

PRO HAC VICE ADMISSION REGISTRATION STATEMENT
Filed by the North Carolina Responsible Attorney

Instructions

- **Registration Statement:** Submit this form to the North Carolina State Bar within 30 days of the entry of the pro hac vice admission order.
- **Copy of Order:** Attach a copy of the pro hac vice admission order with the registration form.
- **Payment:** Submit a fee in the amount of \$225.00 to one of the following: (i) for judicial proceedings, the presiding clerk of court or (ii) for administrative proceedings, the presiding administrative agency. The clerk of court or administrative agency will distribute the fees to the State Treasurer and the NC State Bar. **Do not submit payment to the NC State Bar.**
- **Verification by Admittee:** Upon submission of this registration statement, the admittee will be sent a verification request via email.
- Notify the State Bar upon conclusion of the case – email kbeck@ncbar.gov.

Registration information and requirements

- This registration statement 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 filed by an attorney who is licensed in another jurisdiction. The North Carolina bar member must complete and file this registration statement as required by 27 N.C.A.C. 1H, Section .0100, within thirty (30) days of the entry of the court's order granting admission to the out of state attorney.
- Registration is required for pro hac vice admission to any North Carolina tribunal, including the N.C. Court of Appeals, the N.C. Supreme Court, the N.C. Utilities Commission, the N.C. Industrial Commission, the Office of Administrative Hearings of N.C., or any administrative agency.
- Registration is not required for pro hac vice admission to a federal court.

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PLEASE READ INSTRUCTIONS BEFORE COMPLETING.

1. Out of State Attorney Information:

First Name: _____ Middle: _____ Last: _____
Licensure (if more than one, please provide all applicable information)
State: _____
Bar #: _____
Firm: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone #: _____ Email: _____

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

First Name: _____ Middle: _____ Last: _____
N.C. Bar #: _____
Phone #: _____ Email: _____

3. North Carolina Proceeding Information:

Venue of Proceeding: _____
County: _____
File Name: _____
File Number: _____
Date of Order Admitting Out of State Attorney: _____

4. Verification:

By submitting this registration statement, the responsible attorney acknowledges the truth of the foregoing statements. Following submission, the admittee will be sent a verification request via email.

For Office Use Only

Received: _____ PHV Order: _____ PHV ID: _____
_____ Enclosed
_____ Not enclosed, requested: _____
Entered: _____ Received: _____