# United States Bankruptcy Court - District of Maine

Attorney Quick Reference Guide

# Motion for Attorney Admissions Pro Hac Vice

An attorney who is not a member of the bar of the U.S. District Court for the District of Maine, but wishes to appear and practice before this Court, must seek authorization to practice pro hac vice. An attorney requests such authorization by filing a **Motion for Appearance Pro Hac Vice**, accompanied by a **Certification for Admission Pro Hac Vice (Local Form 8)** certifying that he/she is admitted to practice in any other United States federal court or the highest court of any state and is in good standing in that other jurisdiction.

An attorney seeking pro hac vice admission must have at all times associated with him/her a member of the bar of the U.S. District Court for the District of Maine (local counsel) upon whom all process, notices and other papers may be served and who shall sign all papers filed with the Court and whose attendance at any proceeding may be required by the Court. The Court may at any time for good cause and without hearing revoke the right of a visiting lawyer to practice.

Pursuant to Local Rule 9010-1(a)(2), a Motion for Admission Pro Hac Vice must be filed, along with the Certification for Admission Pro Hac Vice, signed by local counsel and proposed visiting counsel. The fillable form for Certification for Admission Pro Hac Vice (Local Form 8) may be accessed on this website at this link: https://[www.meb.uscourts.gov/forms.](http://www.meb.uscourts.gov/forms) Counsel must also file a proposed form of order as a separate attachment to the motion filing.

**IMPORTANT NOTE**: Motions for Appearance Pro Hac Vice filed in cases assigned to Judge Fagone are required to be set for hearing in the normal course. Motions filed in cases assigned to Judge Cary are not required to be set for hearing.

# Instructions for filing in CM/ECF:

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| **Step** | **Action** |
| **1** | Save the completed Motion for Appearance Pro Hac Vice, Certificate of Service, and Hearing Notice (if applicable) as one PDF. Save the Certification for Admission Pro Hac Vice and proposed form of order as two separate PDFs.  |
| **2** |  File the Motion for Appearance Pro Hac Vice using either Bankruptcy or Adversary Events (as applicable: Motions/Applications > Appear pro hac vice. Click **NEXT.** |
| **3** | Select the name of the represented Party or Add/Create New Party. Click **NEXT.** |
| **4** | Browse and attach the pdf of the Motion, Certificate of Service and Hearing Notice. Attach the pdf of the Certification for Admission Pro Hac Vice as an additional attachment. Attach the proposed order as another additional attachment. Click **NEXT.** |
| **5** | On the next screen, insert the hearing and objection information (if applicable). Click **NEXT.** |
|  **6** | On the next screen, enter the name of the attorney requesting admission pro hac vice. Click **NEXT.** |
| **7** | Review **Docket Text: Final Text** and if correct, Click **NEXT.** If not correct, click the **BACK** button to make corrections. The filing is complete and **Notice of Electronic Filing** screen will appear once you have clicked **NEXT** on the "Docket Text: Final Text" screen. |

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