

Pro Hac Vice Admissions

Pro Hac Vice Admissions and E-File Registration

Civil Local Rule 83 and Criminal Local Rule 1B govern bar and pro hac vice admissions.

To petition for Pro Hac Vice appearance in a specific case, complete the steps below:

Step One: Request Pro Hac Vice E-File Registration

You must first complete the [Petition for PHV Admission Form](#) to attach to your submission in PACER. All sections must be filled out, including the signature of local counsel who is an active member in our District, and you must attach a Certificate of Good Standing from at least one Federal District in which you are currently a member.

The **Pro Hac Vice and E-File Registration** is submitted through PACER. Go to the [PACER website](#) to submit your **Pro Hac Vice Registration**. Click [here](#) for detailed instructions.

PLEASE NOTE: If you have previously been admitted PHV and already have efilng access to the Southern District of Georgia, you DO NOT NEED TO REDO THIS STEP. Go straight to step 2.

1. Go to the PACER website at www.pacer.uscourts.gov. Hover over **Manage Your Account** and select **Manage My Account Login** to login. If you do not have a PACER account, [Register](#) for an attorney filer account.
2. Once you are logged in to PACER, click the **Maintenance** tab and select **“Manage Your Account”** then **“Attorney Admissions / Efile Registration”**



Settings	Maintenance	Payments	Usage
Update Personal Information Update Address Information Update E-File Email Noticing and Frequency Display Registered Courts	Attorney Admissions / E-File Registration Non-Attorney E-File Registration Check E-File Status E-File Registration/Maintenance History		

- Select **Court Type** of “**U.S. District Courts**” and **Court** “**Georgia Southern District Court**” from the drop-down menus and select **Next**. If Georgia Southern District is not listed, then you are already an e-filer or you currently have a request pending.
- Choose “**Pro Hac Vice**”

What would you like to apply/register for?

Attorney Admissions and E-File
Pro Hac Vice
Federal Attorney

- Confirm all of your information is correct. Make sure to insert other federal court name and state bar information.

Country	United States of America
Primary Phone *	912-650-4022
Alternate Phone	
Text Phone	
Fax Number	
Additional Filer Information	
Already Admitted at Court	DISTRICT OF COLUMBIA DIST
Court Bar ID	
Other Names Used	
Pro Hac Vice Case Number	
State Bar ID	589632
State	Georgia
Delivery Method and Formatting	
☐ Use a different email. Checking this will clear the primary email fields below.	
Primary Email *	elizabethmeyernelson@gmail.com
Confirm Email *	elizabethmeyernelson@gmail.com
Email Frequency *	Once Per Day (Daily Summ
Email Format *	Text
Next Back Reset Cancel	

- Submit.
- The Court MUST approve your e-file request prior to you having access to file. Upon approval, you will receive an email confirming you are eligible to file your PHV Motion and can proceed to Step Two.

New Updates User History											
Public User Registration/Admission Requests											
Name	Role	Type	Date	Person	Address	Admission	User	Pending Items	Notes	Send Email	Trans ID
Slater, Emma	Atty	Adm	03/09/2020 12:21:27 PM	Done	Done			Documents Oath Ceremony Payment Print Certificate	awaiting 3/25 swearing in ceremony		7039705 10020
Robinson, Claudette	Atty	E-Filing	09/13/2022 11:01:30 AM			N/A					7055360 10030
Nelson, Elizabeth	Atty	PHV	08/25/2026 03:13:23 PM			N/A					7057351 70070

(Viewing 3 of 3)

Filters

Name: Nelson, Elizabeth
Person ID (pid): 3663152
Phone: 912-650-4022
Login: sdgaadminstaccounthenelson
CSO ID: 7057351
Role/Type: Attorney
Request: Pro Hac Vice

User Information

Bar Information	
Attorney-Supplied	
Court/State	Bar ID
GA	589632

E-Filing Status

Active

Attorney Good Standing

Attorney in good standing

CM/ECF Groups

Attorney
Attorney Pending
Admission

Internet Payment

☒ Yes ☐ No

Save

[Clear](#) [Cancel](#)

Save and Send to P&C

Step Two: File Pro Hac Vice Motion

In GASD CM/ECF:

- 1) Go to Civil (or Criminal, if applicable) > Motions and Related Filings > Motions > Appear Pro Hac Vice. Upload your completed PHV Petition as the main document.
- 2) Upload your Certificate of Good Standing as an attachment. Choose "Exhibit" from the "Category" dropdown menu.
- 3) Make sure that you have chosen the party you will be representing and marked yourself as "lead attorney" to ensure you get proper NEF notifications.

Motions

1:26-cv-00001 Doe v. Doe

The following attorney/party associations do not exist for the above case(s).

Please check the box on the left of the screen for associations which should be created.

If the association should *not* be created, be sure the box is *unchecked*<

☒ John Doe (pty:pet) represented by Elizabeth Nelson (aty) ☒ Lead ☒ Notice

[Next](#) [Clear](#)

- 4) You must mark “N” for the question on this screen, unless you are a federal government attorney or otherwise exempt from paying the fee:

Motions
1:26-cv-00001 Doe v. Doe
Are you a fee exempt attorney or party in this case?
(fee exemptions are granted to court appointed attorneys and attorneys representing the government)
Answer Y/N

- 5) You will be required to pay the \$200 PHV fee at the time of this filing. Make sure that the fee goes through and you click “Next” on the final screen. Your motion is not filed until you see the final NEF screen indicating the filing has been completed.

Pay Filing Fee for Georgia Southern District Court (test)
* Required Information
Payment Amount
Amount Due * \$200.00
Select a Payment Method
☒ **VISA**
Enelson
XXXXXXXXXXXX4747
01/2027
☐ Enter a credit card
☐ Enter an ACH account
Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Motions
1:26-cv-00001 Doe v. Doe
Docket Text: Modify as Appropriate.
MOTION for Leave to Appear Pro Hac Vice by Elizabeth Nelson Receipt Number AGASXDC-773595, Fee Amount \$200, by John Doe. Responses due by 9/11/2026. (Nelson, Elizabeth)

Motions
1:26-cv-00001 Doe v. Doe
U.S. District Court
Southern District of Georgia
Notice of Electronic Filing
The following transaction was entered by Nelson, Elizabeth on 8/25/2026 at 3:00 PM EDT and filed on 8/25/2026
Case Name: Doe v. Doe
Case Number: 1:26-cv-00001
Filer: John Doe
Document Number: 1
Docket Text:
MOTION for Leave to Appear Pro Hac Vice by Elizabeth Nelson Receipt Number AGASXDC-773595, Fee Amount \$200, by John Doe. Responses due by 9/11/2026. (Nelson, Elizabeth)
1:26-cv-00001 Notice has been electronically mailed to:
Elizabeth Nelson elizabethnelson@mail.com

- 6) When the motion is granted, you may begin to e-file in the case. Please note that your local counsel MUST enter appearance in the case within 5 days of the motion being granted (if they have not formerly appeared).
- a. If your motion is denied, the Clerk will remove your account from the case. If you should choose to refile, follow the above steps.