Attorney Instructions
How to file an Electronic Application to Appear -
Pro Hac Vice

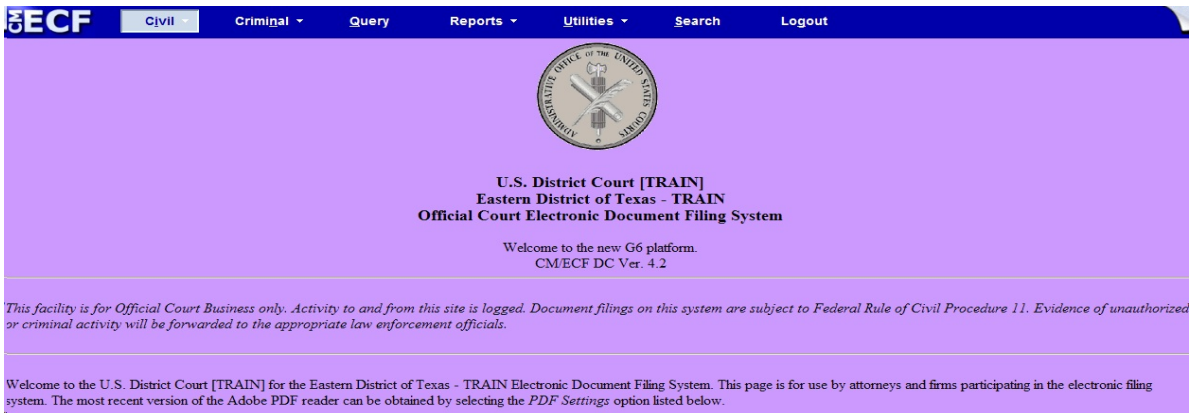
Before attempting to docket an *Application to Appear Pro Hac Vice electronically,* you must complete the application on our website and click on the ***Email*** button to forward your application for approval. Once approved, the clerk will email to you your new Login and Password so that you will be able to electronically file your application and pay the $100 fee on line. **If you already have a login and password, you will still need to wait for approval email from the clerk before filing your electronic application.**

You will first select Attorney Information on our website: http://www.txed.uscourts.gov/

Then select ***Application to Appear Pro Hac vice*** . Complete the form and click **Email.** After you receive your email from the clerk with your login and password, proceed to Step 1 to docket.

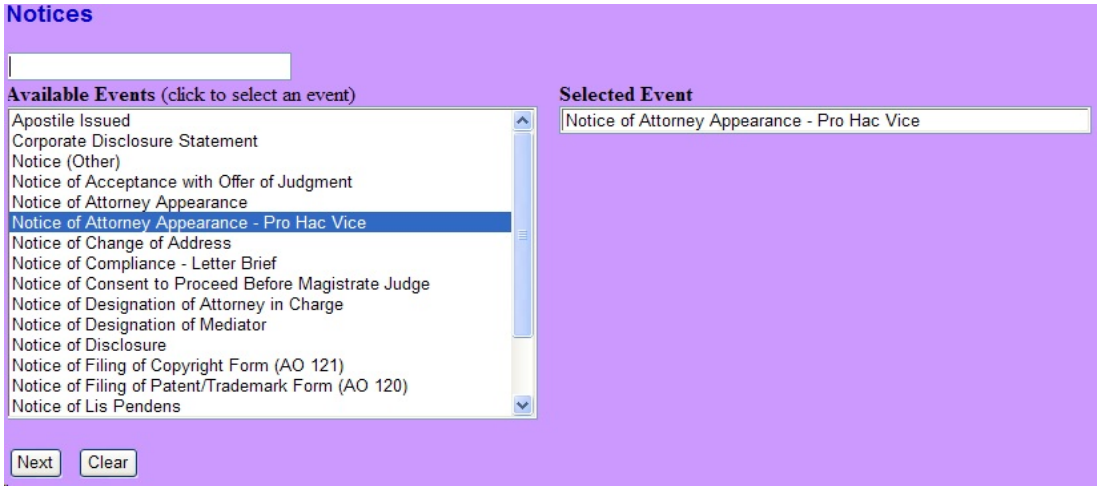
Step 1: Log into CM/ECF with your assigned login and password

Step 2: Click on the Civil link located at the top of the screen inside the blue bar.

