



**UNITED STATES DISTRICT COURT**  
EASTERN DISTRICT OF CALIFORNIA  
OFFICE OF THE CLERK

**KEITH HOLLAND**  
Clerk of Court

**JENNA NELSON**  
Chief Deputy

**INSTRUCTIONS FOR COMPLETION OF  
APPLICATION TO APPEAR PRO HAC VICE**

Pursuant to Local Rule 180(b)(2) the Pro Hac Vice Attorney Applicant must:

- Obtain local counsel (see local counsel requirements below).
- Complete the Application to Appear Pro Hac Vice and agree that said applicant knows and will comply with all applicable local rules.
- After the Pro Hac Vice Application is approved by Order of this court, the applicant must register for access to the California Eastern District Court through PACER as directed on the [PACER - Register for an Account](#) webpage.
- Agree to E-Filing Terms of Use which includes this [Court's Policies and Procedures](#).
- Attach to the application a Certificate of Good Standing from the court in the attorney's state of primary practice.

Local Counsel must:

- Be admitted to practice before this Court.
- Electronically file the completed application (either Civil or Criminal), under **Proposed Orders**, then select **Application for Pro Hac Vice and Proposed Order** to upload the saved PDF and pay the required \$225 fee on-line via Pay.gov. Complete the Pay.gov screens and follow all prompts until the Application for Leave to Appear Pro Hac Vice is filed and notice of electronic filing is received.

The Court:

- The court will review the application and upon approval, issue an order in the case notifying counsel electronically via email.

Questions regarding Pro Hac Vice applications:

CAED, Sacramento Division Helpdesk                      916-930-4000

CAED, Fresno Division Helpdesk                              559-499-5600