



**UNITED STATES DISTRICT COURT**  
Southern District of Mississippi  
Office of the Clerk

**ATTORNEY PROCEDURES**

***Pro Hac Vice* and Federal Government Attorneys**

**TO:** All Attorneys

**FROM:** Arthur Johnston, Clerk

**DATE:** June 28, 2021

**SUBJECT:** Getting Admitted to Practice by *Pro Hac Vice* and as a Federal Government Attorney and Registering for NextGen of CM/ECF

### **Part One – Court Approval**

***The steps in Part One are to be completed only by Attorneys seeking Pro Hac Vice admission. Federal Government Attorneys should bypass Part One and proceed directly to the steps in Part Two.***

1. Thoroughly read and study Local Rule 83.1(d) found [here](#). Nothing in these instructions will override or substitute for the requirements in Local Rule 83.1(d), and please note that our Rule allows pro hac admission on a per attorney, per case basis only, and each attorney is limited to no more than five (5) cases per year.
2. Associate a “Resident Attorney” as described in Local Rule 83.1(d)(1)(B) and (d)(3).
3. Complete the verified application contained in Form 6 found [here](#).
4. Have the “Resident Attorney” file the verified application in the case in which you are seeking *pro hac vice* admission. A certificate of Good Standing from the applicant’s state bar or supreme court must be dated within 90 days of the admission being sought and must be attached to the application. Be sure the Resident Attorney pays the *pro hac vice* admission fee using the [www.pay.gov](http://www.pay.gov) step in the docketing system.
5. Once the court has granted your application, proceed to Part Two – PACER/Efiling Registration and Access, below.

## Part Two – PACER/E-Filing Registration and Access

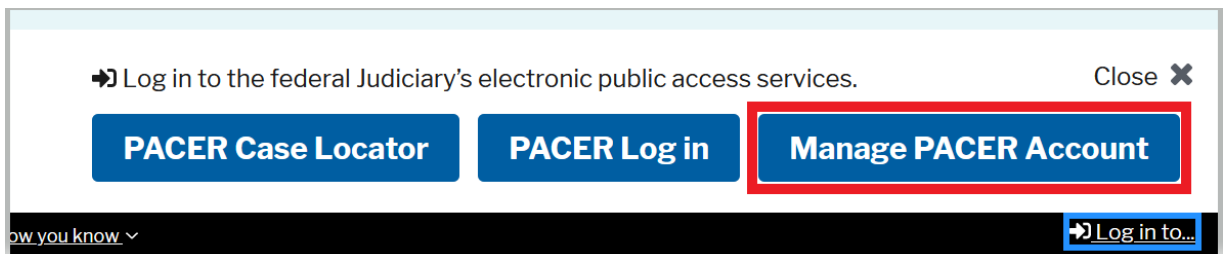
***The steps in Part Two are to be completed by Attorneys seeking Pro Hac Vice admission only after completing the steps in Part One above. Federal Government Attorneys should bypass Part One and proceed directly to the steps below.***

The U.S. District Court for the Southern District of Mississippi is a NextGen CM/ECF court. **In order to gain admission to practice *pro hac vice* or as a Federal Government Attorney, you must have an upgraded individual PACER account.** If you do not have an upgraded individual PACER Account, click [HERE](#) for procedures. Once you have a PACER Account, follow the steps below to request filing access.

1. Navigate to [www.pacer.gov](http://www.pacer.gov)
2. Click **Log in to...** at the very top of the page...



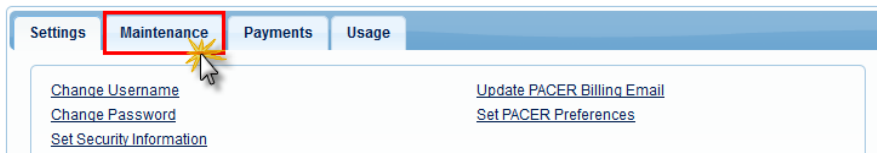
...then click **Manage PACER Account**



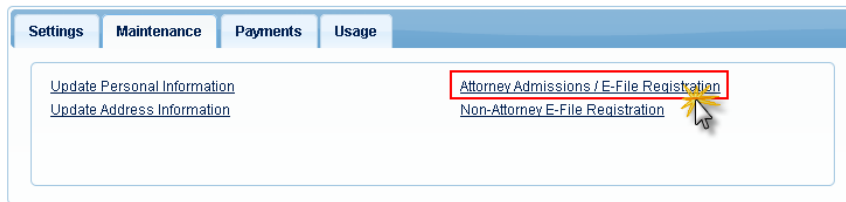
3. **Login** with your PACER username and password



4. Click on the **Maintenance** tab



5. Select **Attorney Admission/E-File Registration**



6. Select **U.S. District Courts** as the Court Type and **Mississippi Southern District Court** as the Court. Click **Next**.