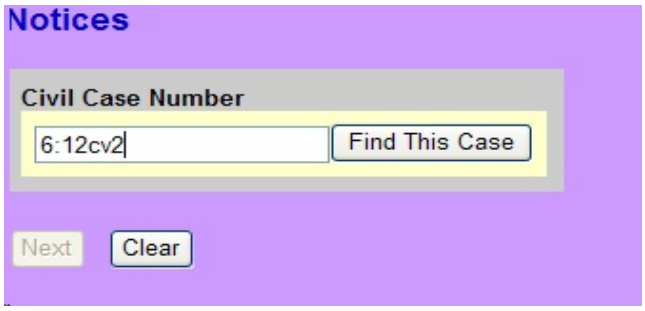


Step 3: Click on **Notices** under the **Other Filings** heading.

Step 4: Click on *Notice of Attorney Appearance - Pro Hac Vice* Event, click **Next**



Step 5: Enter the Case Number and click on **Find This Case**, click **Next**

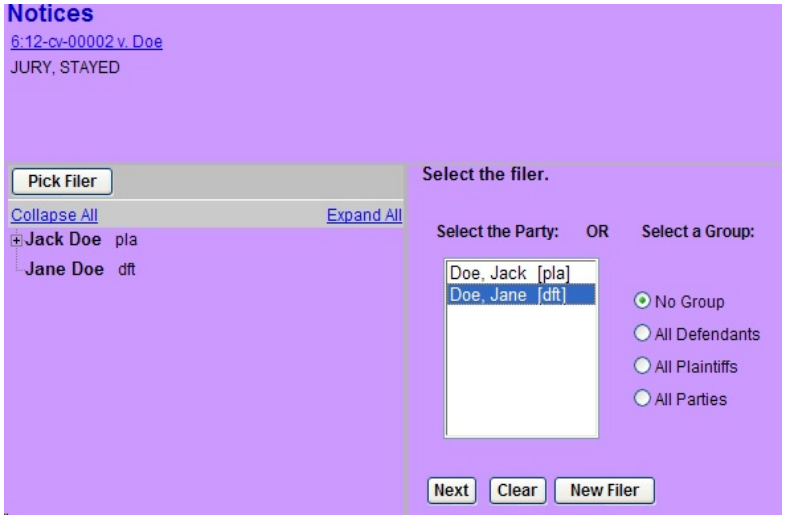


Step 6: Case number and style of case appear . Click **Next.**.

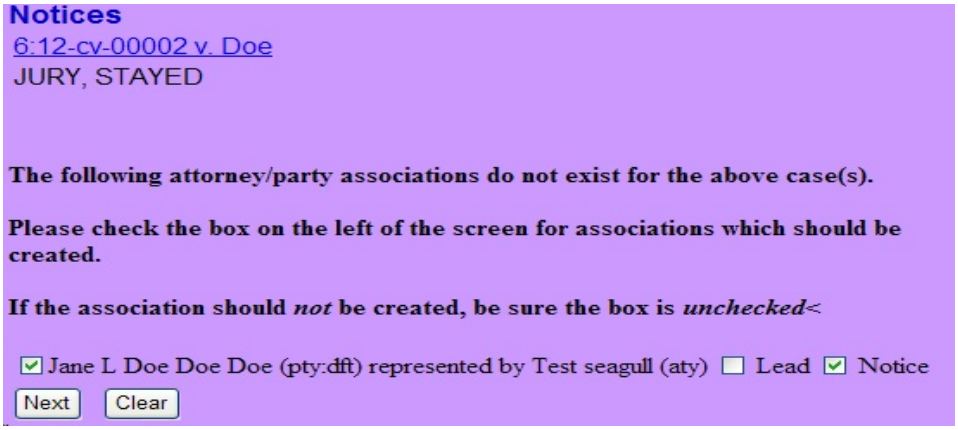
Step 7: Select document screen appears. **Click** on Browse and find your application and click **Next.** Do Not attach any confidential information to your application. The clerk will make sealed entry for that information.

Step 8: Pick filer screen will appear.

