

Attorney Instructions
How to file an Electronic Application to Appear -
Pro Hac Vice

Before attempting to docket an *Application to Appear Pro Hac Vice electronically*, you must complete the application on our website and click on the **Email** button to forward your application for approval. Once approved, the clerk will email to you your new Login and Password so that you will be able to electronically file your application and pay the \$100 fee on line. **If you already have a login and password, you will still need to wait for approval email from the clerk before filing your electronic application.**

You will first select Attorney Information on our website: <http://www.txed.uscourts.gov/>



Then select *Application to Appear Pro Hac vice* . Complete the form and click **Email**. After you receive your email from the clerk with your login and password, proceed to Step 1 to docket.



Step 1: Log into CM/ECF with your assigned login and password



ECF Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Authentication

Login:

Password:

CM/ECF has been tested and works correctly with Firefox 3.5, and Internet Explorer 7 and 8.

Step 2: Click on the Civil link located at the top of the screen inside the blue bar.



ECF Civil Criminal Query Reports Utilities Search Logout



**U.S. District Court [TRAIN]
Eastern District of Texas - TRAIN
Official Court Electronic Document Filing System**

Welcome to the new G6 platform.
CM/ECF DC Ver. 4.2

This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials.

Welcome to the U.S. District Court [TRAIN] for the Eastern District of Texas - TRAIN Electronic Document Filing System. This page is for use by attorneys and firms participating in the electronic filing system. The most recent version of the Adobe PDF reader can be obtained by selecting the *PDF Settings* option listed below.

Step 3: Click on **Notices** under the **Other Filings** heading.



Civil Events

Case Opening
[Open a Civil Case](#)

Initial Pleadings and Service
[Complaints and Other Initiating Documents](#)
[Answers to Complaints](#)
[Other Answers](#)

Motions and Related Filings
[Motions](#)
[Responses and Replies](#)
[Answer Extension Application](#)

Other Filings
[ADR Documents](#)
[Notices](#)
[Trial Documents](#)
[Appeal Documents](#)
[Other Documents](#)

Sealed Events
[Sealed-Motion](#)
[Sealed-Responses and Replies](#)
[Sealed-Other Documents](#)

Step 4: Click on *Notice of Attorney Appearance - Pro Hac Vice* Event, click **Next**

The screenshot shows a web interface titled "Notices" with a purple background. At the top left is an empty text input field. Below it, the "Available Events (click to select an event)" section contains a scrollable list of event types. The "Notice of Attorney Appearance - Pro Hac Vice" option is highlighted in blue. To the right, the "Selected Event" section contains a text box with the selected event name. At the bottom are "Next" and "Clear" buttons.

Notices

Available Events (click to select an event)

- Apostile Issued
- Corporate Disclosure Statement
- Notice (Other)
- Notice of Acceptance with Offer of Judgment
- Notice of Attorney Appearance
- Notice of Attorney Appearance - Pro Hac Vice**
- Notice of Change of Address
- Notice of Compliance - Letter Brief
- Notice of Consent to Proceed Before Magistrate Judge
- Notice of Designation of Attorney in Charge
- Notice of Designation of Mediator
- Notice of Disclosure
- Notice of Filing of Copyright Form (AO 121)
- Notice of Filing of Patent/Trademark Form (AO 120)
- Notice of Lis Pendens

Selected Event

Notice of Attorney Appearance - Pro Hac Vice

Next Clear

Step 5: Enter the Case Number and click on **Find This Case**, click **Next**

The screenshot shows the "Notices" interface with a purple background. A grey box labeled "Civil Case Number" contains a text input field with "6:12cv2" and a "Find This Case" button. Below this are "Next" and "Clear" buttons.

Notices

Civil Case Number

6:12cv2 Find This Case

Next Clear

Step 6: Case number and style of case appear . Click **Next**..

The screenshot shows the "Notices" interface with a purple background. The case details "6:12-cv-00002 v. Doe" and "JURY, STAYED" are displayed. At the bottom are "Next" and "Clear" buttons.

Notices

6:12-cv-00002 v. Doe
JURY, STAYED

Next Clear

Step 7: Select document screen appears. **Click** on Browse and find your application and click **Next**. Do Not attach any confidential information to your application. The clerk will make sealed entry for that information.

Notices
[6:12-cv-00002 v. Doe](#)
JURY, STAYED

Select the pdf document and any attachments.

Main Document
I:_0730170126_001.pdf

Attachments	Category	Description
1. <input type="text"/>	<input type="button" value="Browse..."/>	<input type="text"/>

Step 8: Pick filer screen will appear.

The party you are representing is listed in the box, **Click** on their name and click **Next**. If your party is not listed, call the Clerk's Office..

