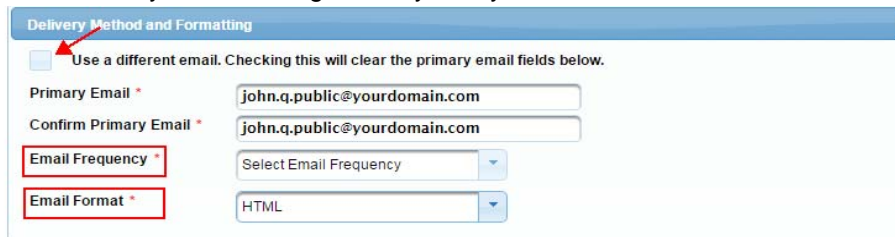
Other Names Used

Pro Hac Vice Case Number

State Bar ID

State

11. Complete the **Delivery Method and Formatting** section of the form. This is used for electronic notification in cases in which you are involved. **Complete this section even if you will not be actively practicing in federal court.** Email address information comes from your existing PACER information. Check the box to use a different email if desired. Email Frequency and Email Format are required and are also used for electronic notice in cases in which you are involved. In **Email Frequency** dropdown, Select **Once Per Day** for a daily summary notification or **At The Time of Filing** for individual notice. Select from the **Email Format** dropdown. Select HTML unless you are having difficulty with your emails. Select **Next**.



Delivery Method and Formatting

Use a different email. Checking this will clear the primary email fields below.

Primary Email *

Confirm Primary Email *

Email Frequency *

Email Format *

ATTORNEYS SEEKING NEW ADMISSION TO NDFL INSTRUCTIONS FOR ATTORNEYS NOT ADMITTED TO THE FLORIDA BAR WITH A UPGRADED PACER ACCOUNT (PRO HAC VICE)

12. Set default payment information if desired (not required). You can add a new credit card or designate your existing card as the default method for **filing fees** or **admission fees** by selecting the appropriate icons as shown in the image below.




Payment Information

NOTE: Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.

This section is optional. If you do not enter payment information here, you may do so later by selecting the **Manage Recurring Payments** option under the **Payments** tab.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods and set any of them as the default for your search fees, admissions/renewal fees, and/or e-file fees.

To set a payment method as a default, click the gray icon, which will turn blue when selected.

-  Click this icon to set the default payment method for your PACER search fees. The selected card will be automatically charged for your quarterly usage.
-  Click this icon to set the default payment method for your filing fees.
-  Click this icon to set the default payment method for your admissions/renewal fees.

13. Check the two boxes in the **E-Filing Terms of Use**.

[Click here to download a printable version of the Attorney E-filing Terms and Conditions](#)

By clicking here, I acknowledge that I have read and agree to the terms and conditions above, and this constitutes my signature for registration. *

Check here to acknowledge that you have read and agree to the local requirements for the court in which you are registering [Click here to view Local Court Policies and Procedures.](#) *

14. Select **Submit**. The court will review your admission request and you will receive further instructions via email.