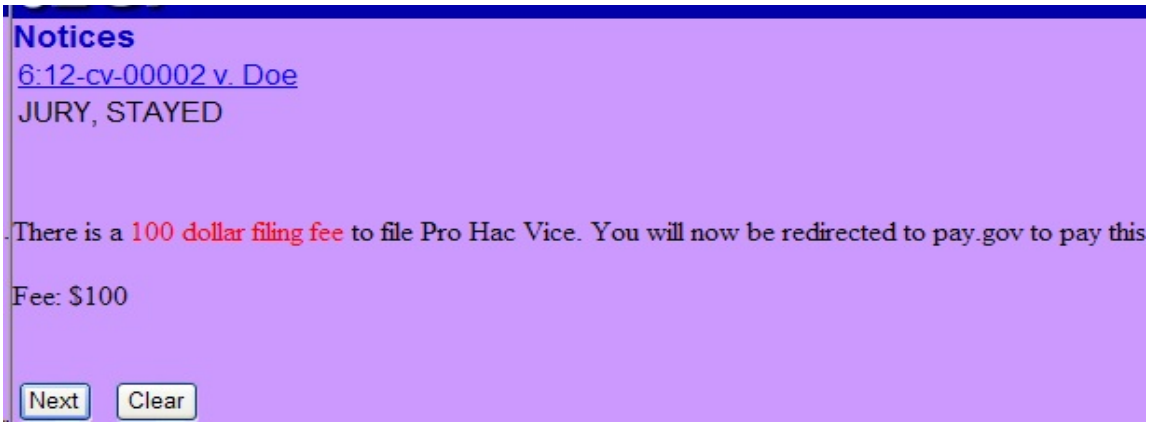
The party you are representing is listed in the box, **Click** on their name and click **Next.** If your party is not listed, call the Clerk's Office..



Step 9: Attorney/party associations screen appears**.** Check this screen to make sure that the correct party shows up with notice checked. Click **Next.**



Step 10: The filing fee screen appears. Click **Next** and you will be redirected to the pay.gov website to complete your payment.



After payment of the filing fee, you MUST continue with the docket transaction until its completion. Failure to continue will result in your credit card being charged, with no record of your entry on the docket.

