

Documents You Will Need:

1. Certificates of Good Standing
 - One for each state in which you are admitted
 - Certificates must have been issued within 30 days of filing motion
2. [Affidavit](#) of Movant*
3. [Motion](#) for leave to appear pro hac vice

What to Do:

1. Apply for an e-filing account at www.pacer.gov.
 - Log in, go to Manage My Account, Maintenance, Attorney Admissions/E-file Registration
 - Choose Eastern District of New York, Pro Hac Vice and [complete all required fields](#).
2. File your motion for leave to appear pro hac vice at <https://ecf.nyed.uscourts.gov>.
 - When you receive a notification that your e-filing account has been created, log in.
 - File your motion on the relevant case, attaching the documents listed above, and paying the fee.

* See Local Civil Rule 1.3 for the specific requirements of the affidavit.

Please Note:

●Attorneys appearing for the Department of Justice (“DOJ”) may appear without requesting pro hac vice admission. DOJ attorneys should make an e-filing request only at www.pacer.gov. If you later enter private practice, however, you will have to apply for regular or pro hac vice admission.

●Attorneys for federal agencies other than the DOJ must request [pro hac vice admission](#) but their certificates of good standing may have been issued within one year of filing and the motion fee is waived.