

UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF LOUISIANA  
\_\_\_\_\_  
DIVISION

	Case No. _____
Plaintiff	
VS.	Judge _____
	Magistrate Judge _____
Defendant	

**MOTION TO APPEAR PRO HAC VICE**

In accordance with the local rules for the United States District Court, Western District of Louisiana, application is made to be admitted pro hac vice to the bar of this court for the purpose of appearing on behalf of \_\_\_\_\_ in the above described action.

- I am ineligible to become a member of this court, but I am a member in good standing of the bar of the United States District Court for the District of \_\_\_\_\_ or the bar of \_\_\_\_\_ court, which is the highest court of such state. Attached hereto is a certificate of good standing from such court.
- Payment of the applicable fee of \$105.00 is made via the court’s electronic filing system using Pay.gov.
- There have been no disciplinary proceedings or criminal charges instituted against me.
- In accordance with the local rules for the United States District Court, Western District of Louisiana, \_\_\_\_\_ of the firm of \_\_\_\_\_ is appointed a local counsel.

- I authorize the Clerk of Court for the Western District of Louisiana to transmit notice of entries of judgments and orders to me under Fed.R.Civ.P. 77, Fed.R.Cr.P. 49, LR 5.7.10. I also agree to receive notice electronically from other parties and the court via electronic mail. I understand that electronic mail filter software (SPAM filter) may interfere with receipt of e-mail notices and have verified that any such software installed on my computer or network will not filter our messages sent from [Clerk@lawd.uscourts.gov](mailto:Clerk@lawd.uscourts.gov). I understand this electronic notice will be in lieu of notice by any other means. I understand it is my responsibility to advise the Clerk’s Office promptly in writing of any physical address changes and/or update my electronic mail address within the court’s electronic filing system.

Respectfully submitted,

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Signature of Applying Attorney

Applying attorney must sign. No “s/ signature” accepted.

PLEASE TYPE OR PRINT LEGIBLY:

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Additional e-mail(s):

\_\_\_\_\_

\_\_\_\_\_

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Signature of Local Counsel

Local counsel may use typed “s/ signature” and must file electronically.

LOCAL COUNSEL INFORMATION:

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Certificate of Service

I hereby certify that on \_\_\_\_\_, I presented the foregoing Petition for Admission Pro Hac Vice to the Clerk of Court for filing and uploading to the CM/ECF system which will send notification of such filing to the following: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

and I hereby certify that I have mailed by United States Postal Service this filing to the following non-CM/ECF participants: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF LOUISIANA  
DIVISION  
\_\_\_\_\_

\_\_\_\_\_ Case No. \_\_\_\_\_  
Plaintiff  
VS. Judge \_\_\_\_\_  
\_\_\_\_\_ Magistrate Judge \_\_\_\_\_  
Defendant

**ORDER**

IT IS ORDERED that \_\_\_\_\_ be and is hereby  
admitted to the bar of this Court pro hac vice on behalf of \_\_\_\_\_  
\_\_\_\_\_ in the above described action.

SO ORDERED on this, the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
U.S. Magistrate Judge