

**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF GEORGIA**  
2211 United States Courthouse, 75 Spring Street, S.W.  
Atlanta, Georgia 30303-3361  
404-215-1600

**PRO HAC VICE ADMISSION - INFORMATION AND INSTRUCTIONS**

**Local Rule 83.1B, below, sets forth the requirements for admission pro hac vice.**

**83.1B. Permission to Practice in a Particular Case.**

A non-resident attorney who is not an active member in good standing of the State Bar of Georgia, but who is a member in good standing of the bar of any United States court or of the highest court of any State may apply in writing for permission to appear *pro hac vice*.

Applications for admission *pro hac vice* may be obtained from the clerk and will be filed electronically by designated local counsel. The applicant shall state under penalty of perjury the applicant's (1) residence address, (2) office address and telephone number, (3) the courts to which admitted to practice and the dates of admission, and (4) a statement that the applicant is in good standing and eligible to practice in all courts to which admitted. **A non-resident attorney will not be permitted to appear until the applicant's application for admission pro hac vice has been signed by the district judge to whom the case is assigned or by the district judge's courtroom deputy, if so authorized by the district judge.** (Emphasis supplied.)

An attorney applying to appear *pro hac vice* must designate a local member of the bar of this Court with whom the opposing counsel and the Court may readily communicate regarding the conduct of the case and upon whom papers shall be served. The address, telephone number, and written consent of the designated local counsel must be filed with the attorney's *pro hac vice* application. **All attorneys signing as local counsel are subject to verification of enrollment and status of good standing with the State Bar of Georgia prior to application approval. The Court would also remind these attorneys of your duty to verify the bar admission status of any attorney you are sponsoring on a *pro hac vice* basis.**

If the non-resident attorney fails to respond to any order of the Court for appearance or otherwise, the local attorney shall have the responsibility and full authority to act for and on behalf of the client in all proceedings in connection with the case, including hearings, pretrial conferences, and trial.

**Electronic Application:** Applications for admission *pro hac vice* may also be obtained from the Courts web site at [www.gand.uscourts.gov](http://www.gand.uscourts.gov) and will be filed electronically by designated local counsel. Payment must be made concurrent with the electronic filing of the completed application.

**Admission Fee:** \$150.00: Credit card, cash, U.S. Postal money order, cashier's check, or law firm check payable to Clerk, U.S. District Court. Credit card payment may be utilized online, and payments must be filed electronically by designated local counsel.

**Application:**

1. Please complete **all** blanks.
2. Filed online by designated local counsel at [www.gand.uscourts.gov](http://www.gand.uscourts.gov).

**Designated Local Counsel:** Must be an active member in good standing of the State Bar of Georgia and the Bar of this Court and **maintain an office and reside in the Northern District of Georgia.**

**MANDATORY REQUIREMENTS**

1. Provide a list of all cases filed in this Court in which applicant has appeared as counsel.
2. Type local counsel's name below the signature line and enter the bar number in the space provided.
3. **Pay \$150.00 fee at time of filing.**
4. Once the order is signed and *pro hac vice* admission is granted, you may register for Electronic Case Filing (ECF) online at [www.gand.uscourts.gov](http://www.gand.uscourts.gov).

**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF GEORGIA**



Plaintiff	)	CASE NO.: _____
v.	)	Appearing on behalf of: _____
Defendant.	)	(Plaintiff/Defendant)

**APPLICATION FOR ADMISSION PRO HAC VICE**

**Petitioner**, \_\_\_\_\_, hereby requests permission to appear *pro hac vice* in the subject case filed in the \_\_\_\_\_ Division of the United States District Court for the Northern District of Georgia. **Petitioner** states under penalty of perjury that (he/she) is a member in good standing of the Bar of the following United States Court, \_\_\_\_\_, and/or the highest Court of the State of \_\_\_\_\_. **Petitioner** states further that (he/she) is not eligible for admission under Local Rule 83.1A and that (he/she) does not reside or maintain an office for the practice of law in the State of Georgia. **Petitioner** states that (he/she) has provided fully all information requested on the reverse side of this application. **Petitioner** designates \_\_\_\_\_ as local counsel. His/her business address is provided below in the Consent of Designated Local Counsel.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Signature of **Petitioner**)

**COURTS TO WHICH ADMITTED (Identify Court and Location)**

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**CONSENT OF DESIGNATED LOCAL COUNSEL**

I, \_\_\_\_\_, designated local counsel for the subject case, agree to readily communicate with opposing counsel and the Court regarding the conduct of this case and accept papers when served and recognize my responsibility and full authority to act for and on behalf of the client in all proceedings related to this case, including hearings, pretrial conferences and trials, should the **Petitioner** fail to respond to any Court order for appearance or otherwise.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Georgia Bar Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Business Telephone

\_\_\_\_\_  
Law Firm

\_\_\_\_\_  
Business / Mailing Address

\_\_\_\_\_

\_\_\_\_\_  
City State Zip

**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF GEORGIA**



\_\_\_\_\_  
**Civil/Criminal Action Number**

**ORDER OF ADMISSION**

It appearing to the Court that the requirements stated in LR 83.1B for admission *pro hac vice* have been satisfied, **Petitioner's** request to appear pro hac vice in the United States District Court, Northern District of Georgia in the subject case is **GRANTED**.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
UNITED STATES DISTRICT JUDGE

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**NAME OF PETITIONER:** \_\_\_\_\_

Residence Address: \_\_\_\_\_

Street Address

City

State

Zip Code

Business Address : \_\_\_\_\_

Law Firm

Street Address

City

State

Zip Code

\_\_\_\_\_  
Mailing Address if Other Than Street Address

\_\_\_\_\_  
Telephone Number (include area code)