Notices
[6:12-cv-00002 v. Doe](#)
JURY, STAYED

[Collapse All](#) [Expand All](#)

- Jack Doe pla
- Jane Doe dft

Select the filer.

Select the Party: OR Select a Group:

Doe, Jack [pla]
Doe, Jane [dft]

No Group
 All Defendants
 All Plaintiffs
 All Parties

Step 9: Attorney/party associations screen appears. Check this screen to make sure that the correct party shows up with notice checked. Click **Next**.

Notices
[6:12-cv-00002 v. Doe](#)
JURY, STAYED

The following attorney/party associations do not exist for the above case(s).

Please check the box on the left of the screen for associations which should be created.

If the association should *not* be created, be sure the box is *unchecked*<

Jane L Doe Doe Doe (pty:dft) represented by Test seagull (aty) Lead Notice

Step 10: The filing fee screen appears. Click **Next** and you will be redirected to the pay.gov website to complete your payment.

Notices
[6:12-cv-00002 v. Doe](#)
JURY, STAYED

There is a 100 dollar filing fee to file Pro Hac Vice. You will now be redirected to pay.gov to pay this Fee: \$100

After payment of the filing fee, you MUST continue with the docket transaction until its completion. Failure to continue will result in your credit card being charged, with no record of your entry on the docket.

ENTERING PAYMENT INFORMATION

- This is the first screen of the pay.gov process. There are two screens. Note that all fields marked with the asterisk are required to be completed.
- The Account Holder does not need to be the same as the attorney filer. For example, the credit card being used could be that of the law firm. Enter the account holder name as it appears on the credit card.
- This is a secure site administered by pay.gov.
- After payment of the filing fee, you **MUST** continue with the docket transaction until its completion. Failure to continue will result in your credit card being charged, with no record of your entry on the docket.

Online Payment - Mozilla Firefox

File Edit View History Bookmarks Tools Help

pay.gov https://qa.pay.gov/paygov/OCIServlet

Dictionary.com Search Web Dictionary Thesaurus Encyclopedia Translate Games Options

SDSD District Version 1.3 Comp1983-non-prisoner-rev 9-09.pdf Training Registration - District of Conne... Online Payment

Do you want Firefox to remember the password for "pilot1" on uscourts.gov? Remember Never for This Site Not Now

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: pilot1 *

Payment Amount: \$350.00

Billing Address: *

Billing Address 2: *

City: *

State / Province: *

Zip / Postal Code: *

Country: United States *

Card Type: *

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Done

Select Continue with Plastic Card Payment.

AUTHORIZING PAYMENT INFORMATION

- The final payment screen provides the filer with an opportunity to authorize the payment. The only required field on this screen is the Authorization Box, which must be checked to continue. If you fail to check the box, the transaction will not be completed and pay.gov will return to this screen until the authorization is marked.
- The e-mail confirmation receipt does not need to be the same e-mail address as the attorney filer. For example, the user may wish the credit card receipt be e-mailed to your finance office.
- Note that the e-mail address is not a required field. If it is left blank, no email receipt will be generated from pay.gov.

Online Payment - Mozilla Firefox
https://qa.pay.gov/paygov/payments/enterPlasticCardPaymentInformation.html;jsessionid=KLNLN0XNSWb0GzHpzX0T6CzgfmmRPM05cT9G1j

Online Payment [Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: pilot1 Billing Address: 450 Main Street Billing Address 2: City: State / Province: Zip / Postal Code: Country: USA	Card Type: Visa Card Number: *****2222	Payment Amount: \$350.00 Transaction Date 03/23/2011 15:50 and Time: EDT

Email Confirmation Receipt
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:
Confirm Email Address:
CC: Separate multiple email addresses with a comma

Authorization and Disclosure
Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Select Submit Payment.

AFTER PAYMENT, YOU WILL BE REDIRECTED BACK TO CM/ECF TO FINISH YOUR DOCKET ENTRY

Step 11: Text window. Click **Next**.

Notices
[6:12-cv-00002 v. Doe](#)
JURY, STAYED

NOTICE of Attorney Appearance - Pro Hac Vice . Filing fee \$ 100.

(dcap2,)

Step 12: Notice Screen. Select/Review recipients who be notified with NEF. Click **Next**.

Notices
[6:12-cv-00002 v. Doe](#)
JURY, STAYED

Select/review recipients who are to be notified with NEF

[Attorneys \(+/-\)](#)
[Pro Se Parties \(+/-\)](#)
[Judges \(+/-\)](#)
[Miscellaneous \(+/-\)](#)
[Parties Not Associated with Case \(+/-\)](#)
[Ad Hoc \(+/-\)](#)

Attention!! Pressing the **NEXT** button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.