

**INSTRUCTIONS FOR COMPLETING****UPDATE FORM****To Update a Prior Pro Hac Vice Admission Registration Statement  
(When Admission Pro Hac Vice is granted  
by the North Carolina Court of Appeals)  
Filed by the North Carolina Responsible Attorney**

Rev. 3/18/10

- Complete and mail the attached update form to the North Carolina State Bar at address listed above within 30 days of the entry of the pro hac vice admission order issued by the North Carolina Court of Appeals.
- Registration is not required for any pro hac vice admission order entered prior to March 2, 2006.
- If the out-of-state attorney was not previously admitted pro hac vice at the trial court level, the North Carolina sponsoring attorney must file a **complete** pro hac vice registration form when an order for admission pro hac vice is entered by the Court of Appeals. (Form may be found at [www.ncbar.gov](http://www.ncbar.gov).)
- **Copies of Motion and Order:** Attach copies of the pro hac vice motion and order to the update form.
- **Payment Information:** Attach a copy of the receipt showing payment made to the NC Court of Appeals of the \$225.00 fee (G.S. 84-4.1 (7)) or indicate the date paid and check number.
- **Filed Copy for Your Records:** If you would like a filed copy of the update form returned to you for your records, send the original and a copy of the update form together with a large self-addressed, stamped envelope.
- **Notify the State Bar upon the conclusion of the case.**

**UPDATE FORM**  
**To Update a Prior Pro Hac Vice Admission Registration Statement**  
**(When Admission Pro Hac Vice is granted**  
**by the North Carolina Court of Appeals)**  
**Filed by the North Carolina Responsible Attorney**

*This update form must be filed by the member of the North Carolina State Bar who agrees to be listed as the responsible North Carolina attorney, pursuant to G.S. 84-4.1(5), in a motion for pro hac vice admission to the NC Court of Appeals filed by an attorney who is licensed by another jurisdiction.*

**PLEASE READ INSTRUCTIONS BEFORE COMPLETING.**

**1. Out of State Attorney Name:** \_\_\_\_\_

**2. North Carolina State Bar Member (Responsible Attorney) Information.**

Name: \_\_\_\_\_

N.C. Bar #: \_\_\_\_\_

Address (as listed with State Bar): \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**3. North Carolina Court of Appeals Case Information.**

*(Enclose copy of motion and order)*

File Name: \_\_\_\_\_

File Number: \_\_\_\_\_

Date of Order Admitting Out of State Attorney: \_\_\_\_\_

**4. Payment Information.** Please provide photocopy of receipt or check number and date of check. Receipt Enclosed \_\_\_\_\_ **or** Check # \_\_\_\_\_ Check Date \_\_\_\_\_

**5. Responsible Attorney Verification.**

By signing below, the responsible attorney acknowledges that truth of the foregoing statements and agrees to notify the State Bar of the final determination of the court proceeding.

\_\_\_\_\_  
Signature of NC Attorney

\_\_\_\_\_  
Date

<b>For Office Use Only:</b>	Lower Court: PHV- _____	
Received: _____	Date Entered: _____	Date acknowledged: _____
Fee Paid: _____	Motion Received: _____	Order Received: _____