



UNITED STATES BANKRUPTCY COURT DISTRICT OF MARYLAND

CM/ECF Attorney Training Module

MOTION TO APPEAR PRO HAC VICE

Local Rule 9010-3: 'The Court can permit any attorney (except a member of the State of Maryland Bar) who is a member in good standing of the Bar of any other U.S. Court, or of the highest court of any state to appear and participate as counsel in a particular bankruptcy case. Such permission will not constitute formal admission to the Bar of the District Court. An attorney admitted pro hac vice is subject to the disciplinary jurisdiction of the District Court and of this court.'

The motion must be signed by both the moving counsel and a local attorney who is admitted to practice before this court.

The filing fee of \$100.00 must be paid directly to the US Bankruptcy Court made payable to Clerk, U.S. Bankruptcy Court if issuing a certified check or money order. Payment may also be made via CM/ECF by major credit card.

The steps below are for local sponsoring attorneys with a CM/ECF login who may file the Motion for Pro Hac electronically on behalf of moving counsel. Local sponsoring attorneys who do not have a CM/ECF login must submit the motion in electronic format on a CD-ROM through the mail or in the clerk's office.

FILING STEPS:

1. Click 'Bankruptcy' on the menu bar and select 'Motions/Applications'
2. The Case Number screen displays. Enter the case number in yy-nnnnn format and click 'Next'
3. The Available Events screen displays. Scroll down to 'Appear pro hac vice' or type any part of the event name in the search window to narrow the list. The search is not case sensitive. Select the correct event
4. The event will then show in the 'Selected Events' window. (If you select the incorrect event, click in the 'Selected Events' window to remove it). Click 'Next'
5. The Party Selection screen displays:
 - Add the attorney requesting permission as a 'Party' not as an 'Attorney'
 - Click Add/Create New Party
 - Click the drop down for 'Role Type'. Select 'Attorney'
 - Click 'Next'

Note: Do not check the box for attorney/party association. Just click 'Next' to continue



UNITED STATES BANKRUPTCY COURT DISTRICT OF MARYLAND

CM/ECF Attorney Training Module

6. The PDF Document Selection screen display. Click Browse (Refer to the Navigating through Directories for complete instructions), select PDF document(s), and click 'Next'
7. A payment window will prompt you to pay online as soon as this motion is filed. A screen appears showing the fee due in the amount of \$100. Click 'Next'
8. The Modify Docket Text screen displays. Modify the Docket Text as appropriate. Click 'Next'
9. The Final Approval screen displays: **Attention!! Submitting this screen commits this transaction. You will have no further opportunity to this submission if you continue.**
10. Verify the final docket text then click 'Next'
11. The Notice of Electronic Filing screen displays (Refer to the Notice of Electronic Filing for complete instructions)

ELECTRONIC NOTICING FOR PRO HAC ATTORNEYS:

Counsel admitted pro hac vice is eligible to participate in electronic filing. To obtain a login and password, visit our website at www.mdb.uscourts.gov and then:

1. Select Electronic Filing
2. Click on 'Training/Registration' and choose between the Full Participant Training Waived or Full Participant Training and Answer Sheet Required links (You must have an active CM/ECF login with another bankruptcy court to waive training)
3. Complete the registration form and answer sheet, if required, and follow the steps to submit your registration online