

**INSTRUCTIONS FOR COMPLETING  
PRO HAC VICE ADMISSION REGISTRATION STATEMENT  
Filed by the North Carolina Responsible Attorney**

Rev. 4/4/18

- Complete and mail the registration form to the North Carolina State Bar at the address listed above within 30 days of the entry of the pro hac vice admission order.
- Registration is required in conjunction with pro hac vice admission to a North Carolina tribunal. *See* G.S. 84-4.1 (5). Registration is not required for pro hac vice admission to a federal court, but is required for pro hac vice admission to the NC Court of Appeals and the NC Supreme Court.
- Registration is not required for any pro hac vice admission order entered prior to March 2, 2006.
- **Copy of Order:** Enclose a copy of the pro hac vice admission order with the registration form. (no staples please)
- **Statement of Tax Reporting** (Item 5 on the Registration Statement): Attach a signed statement (original or photocopy will be acceptable) from the out of state attorney confirming that he or she will report income to the North Carolina Department of Revenue if required to do so by law. The out of state attorney must determine whether the income is reportable and whether and when to file a tax return.

**Suggested wording for the statement:** “Regarding the matters identified in items 3 & 4 of the Pro Hac Vice Registration Statement, I, [out of state attorney’s name], verify that I will report any income earned to the North Carolina Department of Revenue if required to do so by law.” (Please list the case caption above the signed statement.)

- **Payment Information:** Confirm that the out of state attorney has paid the \$25 fee owed to the North Carolina State Bar pursuant to G.S. 84-4.1(7).
  - When filing a pro hac vice motion with a district or superior court of the North Carolina General Courts of Justice, a fee of \$225 should be collected by the clerk of court in the county. The clerk will remit \$25 of this fee to the Administrative Office of the Courts for ultimate transmission to the State Bar in satisfaction of the payment required by G.S. 84-4.1(7). Payment to the clerk may be documented with a receipt or by providing the check number and date of the check.
  - When a pro hac vice motion is filed with the NC Court of Appeals, a fee of \$225 should be collected by the clerk. The clerk will remit \$25 of this fee to the Administrative Office of the Courts for ultimate transmission to the State Bar in satisfaction of the payment required by G.S. 84-4.1(7). Payment to the clerk may be documented with a receipt or by providing the check number and date of the check.

- When a pro hac vice motion is filed with the NC Supreme Court: Effective October 1, 2009, pursuant to Rule 33 of the NC Rules of Appellate Procedure, out of state counsel must file a motion for admission pro hac vice to the Supreme Court but does not have to pay the fee again.
- If the clerk fails to collect the \$25 fee for the State Bar, a check or money order for \$25, payable to the North Carolina State Bar, must be submitted to the State Bar with this registration form.
- The NC Administrative Office of the Courts has determined that there is no separate \$20 filing fee for filing a motion. However, if more than one lawyer applies for pro hac vice admission in the same motion, \$225 is owed for each lawyer seeking admission.
- If the matter is filed in an administrative tribunal (e.g., the Industrial Commission or the Utilities Commission), mail a \$25 check or money order, payable to the North Carolina State Bar, to the State Bar with this registration form. Mail a \$200 check or money order, payable to the Administrative Office of the Courts to PO Box 2448, Raleigh, NC 27602, Attention: Kesha Howell. Please enclose a letter to the AOC with the case number and the name of the tribunal or agency before which the attorney will appear. No other paperwork should be mailed to the AOC.
- The fee may be paid on behalf of the out of state attorney by the North Carolina responsible attorney, however, the North Carolina responsible attorney does not owe this money and, if unwilling to advance the funds and unable to confirm payment or obtain payment from the out of state attorney, should notify the State Bar.
- **Filed Copy for Your Records:** If you would like a filed copy of the registration statement returned to you for your records, send the original and a copy of the registration statement together with a *large self-addressed, stamped envelope*.
- **Notify the State Bar by letter or email upon the conclusion of the case.**

