

United States Bankruptcy Court – District of Maine  
**CM/ECF Filing Reference Guide**

**Prior to the docketing of the Motion for Attorney Admission Pro Hac Vice the filer should**

A	Create a document titled <u>Motion for Appearance Pro Hac Vice</u> (“Motion”)
B	Create a Certificate of Service (“COS”) indicating that the motion and certificate of admission was served on appropriate parties
C	Complete D. ME. Local Form <u>Certification of Admission Pro Hac Vice</u> (“Certificate”)
D	Create PDFs of documents of A - C for filing as follows

**Motion for Attorney Admissions Pro Hac Vice**

Step	Action
1.	Select the <b>Bankruptcy or Adversary</b>
2.	From the <b>Events</b> list, select Motions/Applications.
3.	Enter the case number Select <b>NEXT</b> .
4.	Select <b>NEXT</b>
5.	From the Available Events list choose <b>Appear pro hac vice</b> Select <b>NEXT</b> .
6.	From the party listing <b>either</b> :  (A) Select the party filing the motion Select <b>NEXT</b> and move on to step 7 <b>OR</b> (B) Add/Create New Party Fill in the requested information Select <b>SEARCH</b>  If your party is found in the search results, select the name.  If your party is not found in the search results, select Create new party. Fill in the requested information – be sure to select the correct “Role”.  Select <b>SUBMIT</b>  From the party listing make a selection.

	<p>Select <b>NEXT</b></p> <p>This screen solidifies the attorney/client relationship. You will get the following message:</p> <p><b>IMPORTANT: The following attorney/party association(s) will be created in this case. Deselecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected.</b></p>
7.	<p><b>ONLY COMPLETE THE NEXT SCREEN IF YOU ARE FILING THE HEARING NOTICE WITH THIS MOTION. If the hearing notice is not included with this filing please skip the next screen.</b></p> <p>Select <b>NEXT</b></p>
8.	<p>The <b>Hearing Information</b> screen should be <b>BYPASSED</b> by</p> <p>Selecting <b>NEXT</b></p>
9.	<p>Select <b>NEXT</b></p>
10.	<p>This screen is a reminder that <b>Local Form 8 – Certification for Admission Pro Hac Vice</b> should accompany this motion</p> <p>Select <b>NEXT</b></p>
11.	<p>This screen allows you to browse your system to attach the PDF of the motion for admission.</p> <p><b>NOTE:</b> To verify it is the correct attachment, select the PDF, right click, and select Open with Adobe Acrobat If the document is correct select <b>OPEN</b></p> <ul style="list-style-type: none"> <li>• In order to include additional documentation choose <b>Yes</b> at <b>Attachments to Document</b></li> </ul> <p>Select <b>NEXT</b></p> <p>(1) This screen allows you to browse your system to attach the PDF of any additional documents required for the motion for admission.</p> <p><b>NOTE:</b> To verify it is the correct attachment, select the PDF, right click, and select Open with Adobe Acrobat. If the document is the correct document select <b>OPEN</b>.</p> <p>(2) Select a “Category” (optional) and/or fill in the “Description” field. (Here you can choose a description from the category field or type in a description of the document.)</p> <p>(3) Choose Add to List – a window will open showing you the document chosen.</p> <p><i>You can repeat the above steps for each document being included with the motion for admission</i></p> <p>If correct,</p> <p>Select <b>NEXT</b></p> <p>If incorrect path, choose the document and select Remove from list and return to step (1) herein to add correct document.</p>

	Select <b>NEXT</b> to move to step 12
12.	Enter the name of the attorney requesting admission pro hac vice. Select <b>NEXT</b> .
13.	This screen serves as the last chance to verify that the Docket Text: <b>Modify as appropriate</b> is correct. Using the dialogue boxes, make any necessary modifications. If correct, Select <b>NEXT</b>
14.	This screen serves as the last chance to verify that the Docket Text: <b>Final Text</b> is correct. If correct, Select <b>NEXT – the docketing process will be committed.</b> <b>If any changes need to be made use the back navigation arrow to make correction. Retrace actions once correction is made.</b>
15.	The final screen is the Notice of Electronic Filing screen This screen is your confirmation that the docketing process is complete.

**December 2024**