**In what court do you want to practice?**  
*\* Required Information*

Court Type \*

Court \*

**Note:** Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. To find more information on all courts, visit the [Court CM/ECF Lookup page](#).

7. Select the **type of admission** you are seeking: *Pro Hac Vice* or Federal Attorney and click on the two links at the bottom of the page to review the Electronic Filing **Policies and Procedures**.

**What would you like to apply/register for?**

Attorney Admissions and E-File

E-File Registration Only

Pro Hac Vice

Federal Attorney

[Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court](#)


All filers must have read and be familiar with the Federal Rules of Civil Procedure, Federal Rules of Criminal Procedure, Federal Rules of Evidence and the Local Rules of the Court, including the Electronic Case Filing Procedures.

[Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court](#)

USDC SOUTHERN DISTRICT OF MISSISSIPPI ATTORNEY ADMISSIONS - SEE LOCAL RULE 83.1(d). Attorneys seeking full admission to the court should select "Attorney Admissions and E-File." Pro Hac Vice Attorneys should select "Pro Hac Vice." Federal Government Attorneys seeking Special Permission to Practice should select "Federal Attorney."

8. Complete all sections of the **E-File Registration** section, INCLUDING the **Additional Filer Information**. Those seeking PHV admission will need to enter the “Pro Hac Vice Case Number”, along with other additional information.

### Additional Filer Information

Already Admitted at Court	Select Court	▼
Court Bar ID	<input type="text"/>	
Other Names Used	<input type="text"/>	
Pro Hac Vice Case Number	<input type="text"/>	
State Bar ID	<input type="text"/>	
State	Select State	▼

Note that HTML is the preferred Email format.  
Click **Next** when Additional Filer Information and Delivery Method and Formatting is completed.

### Delivery Method and Formatting

Use a different email. Checking this will clear the primary email fields below.

Primary Email *	<input type="text"/>
Confirm Email *	<input type="text"/>
Email Frequency *	At The Time of Filing (One   ▼)
Email Format *	HTML ▼

**Next** **Back** **Reset** **Cancel**

9. Set default payment information if desired (not required). Click **Next** when finished, or to bypass this screen. You can add a credit card or ACH payment method for each of the following fee types:

- Autobill PACER fees
- E-filing fees default
- Admissions fees default

**To use the same account for multiple fee types, once account information is entered, click on the check box to designate the entered payment method to that account.**


**Payment Information**

**NOTE:** Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.

This section is optional. If you do not enter payment information here, you may do so later by selecting the **Make One-Time PACER Fee Payment** option under the **Payments** tab.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods.

To designate a card as the default for e-filing or admissions fees, click the **Set default** link in the box(es) below. To remove the card as a default, click the **Turn off** link.

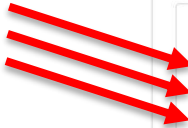
  Autobill PACER fees  
 E-filing fees default  
 Admissions fees default

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New Orleans, LA  
70113

[Add Credit Card](#)  
[Add ACH Payment](#)



10. Check the two **Attorney E-Filing Terms and Conditions** acknowledgment boxes.

[Click here to download a printable version of the Attorney E-filing Terms and Conditions](#)

By clicking here, I acknowledge that I have read and agree to the terms and conditions above, and this constitutes my signature for registration. \*

Check here to acknowledge that you have read and agree to the local requirements for the court in which you are registering [Click here to view Local Court Policies and Procedures.](#) \*

11. Click **Submit**. The court will review your admission request, approve and confirm your access, and/or provide you with further instructions via email.

Confirmation Page

## Thank You for registering!

Your request has been forwarded to the court. You will receive an email when the registration has been processed. To check the status of your request, log in to **Manage My Account** and select the [E-File Registration/Maintenance History](#) from the **Maintenance Tab**.

Done