

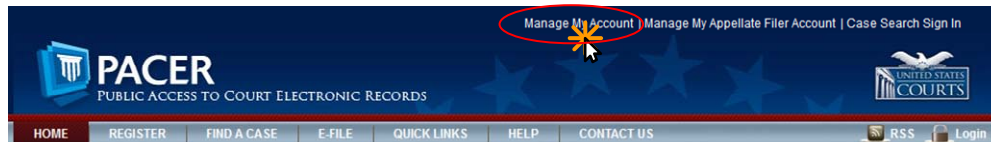


REQUESTING PRO HAC VICE REGISTRATION IN PACER

On June 3, 2019, the United States District Court for the Eastern District of Missouri upgraded to the next generation (NextGen) of CM/ECF. Before applying, you must have an *individual* upgraded PACER account (you cannot use a shared PACER account for this process). If your individual PACER account was created prior to August 2014, you must first upgrade your account (see [Upgrading Your PACER Account](#) for instructions).

Requesting Pro Hac Vice Attorney Registration

STEP 1 Go to the PACER Service Center (PSC) site at <https://www.pacer.gov> Click on the [Manage My Account](#) link.



STEP 2 Enter your PACER Username and Password. Click [Login](#).

MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

** Required Information*

Username *

Password *

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

STEP 3 Click the **Maintenance** tab.





STEP 4 Click the [Attorney Admissions / E-File Registration](#) link.

The screenshot shows a web interface with three tabs: 'Settings', 'Maintenance', and 'Usage'. Under the 'Usage' tab, there is a list of links: 'Update Personal Information', 'Update Address Information', 'Check E-File Status', 'E-File Registration/Maintenance History', 'Attorney Admissions / E-File Registration', and 'Non-Attorney E-File Registration'.

STEP 5 From the **Court Type** list, select **U.S. District Courts**. From the **Court** list, select **Missouri Eastern District Court – NextGen**. Click **Next**.

The screenshot shows a form titled 'IN WHAT COURT DO YOU WANT TO PRACTICE?'. It includes a red asterisk indicating required information. There are two dropdown menus: 'Court Type' with 'U.S. District Courts' selected, and 'Court' with 'Missouri Eastern District Court (test) - NextGen' selected. Below the dropdowns is a note: 'Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. For a listing of all court websites visit the [Court Links Page](#).' At the bottom are 'Next', 'Reset', and 'Cancel' buttons.

STEP 6 On the **“WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR”** screen, [click the Pro Hac Vice](#) link.

The screenshot shows a form titled 'WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?'. It has five buttons: 'Attorney Admissions and E-File', 'E-File Registration Only', 'Pro Hac Vice', 'Multi-District Litigation', and 'Federal Attorney'. Below the buttons are two informational boxes. The first box is titled 'Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court' and contains text about 'ELECTRONIC FILING'. The second box is titled 'Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court' and contains text about 'ATTORNEY ADMISSION'. At the bottom are 'Back' and 'Cancel' buttons.



STEP 7 On the “**Filer Information**” section, check the acknowledgment that you are submitting the e-filing registration for this individual.

COMPLETE ALL SECTIONS OF E-FILE REGISTRATION

Filer Information

*** Required Information**

Role in Court Attorney

Title

Name Julie Meyer

I acknowledge that I am submitting the e-file registration for the individual listed above. **Note: If more than one individual uses this account, you must create a new PACER account for the individual who needs e-filing privileges, if she or he does not already have one. ***

Please verify your address. You may also enter a different address from the one provided for your CSO account.

Use a different address. Checking this will clear the address fields below.

Firm/Office

Unit/Department

Address *

Room/Suite

City *

State *

County *

Zip/Postal Code *

Country *

Primary Phone *

Alternate Phone

Text Phone

Fax Number



Attorney Bar Information

STEP 8 Enter information for any federal courts where you are already admitted. Type the case number for the case that is pending in the Eastern District of Missouri in which you plan to enter your appearance or leave it blank if you plan to file a new case in this district and do not have a case number. Then enter your State Bar information.