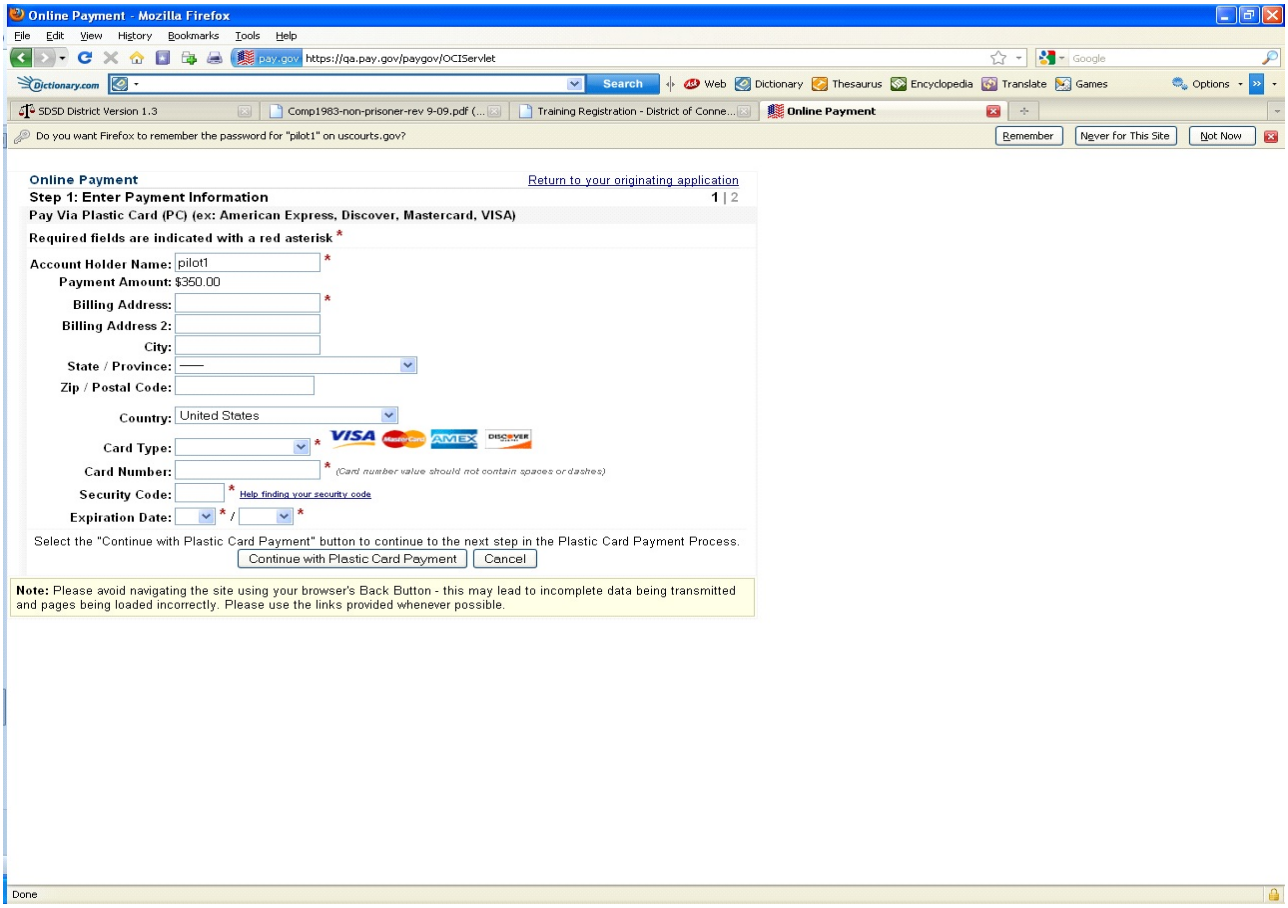
ENTERING PAYMENT INFORMATION

- This is the first screen of the pay.gov process. There are two screens. Note that all fields marked with the asterisk are required to be completed.

- The Account Holder does not need to be the same as the attorney filer. For example, the credit card being used could be that of the law firm. Enter the account holder name as it appears on the credit card.

- This is a secure site administered by pay.gov.

- After payment of the filing fee, you **MUST** continue with the docket transaction until its completion. Failure to continue will result in your credit card being charged, with no record of your entry on the docket.



Select Continue with Plastic Card Payment.

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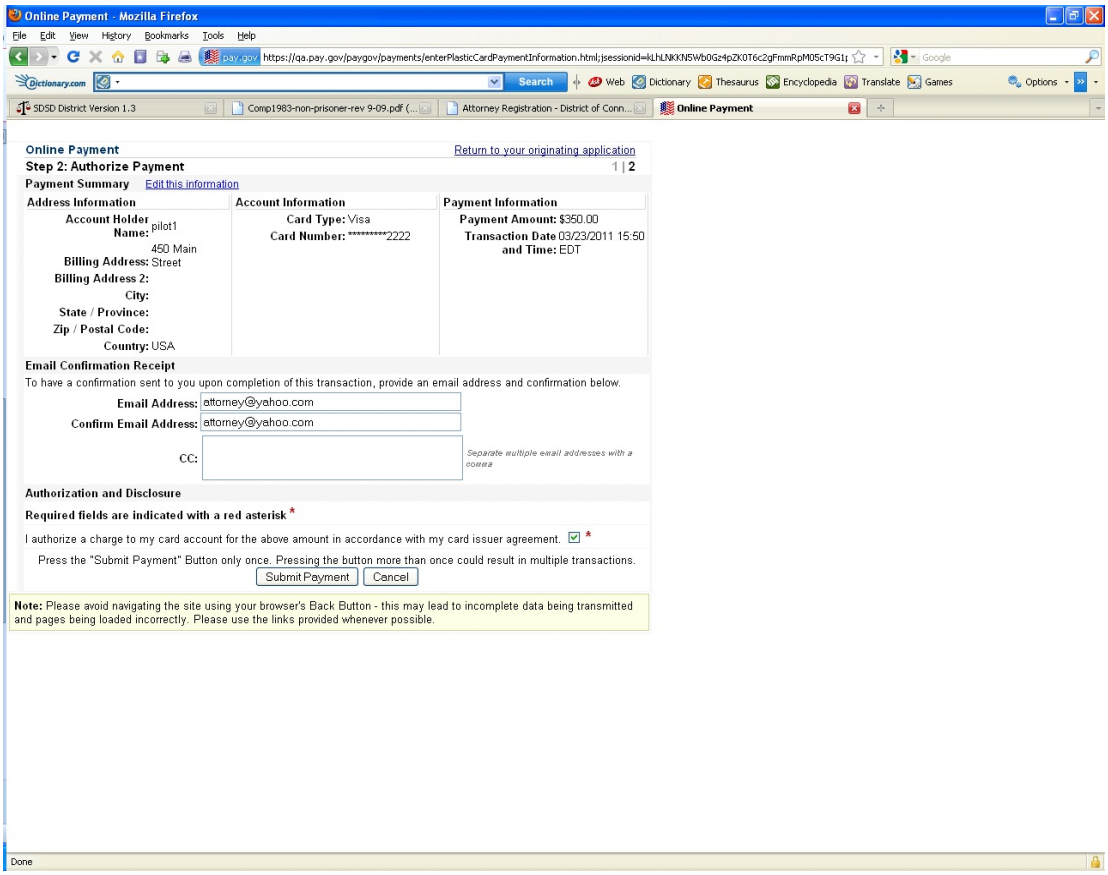
AUTHORIZING PAYMENT INFORMATION

- The final payment screen provides the filer with an opportunity to authorize the payment. The only required field on this screen is the Authorization Box, which must be checked to continue. If you fail to check the box, the transaction will not be completed and pay.gov will return to this screen until the authorization is marked.

