

**GUIDE TO FILING MOTION FOR LEAVE TO APPEAR *PRO HAC VICE***

Attorneys are not permitted to file a motion for leave to appear *pro hac vice* in CM/ECF due to the fee requirement.

An attorney seeking to appear *pro hac vice* in a particular case should submit a motion for leave to appear *pro hac vice* to the clerk's office in PDF either attached to an e-mail or in paper.

The motion for leave to appear *pro hac vice* should be sent to [ndd\\_clerksoffice@ndd.uscourts.gov](mailto:ndd_clerksoffice@ndd.uscourts.gov).

The motion will not be filed until the clerk's office receives the appropriate fee. The *pro hac vice* attorney must also submit an ECF registration form with their original signature to the following address based on the venue of the case:

Western Division

Clerk. U.S. District Court  
Attn: ECF Registration  
P.O. Box 1193  
Bismarck, ND 58502-1193

-or-

Eastern Division

Clerk. U.S. District Court  
Attn: ECF Registration  
655 1st Avenue North, Suite 130  
Fargo, ND 58102