

**INSTRUCTIONS FOR ADMISSION PRO HAC VICE  
THE UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF NORTH DAKOTA**

Attorneys who wish to be admitted *pro hac vice* (PHV) to the Bar of the United States District Court for the District of North Dakota must complete the following:

- a motion to appear PHV (attorneys are encourage to use the attached PDF motion form);
- ECF Registration Form; and
- admission fee of \$150.

Attorneys are not permitted to file a motion 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 to the clerk's office in PDF either attached to an e-mail or on a compact disc.

The motion to appear *pro hac vice* should be sent to the appropriate new case e-mail address based on the assignment of the case.

Western Divisions: [ndd\\_newcaseBismarck@ndd.uscourts.gov](mailto:ndd_newcaseBismarck@ndd.uscourts.gov)

Eastern Divisions: [ndd\\_newcaseFargo@ndd.uscourts.gov](mailto:ndd_newcaseFargo@ndd.uscourts.gov)

The motion will not be filed until the clerk's office receives the appropriate admission fee.

For cases venued in the **Western Divisions** of the state, the admission fee should be sent to the Bismarck office:

Office of the Clerk  
United States District Court  
P.O. Box 1193  
Bismarck, ND 58502-1193

For cases venued in the **Eastern Divisions** of the state, the admission fee should be sent to the Fargo office:

Office of the Clerk  
United States District Court  
655 First Avenue North, Suite 130  
Fargo, ND 58102-4932

The *pro hac vice* attorney must also submit an ECF registration form with his/her original signature to:

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

Should you have any questions, please contact the Office of the Clerk of Court at:

Bismarck, telephone number (701) 530-2300  
Fargo, telephone number (701) 297-7000

**IN UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF NORTH DAKOTA**

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**MOTION TO APPEAR  
PRO HAC VICE**

**Case No.**

, an attorney for

moves the court pursuant to D.N.D. Gen. L. R. 1.3(D) for leave to appear pro hac vice.

In support of the motion to appear pro hac vice, I submit the following information for consideration by the Court:

State of Residence:	
Office/Firm Address:	
Telephone Number (office):	
E-mail Address (office):	
Legal Training:	
Other Bar Admissions: list jurisdiction & ID number for each jurisdiction	
Trial Experience:	

Disciplinary Actions: list all past or pending disciplinary actions, including disbarments, suspensions, probations, or any other restrictions	
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I will comply with the Local Rules of the United States District Court for the District of North Dakota and will submit to the jurisdiction of the court in matters of discipline.

Under penalties of perjury, I declare that the above information is true, correct, and complete, to the best of my knowledge and belief.

Dated this     day of                     .

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**United States District Court  
District of North Dakota**

**ECF REGISTRATION FORM**

<p><b>Background:</b> This form is used to register for an account on the Electronic Case Files (ECF) System. Registered users will have privileges to electronically submit documents and to view the electronic docket sheets and documents.</p>	<p><b>Instructions:</b> This form cannot be submitted electronically. Complete the form on-line, print, sign, and return it to the Clerk's Office at the address below. A user login name and password for access to the ECF System will be issued to you upon receipt of the fully completed form. Except where noted, all information is required, including your original signature.</p>
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<p><b>Name:</b> <i>(First, Middle Initial, Last)</i></p>	<p><b>Firm Name:</b></p>
<p><b>Telephone:</b></p>	<p><b>Firm Address:</b></p>
<p><b>E-mail address:</b></p>	

**Place of Birth:** *(For security and confirmation purposes)*

**By submitting this account registration form, the undersigned agrees to the following:**

1. I agree that the combination of the user login name and the password will serve as my signature for purposes of the Federal Rules of Civil and Criminal Procedure. I further agree to protect the security of my password and to immediately notify the Clerk's Office as soon as I learn that my password may have been compromised.
2. In accordance with the provisions of Fed.R.Civ.P.5(b)(2)(D), Fed.R.Civ.P. 77(d) and Fed.R.Crim.P. 49 (b), and (c), I agree that service may be given to me by electronic means.
3. I agree that all pleadings and documents transmitted to the ECF system shall be titled in accordance with the approved civil and criminal event menus of the ECF system.
4. I am a member in good standing of the Federal Bar for the District of North Dakota.
5. I agree that I have a continuing obligation to update my contact information (including current e-mail address) in the ECF System.

<b>Signature:</b>	<b>Date:</b>
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<p><b>Return this form to:</b> Clerk , US District Court Attn. ECF Registration P.O. Box 1193 Bismarck, ND 58502-1193</p>	<p style="text-align:center"><b>COURT USE ONLY:</b></p> <table border="1" style="width:100%"> <tr><td>Login assigned</td><td></td></tr> <tr><td>Password assigned</td><td></td></tr> <tr><td>Issuer</td><td></td></tr> <tr><td>Date test e-mail sent</td><td></td></tr> <tr><td>Date reply returned</td><td></td></tr> <tr><td>Date login sent to user</td><td></td></tr> <tr><td>Date scanned</td><td></td></tr> </table>	Login assigned		Password assigned		Issuer		Date test e-mail sent		Date reply returned		Date login sent to user		Date scanned	
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Password assigned															
Issuer															
Date test e-mail sent															
Date reply returned															
Date login sent to user															
Date scanned															

**You will be notified of your user login and password by electronic mail.**