Additional Filer Information	
Already Admitted at Court	MISSOURI WESTERN DISTRICT COURT
Court Bar ID	MO54321
Other Names Used	Julie Smith
Pro Hac Vice Case Number	4:19-cv-100 DDN
State Bar ID	54321
State	Missouri

STEP 9 Delivery Method and Formatting refers to your preferences as to the method, frequency, and format of all NEFs (Notices of Electronic Filing) received from CM/ECF. If you want your emails to be delivered to an address other than the email you have registered with PACER, you may enter that email address here. You may receive your NEFs Once Per Day (Daily Summery) or At The Time of Filing (One Email per Filing). The most common Email Format requested is HTML but you can select Text if you prefer.

Delivery Method and Formatting	
<input type="checkbox"/>	Use a different email. Checking this will clear the primary email fields below.
Primary Email *	juliemeyer@gmai.com
Confirm Primary Email *	juliemeyer@gmail.com
Email Frequency *	At The Time of Filing (One Email pe
Email Format *	HTML

Click "Next".

Next	Back	Reset	Cancel
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PAYMENT INFORMATION

STEP 10 Optional: Click [Add Credit Card](#) or [Add ACH Payment](#).

Payment Information

NOTE: Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.

This section is optional. If you do not enter payment information here, you may do so later by selecting the **Make One-Time PACER Fee Payment** option under the **Payments** tab.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods.

To designate a card as the default for e-filing or admissions fees, click the **Set default** link in the box(es) below. To remove the card as a default, click the **Turn off** link.

VISA

Autbill PACER fees
 E-filing fees default
 Admissions fees default

XXXXXXXXXXXX1111
12/2023
Jane Doe
100 S. Market
St. Louis, MO
63101

[Update](#)

[Add Credit Card](#)
[Add ACH Payment](#)

[Next](#) [Back](#) [Cancel](#)

Optional: Enter the payment information. Click [Submit](#).

Add/Update Credit Card Payment

*** Required Information**

Account Holder Name *

Card Type *

Account Number *

Card Expiration Date * /

Use billing address

Address *

City *

State *

Zip/Postal Code *

Country *

Account Nickname

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

[Submit](#) [Close](#)



STEP 11 Acknowledge the policies and procedures for attorney e-filers by selecting all the checkboxes. Click **Submit**.

E-Filing Terms of Use

ATTORNEY E-FILING TERMS AND CONDITIONS

- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my signature for all purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed by signature on a paper document being filed or submitted.
- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my affirmation that I am admitted to practice in the court(s) where I am filing, or am permitted to make an appearance in those court(s) in accordance with local requirements, and that I am an attorney holding a current and valid license to practice law.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing promulgated by the court(s) where I have filing privileges.
- I must pay for any fees incurred for transactions made in CM/ECF in accordance with applicable statutes and fee schedules.
- I agree to protect the security of my password.
- I will change my password through my judiciary e-filing account if I suspect it has been compromised and immediately notify the affected court(s). I am aware that I may be sanctioned for failure to comply with this provision.
- I agree to maintain my contact information, including email address, mailing address, telephone number(s), and facsimile number. All changes will be made through my judiciary e-filing account.
- I agree to comply with the Federal Rules of Procedure regarding privacy and redaction and will redact the following personal data identifiers from all documents filed with the court(s) whether filed electronically or in paper, unless otherwise ordered by the court(s): social security numbers and taxpayer identification numbers (the last four digits may be used); birth dates (year of birth may be used); minors' names (initials may be used); and financial account numbers (the last four digits may be used, except redaction does not apply to financial account numbers identifying property allegedly subject to forfeiture in a forfeiture proceeding). Filers, and not the court(s), are solely responsible

[Click here to download a printable version of the Attorney E-filing Terms and Conditions](#)

[Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration.](#) *

[Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. \[Click here to view local Court Policies and Procedures.\]\(#\)](#) *

Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court regarding the status of your admissions and registration as well as any additional information or instructions at the email address provided.

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

STEP 12 Click **Done**.

Confirmation Page

THANK YOU FOR REGISTERING!

Your request has been forwarded to the court. You will receive an email when the registration has been processed. To check the status of your request, log in to [Manage My Account](#) and select the [E-File Registration/Maintenance History](#) from the [Maintenance Tab](#).