# ATTORNEYS GRANTED LEAVE OF COURT TO APPEAR PRO HAC VICE



ONLY ATTORNEYS GRANTED LEAVE OF COURT MAY APPLY AND REGISTER FOR PRO HAC VICE E-FILING ACCOUNTS.

YOU MAY NOT PROCEED UNLESS THE COURT HAS GRANTED YOUR MOTION TO PROCEED PRO HAC VICE.

To e-file you must have an Upgraded Pacer account and an e-filing account with the 5<sup>th</sup> Circuit. Review the options below to determine your current status and action required in order to e-file.

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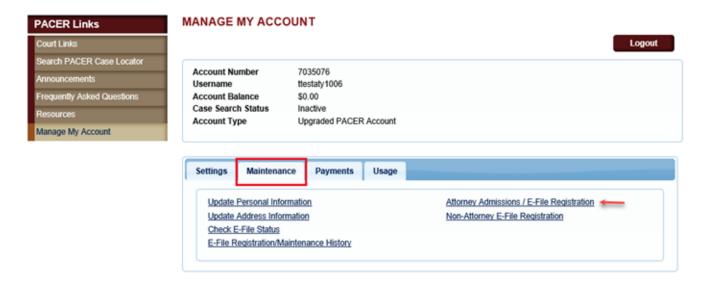
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# I. Attorneys with an Upgraded Pacer Account and a 5<sup>th</sup> Circuit CM/ECF E-Filing account

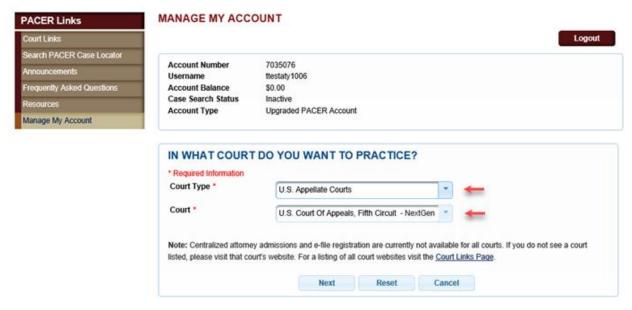
If you have an upgraded Pacer account and an Active E-Filing account with the 5<sup>th</sup> Circuit. No further action is needed. You may login and file with this court in the approved case.

#### II. Attorneys with an Upgraded Pacer account only

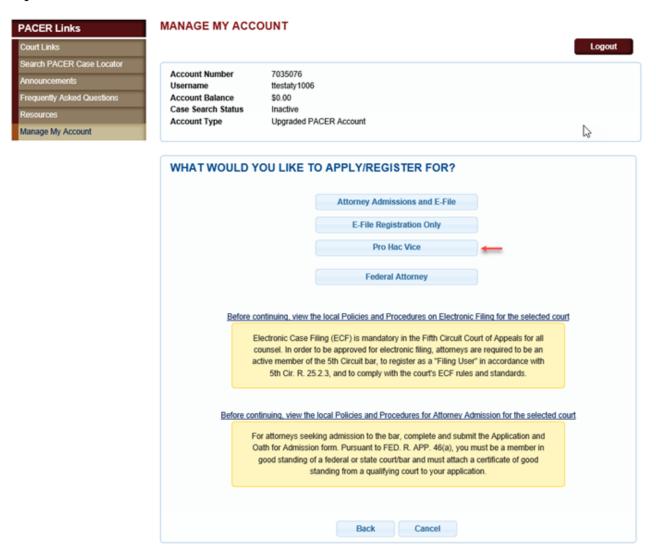
- 1. Log in to your Pacer account. <a href="https://pacer.psc.uscourts.gov/pscof/login.jsf">https://pacer.psc.uscourts.gov/pscof/login.jsf</a>
- 2. Click the Maintenance tab and select 'Attorney Admissions / E-File Registration'



3. Select Court Type and Court.



4. Review local policies and procedures. When done, click 'Pro Hac Vice' and complete all requested information.



## III. Attorneys with a Legacy Pacer account and a 5<sup>th</sup> Circuit E-Filing Account

1. You must Upgrade your Pacer account.

Log in to your Pacer account at <a href="https://pacer.psc.uscourts.gov/pscof/login.jsf">https://pacer.psc.uscourts.gov/pscof/login.jsf</a>

If you don't remember your login credentials, you can retrieve them here:

Retrieve PACER login: <a href="https://pacer.psc.uscourts.gov/pscof/forgotUserName.jsf">https://pacer.psc.uscourts.gov/pscof/forgotUserName.jsf</a>

Retrieve PACER password: <a href="https://pacer.psc.uscourts.gov/pscof/forgotPassword.jsf">https://pacer.psc.uscourts.gov/pscof/forgotPassword.jsf</a>

- 2. Click the Maintenance tab and select 'Update Personal Information'. Complete all requested information.
- 3. After upgrading your Pacer account, you must link it to your 5<sup>th</sup> Circuit e-filing account.

To link your accounts, you must know your 5th Circuit login/password. If you don't remember your login credentials, you can retrieve them here:

Retrieve your CM/ECF login or password: <a href="https://www.pacer.gov/psco/cgi-bin/cmecf/ea-reqpswd.pl">https://www.pacer.gov/psco/cgi-bin/cmecf/ea-reqpswd.pl</a>

When you are ready to link your accounts, follow the steps below:

- a. Be sure that you are logged out of PACER completely and close your browser.
- b. Open your browser and go to the ECF website for the 5th Circuit.
- c. Click the CM/ECF Document Filing System link. At the login screen, log in with your upgraded PACER account credentials.
- d. Click Link My Filer Account To My PACER Account.
- e. Enter your old e-filing CM/ECF login and password to link your accounts.
- 4. From this point forward, use your upgraded PACER account credentials to log in to file in any NextGen CM/ECF court.

# IV. Attorneys that do not have either a Pacer account nor a 5<sup>th</sup> Circuit E-Filing account

- 1. Register at Pacer: <a href="https://pacer.psc.uscourts.gov/pscof/regWizard.jsf">https://pacer.psc.uscourts.gov/pscof/regWizard.jsf</a>
- 2. Follow steps 2. through 4. in <u>section II above</u>.