

Pro Hac Vice Admission Registration Information and Filing Instructions

Registration must be filed online 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.

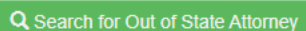
Registration is required for pro hac vice admission to any North Carolina tribunal, including the N.C. Court of Appeals, the N.C. Supreme Court, the N.C. Utilities Commission, the N.C. Industrial Commission, the Office of Administrative Hearings of N.C., or any administrative agency. Registration is not required for pro hac vice admission to a federal court.

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.**

Online filing instructions:

The North Carolina sponsoring attorney must login through the member portal <https://portal.ncbar.gov/>. Once in the portal, click the "Pro Hac Vice" link under the green banner displaying the attorney's name to register the out-of-state attorney.

- Click the "New Registration" link.
- Review the instructions then click "Save/Next."
- Click the "Search for Out of State Attorney" button.

 Search for Out of State Attorney

- Type in the attorney's name then click "Process Search."

 Process Search

- If the search produces the out-of-state attorney's name, click the "Select" button next to the attorney's name.

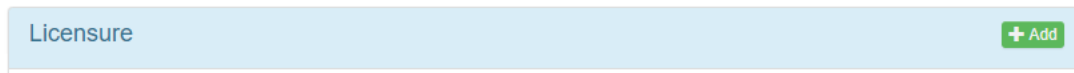
 Select

- If the out-of-state attorney's name is not displayed, click "Not Found."

 Not Found

- Enter the out-of-state attorney's contact information in the spaces provided. A valid email address for the out-of-state attorney ***MUST*** be included.

- Enter the out-of-state attorney’s state(s) of licensure. Each state must be entered separately.

A light blue header bar with the text "Licensure" on the left and a green button with a plus sign and the text "+ Add" on the right.

Click “Save/Next.”

- Enter the information pertaining to the case, then **upload a PDF copy of the order granting Pro Hac Vice admission of the out-of-state attorney.**

Upload Copy of Pro Hac Vice admission order

Drag files anywhere on the page or click [here](#) to upload supporting documentation.



Click “Save/Next.”

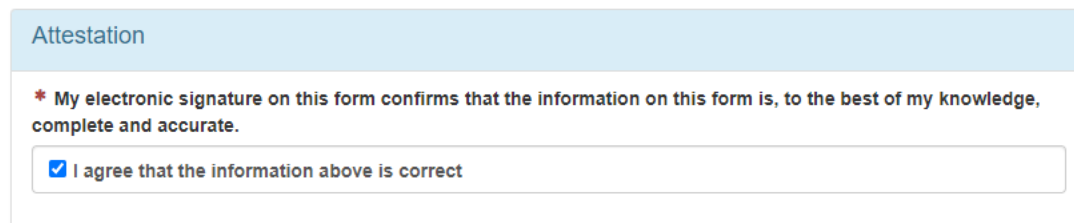
- Click the box for “I submitted payment as described above.”

*Click here to verify you submitted payment as described above.

A white rectangular box containing a checked checkbox and the text "I submitted payment as described above."

Click “Save/Next.”

- Review the information entered then click “I agree that the information above is correct” in the Attestation box at the bottom of the page.

A light blue header bar with the text "Attestation". Below it, a white box contains a red asterisk followed by the text: "My electronic signature on this form confirms that the information on this form is, to the best of my knowledge, complete and accurate." Below that is a white rectangular box containing a checked checkbox and the text "I agree that the information above is correct".

Click “Submit Registration.”

- A confirmation page will appear. You can click the green “Print” button if you wish to print the confirmation. Scroll down and click “Exit Registration” to complete the process.
- The out-of-state attorney will receive an email to verify the Pro Hac Vice registration. The attorney must click the verification link in the email.

If you have any questions regarding the registration process, please email Phillip McWilliams:

pmcwilliams@ncbar.gov.