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

Rev. 4/4/18

*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 by 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 30 days of the entry of the court's order granting admission to the out of state attorney.*

**PLEASE READ INSTRUCTIONS BEFORE COMPLETING.**

**NC Proceeding File #** \_\_\_\_\_

**1. Out of State Attorney Information:**

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Licensure (if more than one, please provide all applicable information)

State: \_\_\_\_\_

Bar #: \_\_\_\_\_

Home Address (Required):

Law Firm Name (if more than one, list on addendum with information requested below):

Business Address:

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

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

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

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

Address (as listed with State Bar):

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

**For Office Use Only:**

Received: \_\_\_\_\_

PHV ID: \_\_\_\_\_

**PHV Order:**

\_\_\_\_ Enclosed  
\_\_\_\_ Not, enclosed, requested \_\_\_\_\_  
\_\_\_\_ Received

**Fee Paid:**

\_\_\_\_ Check enclosed  
\_\_\_\_ No.: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_ To Clerk of Court  
\_\_\_\_ Not Paid, requested \_\_\_\_\_  
\_\_\_\_ Received

**Statement of Tax Reporting:**

\_\_\_\_ Enclosed  
\_\_\_\_ Not, enclosed, requested \_\_\_\_\_  
\_\_\_\_ Received

Date entered & confirmation sent: \_\_\_\_\_

**3. North Carolina Proceeding Information.**

*(Enclose copy of order)*

Venue of Proceeding: \_\_\_\_\_  
(Court, commission or agency)

County: \_\_\_\_\_

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

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

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

Type of Case (civil/criminal; tort; contract; workers comp; tax; etc.): \_\_\_\_\_

Name of Party for Whom Out of State Attorney Appears: \_\_\_\_\_

Address of Party for Whom Out of State Attorney Appears: \_\_\_\_\_

**4. Other Pro Hac Vice Admissions in North Carolina.**

*Provide the following information (list on addendum if necessary) concerning the last ten cases in which the out of state attorney was permitted to appear pro hac vice in a North Carolina state court or North Carolina state agency within the last ten years and any current case(s) in which a petition for pro hac vice admission for the out of state attorney is still pending:*

Venue of Proceeding: \_\_\_\_\_  
(Court, commission or agency)

County: \_\_\_\_\_

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

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

File Date: \_\_\_\_\_

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

Name of Judge Who Entered Order: \_\_\_\_\_

Type of Case (civil/criminal; tort; contract; etc.): \_\_\_\_\_

Name of Party for Whom Out of State Attorney Appeared: \_\_\_\_\_

Address of Party for Whom Out of State Attorney Appeared: \_\_\_\_\_

Name of Responsible North Carolina Attorney: \_\_\_\_\_

N.C. Bar # of Responsible North Carolina Attorney: \_\_\_\_\_

Address of Responsible North Carolina Attorney: \_\_\_\_\_

**5. Statement of Tax Reporting.** *Please see page 1 of instructions.*

Attach a signed statement (original or photocopy will be acceptable) from out of state attorney verifying that he/she will report income earned in the matters identified in items 3 and 4 above to the North Carolina Department of Revenue if required to do so by law. (Please list the case caption above the signed statement.)

**6. Payment Information.** *Please see page 1 of instructions.*

*Indicate method of payment by checking below.*

\_\_\_\_\_ Collected by Clerk of Court (if proceeding filed in NC General Court of Justice or NC Court of Appeals).

Please provide photocopy of receipt or check number and date of check.

Check # \_\_\_\_\_ Check Date \_\_\_\_\_

**OR**

\_\_\_\_\_ Check enclosed, payable to North Carolina State Bar (if the clerk fails to collect the fee or if the matter is filed in an administrative tribunal).

**7. Responsible Attorney Verification.**

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

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

\_\_\_\_\_  
Date