

## **Filing Motions to Appear Pro Hac Vice**

Updated December 12, 2023

Governed by: [Local Rule 2090-1 Attorney's Admission to Practice and Pro Hac Vice Admissions](#).

See also [Obtaining E-Filing Privileges for New Attorney Filers](#) for important information for attorneys wishing to file electronically in the ALNB CM/ECF system.

An attorney or counselor-at-law who is not licensed in good standing to practice law in Alabama, but is currently a member in good standing of the bar of another state, the District of Columbia, or other United States jurisdiction may appear as counsel pro hac vice in a particular case before any court or administrative agency in Alabama upon compliance with Rule VII, Rules Governing Admission to the Alabama State Bar - <https://www.alabar.org/resources/pro-hac-vice/rule-vii/>.

**The Motion to Appear Pro Hac Vice should be filed in each case the attorney wants to appear in.** The pro hac motion can be filed in the BK and it will extend to the related APs. However, if the motion is filed in a specific AP, it does not cover the BK nor other related APs.

*Motion to Appear Pro Hac Vice* should clearly state the attorney's name, the bankruptcy court's case number and case title, and that counsel is a member in good standing of the bar where they are admitted to practice. A *Certificate of Good Standing* from another District Court where the attorney is admitted to practice should be attached to the motion.

1. The motion should be filed using the event located at **Bankruptcy > Motions/Applications > Appear pro hac vice**. If the attorney does not have local counsel to file the motion for them, he or she can mail the motion for filing by the clerk via regular mail or email the motion in pdf format to the division supervisor for filing in CM/ECF. (This is permitted if counsel does not have filing privileges in ALNB and only until such time as counsel has obtained filing privileges with our court).

United States Bankruptcy Court  
Northern District of Alabama  
1800 5<sup>th</sup> Avenue North  
Birmingham, AL 35203

2. Mail a copy of the motion along with a check made payable to **Clerk, U.S. District Court** in the amount of \$75.00 for the filing fee directly to the United States District Court at the address below:

United States District Court  
Hugo Black Federal Building  
1729 5th Avenue North  
Birmingham, AL 35203

3. Once District Court receives the payment of filing fee, an email the receipt will be sent to ALNB, and court staff will docket the receipt in CM/ECF.

4. When the motion has been submitted for filing, the attorney should go ahead and submit a proposed order granting the motion to the appropriate judge's e-orders box. See [Guidelines for Submitting EOrders](#) for additional guidance on submitting proposed orders.

5. Once the Order has been entered, court staff will verify that the attorney has requested filing privileges for ALNB through their Pacer account. If counsel has not requested filing privileges, court staff will email the attorney to notify them the Order Approving has been entered and they can request filing privileges through their Pacer account.

Please note that ALNB court staff cannot approve the attorney's request for filing privileges until the motion has been docketed, the \$75.00 filing fee has been paid to District Court, the proposed order granting has been submitted to the Judge's e-orders box, approved, and docketed in CM/ECF.

If you have any questions, please email us at [ecftrain@alnb.uscourts.gov](mailto:ecftrain@alnb.uscourts.gov).