- The e-mail confirmation receipt does not need to be the same e-mail address as the attorney filer. For example, the user may wish the credit card receipt be e-mailed to your finance office.

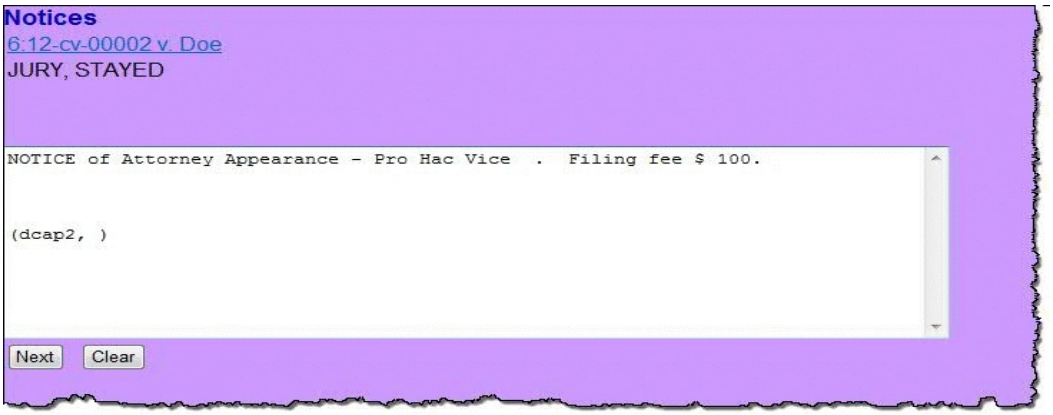
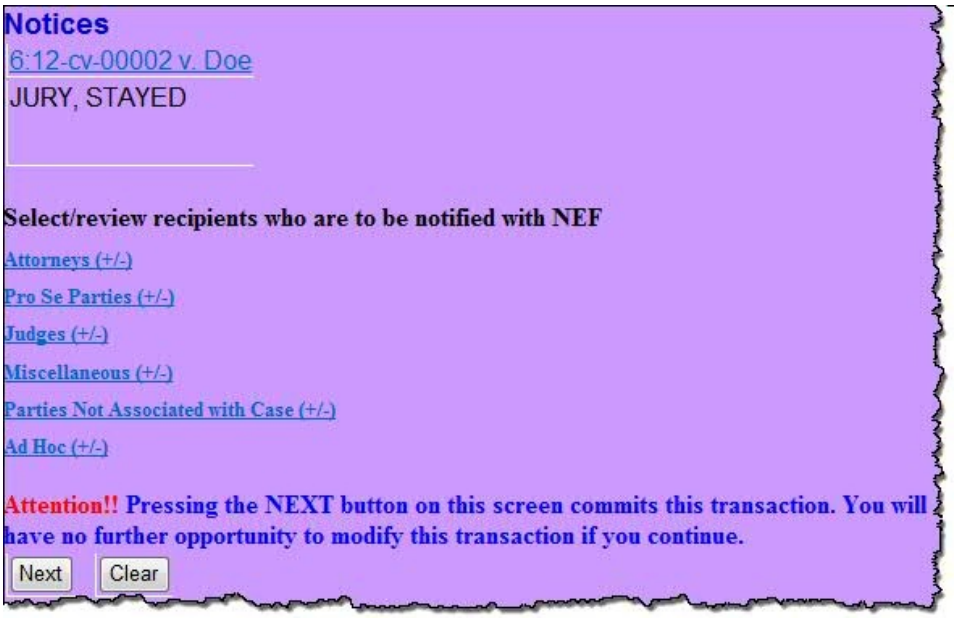
- Note that the e-mail address is not a required field. If it is left blank, no email receipt will be generated from pay.gov.



Select Submit Payment.

AFTER PAYMENT, YOU WILL BE REDIRECTED BACK TO CM/ECF TO FINISH YOUR DOCKET ENTRY

Step 11: Text window. Click **Next.**



Step 12: Notice Screen. Select/Review recipients who be notified with NEF. Click **Next.**