

Pro Hac Vice Attorney Admissions - Attorney Entry

1. Enter your last name and state bar number with the state abbreviation. For example:
123456MO
2. Click the "Begin Registration" button.
3. Complete the Admission Information.
 - a. Select the state for the bar number and the admissions type. This should be "Pro Hac Vice".
 - b. Click "Next"
4. Complete the Registration Information.
 - a. Enter first name, middle initial or name, and generation if you have one.
 - b. Look up your firm by starting to type the firm name. If found, select it from the list. If not found, enter the firm name by typing it in using ALL CAPS.
 - c. Address 1 should contain the street number and name.
 - d. Address 2 should contain the Suite number.
 - e. Enter the City, State and Zip Code.
 - f. Enter your telephone number and fax number.
 - g. Enter your primary email address. (Secondary addresses can be entered after you have been admitted to the federal bar.
 - h. Click "Next"
5. Complete the CM/ECF Login Information
 - a. Enter your username. It must consist of the initials of your first and middle name, the first four characters of your last name and the last two digits of your birth year. (All lower-case.) For example: Anthony T. Moore born in 1964 would use atmoor64 as the login name.
 - b. Enter your desired password. The password must include a minimum of 8; upper & lower-case letter and include a digit or special character.
 - c. Click "Next"
6. Review the information on the Confirm Your Application screen.
 - a. If it is not correct, click "Back" and correct the information.
 - b. If it is correct, read the terms of the registration and click the "Accept" box.
 - c. Click "Submit"
7. Review the information on the Prerequisite screen.
 - a. Confirm your email by going to your email and clicking the link. This will take you to the Prerequisite Screen. The Confirm Email will not be checked. You can go this page at any time to check the status of your application.
 - b. You must send an email to Attorney_Admissions@moed.uscourts.gov containing the Attorneys Name, bar number, birthdate and case number (Existing Cases only). The subject should be Pro Hac Admission. This email will notify the admissions clerk that you have submitted a request for pro hac admission.
8. You will be sent an email with your bar number, login name and a link to login to the Eastern District of Missouri's CM/ECF system.
9. You will now use your efiling account to file the Verified Motion for Pro Hac Admission in the case you need to enter.