

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF GEORGIA**

OFFICE OF THE CLERK

Scott L. Poff
Clerk

PRO HAC VICE ADMISSION - INFORMATION AND INSTRUCTIONS

Local Rule 83.4 sets forth the requirements for admission *pro hac vice*

LR 83.4. Permission to Practice in a Particular Case.

Any member in good standing of the bar of any other district court of the United States who is not a resident of this district and who does not maintain an office in this district for the practice of law may be permitted to appear and participate in a particular case before Court, whether civil or criminal, with the prior approval of this Court and upon the payment of a minimal fee, subject to the following provisions.

(a) The Court requires, in a case where a party is represented only by counsel not a member of the bar of this Court, such counsel to designate, by a writing filed in that case some willing member of the local bar of this Court upon whom motions and papers may be served. That designation shall not become effective until such local counsel has entered a written appearance herein. In any case in which an attorney makes an appearance in any action or case pending in this court and said attorney is not a member of the bar of this Court, he shall certify that he is a member in good standing of a district court of the United States and shall file a certificate of good standing from that court with the Clerk of the Court.

(b) Any attorneys representing the United States Government, or any agency thereof, may appear and participate in particular actions or proceedings in his official capacity without a petition for admission, provided he is a member of a bar of a district court of the United States.

Admission Fee: \$50.00 cash or U.S. Postal money order, cashier's check, or law firm check made payable to the Clerk, U.S. District Court. When making application by motion for admission

Application: Type, completing all blanks.

Designated Local Counsel: Must be an active member in good standing of the Bar of this Court.

Mandatory Requirements: Provide a list of all cases filed in this Court in which applicant has appeared as counsel.

United States District Court
Southern District of Georgia

_____ Case No. _____
Plaintiff

v. _____
Appearing on behalf of

_____ (Plaintiff/Defendant)
Defendant

ORDER OF ADMISSION

It appearing to the Court that the requirements stated in LR 83.4 for admission *pro hac vice* have been satisfied, **Petitioner's** request to appear *pro hac vice* in the United States District Court for the Southern District of Georgia in the subject case is **GRANTED**.

This _____ day of _____, _____.

NAME OF PETITIONER: _____

Business Address: _____

Firm/Business Name

Street Address

Street Address (con't) City State Zip

Mailing Address (if other than street address)

Address Line 2 City State Zip

Telephone Number (w/ area code) Georgia Bar Number

Email Address: _____

United States District Court
Southern District of Georgia

_____ Case No. _____
Plaintiff

v. _____
Appearing on behalf of : _____

_____ (Plaintiff/Defendant)
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 Southern District of Georgia. **Petitioner** states under the penalty of perjury that (he/she) is a member in good standing of the Bar of the United States Court, _____. **Petitioner** states further that (he/she) is eligible for admission under Local Rule 83.4 and that (he/she) does not reside or maintain an office for the practice of law in the Southern District of Georgia.

Petitioner designates _____ as local counsel. His/her business address is provided below in the Consent of Designated Local Counsel.

Petitioner further certifies that (s)he has read, is familiar with, and will comply with the Local Rules of the Southern District of Georgia.

This _____ day of _____, _____.

(Signature of **Petitioner**)

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 _____, _____.

_____	_____
Georgia Bar Number	Signature of Local Counsel
_____	_____ (Law Firm)
Business Telephone	_____ (Business Address)
	_____ (City, State, Zip)
	_____ (Mailing Address)
	_____ (Email Address)