

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 5th Circuit. Review the options below to determine your current status and action required in order to e-file.

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

If you have an upgraded Pacer account and an Active E-Filing account with the 5th 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. <https://pacer.psc.uscourts.gov/pscof/login.jsf>
2. Click the Maintenance tab and select 'Attorney Admissions / E-File Registration'

The screenshot shows the 'MANAGE MY ACCOUNT' page. On the left is a 'PACER Links' sidebar with 'Manage My Account' selected. The main content area shows account details: Account Number 7035076, Username ttestaty1006, Account Balance \$0.00, Case Search Status Inactive, and Account Type Upgraded PACER Account. A 'Logout' button is in the top right. Below the account details is a navigation bar with 'Settings', 'Maintenance' (highlighted with a red box), 'Payments', and 'Usage'. Under the 'Maintenance' tab, several links are listed: 'Update Personal Information', 'Update Address Information', 'Check E-File Status', 'E-File Registration/Maintenance History', 'Attorney Admissions / E-File Registration' (highlighted with a red arrow), and 'Non-Attorney E-File Registration'.

3. Select Court Type and Court.

The screenshot shows the 'MANAGE MY ACCOUNT' page with the 'Maintenance' tab selected. The 'IN WHAT COURT DO YOU WANT TO PRACTICE?' section is visible. It includes a note: '* Required Information'. There are two dropdown menus: 'Court Type *' with 'U.S. Appellate Courts' selected (indicated by a red arrow) and 'Court *' with 'U.S. Court Of Appeals, Fifth Circuit - NextGen' selected (indicated by a red arrow). Below the dropdowns is a note: 'Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. For a listing of all court websites visit the [Court Links Page](#).' At the bottom are 'Next', 'Reset', and 'Cancel' buttons.

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

PACER Links

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

MANAGE MY ACCOUNT Logout

| | |
|--------------------|------------------------|
| Account Number | 7035076 |
| Username | ttestaty1006 |
| Account Balance | \$0.00 |
| Case Search Status | Inactive |
| Account Type | Upgraded PACER Account |

WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?

- Attorney Admissions and E-File
- E-File Registration Only
- Pro Hac Vice** ←
- Federal Attorney

[Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court](#)

Electronic Case Filing (ECF) is mandatory in the Fifth Circuit Court of Appeals for all counsel. In order to be approved for electronic filing, attorneys are required to be an active member of the 5th Circuit bar, to register as a "Filing User" in accordance with 5th Cir. R. 25.2.3, and to comply with the court's ECF rules and standards.

[Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court](#)

For attorneys seeking admission to the bar, complete and submit the Application and Oath for Admission form. Pursuant to FED. R. APP. 46(a), you must be a member in good standing of a federal or state court/bar and must attach a certificate of good standing from a qualifying court to your application.

Back Cancel

III. Attorneys with a Legacy Pacer account and a 5th Circuit E-Filing Account

1. You must Upgrade your Pacer account.

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

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

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

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

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 5th 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: <https://www.pacer.gov/psco/cgi-bin/cmecf/ea-reqpswd.pl>

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 5th Circuit E-Filing account

1. Register at Pacer: <https://pacer.psc.uscourts.gov/pscof/regWizard.jsf>
2. Follow steps 2. through 4. in [section II above](#).