

**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 have a PACER account.

[Register for a New Individual PACER Account.](#)

Obtaining PHV admission is a two-step process. Attorneys seeking PHV admission must first register for eFiling access via PACER.gov. After eFiling access is granted, attorneys must file a motion to appear PHV in CM/ECF. No paper petitions or motions will be accepted.

Attorneys must pay a fee of \$150, unless exempt under D. N.D. Gen. L. R. 1.3(D). Payment must be made online at the time the motion to appear PHV is filed by either credit card or ACH payment. No checks, money orders, or cash will be accepted for the payment of an attorney admission fee.

**NOTE:** For a one-time fee of \$231, attorneys may be fully admitted to the Bar of the United States District Court for the District of North Dakota. [Instructions for Admission.](#)

**NOTE:** If an attorney has previously appeared PHV in the District of North Dakota, first link the attorney's CM/ECF login and password to their upgraded PACER account. [Instruction for Linking PACER and ECF Accounts.](#) Next, file a Motion to Appear PHV and pay the fee.

**PACER Attorney Admission/E-File Registration**

Attorneys must log into PACER.gov and navigate to:

Manage My Account → Maintenance → Attorney Admissions/E-File Registration.

Begin the registration process by selecting:

Court Type: U.S. District Courts

Court: North Dakota District Court

At the "What Would You Like to Apply/Register For?" screen, select: "Pro Hac Vice."

**Carefully read each screen and submit all of the requested information.**

Tips for completing the online registration via PACER:

- Bypass the Additional Filer Information section.
- When selecting the Delivery Method and Formatting, the Court recommends selecting:
  - Email Frequency of "At the Time of Filing (One Email per Filing)" and
  - Email Format of "HTML."

A confirmation page thanking you for registering will appear when the registration process is complete.

**It may take up to five (5) business days to complete the admission process.**

Attorneys will be notified via email of the status of their request. If the request is approved, the attorney will also receive an email providing instructions for filing the motion to appear PHV in CM/ECF.

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

Bismarck: (701) 530-2300

Fargo: (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:

Other Bar Admissions: list jurisdiction & ID number for each jurisdiction	
Disciplinary Actions: list all past or pending disciplinary actions, including disbarments, suspensions, probations, or any other restrictions	

