

**INSTRUCTIONS FOR GAINING PRO HAC VICE ADMISSION  
TO PRACTICE BEFORE  
THE UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF ARIZONA**

Please read all instructions **carefully** to avoid unnecessary processing delays.

Pursuant to LRCiv 83.1(b)(2), any member in good standing of the Bar of any Federal Court who neither resides nor maintains an office for the practice of law in the District of Arizona, may be admitted to practice in this District. To do so, the attorney must submit an application to appear *pro hac vice* and a Certificate of Good Standing, along with a filing fee.

**NOTE** that pursuant to LRCiv 83.1(b)(2), if an applicant becomes an Arizona resident and/or intends to maintain a principal office for practice in Arizona, he or she must reapply for admission under LRCiv 83.1(a).

Complete the application form in its entirety and provide any necessary supporting documentation.

Sign and date the application. The application must bear an original signature (or if e-filed, an electronic signature). Your signature attests that you have read and understand the Standards for Professional Conduct as adopted by the U.S. District Court for the District of Arizona, and that you will comply with LRCiv 83.1(c).

**If you have never been permitted to appear *pro hac vice* in Arizona AND are a not registered user of the court's Electronic Case Filing (ECF) system:**

Send an original and one copy of the completed *pro hac vice* application(s), original Certificate of Good Standing, and a check for the filing fee made payable to the Clerk, U. S. District Court. If you wish to receive a conformed copy of your application and/or receipt by return mail, please include an extra copy with the original application along with a written request for the receipt and a self-addressed stamped envelope. Mail the application, fee, and supporting documents to the Clerk at the following address:

CLERK, US DISTRICT COURT  
Attn: Attorney Admissions Clerk  
401 W WASHINGTON ST, STE 130  
PHOENIX, ARIZONA 85003

Once the court has approved your *pro hac vice* application, you must register to become a user of the court's mandatory electronic case filing (ECF) system by visiting the court's website at [www.azd.uscourts.gov](http://www.azd.uscourts.gov) and clicking on the "Electronic Case Filing" button.

**If you have previously been admitted AND are currently a registered user of the court's Electronic Case Filing (ECF) system:**

If you have previously been admitted to appear *pro hac vice* in this district and are currently a registered user of the court's electronic filing system, you may e-file your new application, scanned copy of the original Certificate of Good Standing, and any other supporting documentation. However, the documents will not be processed until the fee is received. If you e-file your new application, please contact the Attorney Admissions Clerk at 602-322-7106 to receive payment instructions.

**Note Regarding Registration for E-Filing:**

Applicants who have not previously been permitted to appear in this court may not register for electronic filing until after the court has approved his or her *pro hac vice* application. Pending such approval, all documents (application, certificate, etc.) must be submitted in paper form.

Once a *pro hac vice* application has been approved by the court, an attorney may register for e-filing by using our on-line ECF registration located at <http://ecfreg.azd.uscourts.gov/>. The registration request will be processed and the court will e-mail a login and password to the registrant. Once registered with this district, the attorney will have the ability to e-file papers in any case(s) in which he or she subsequently appears, but would still be required to submit a *pro hac vice* application and fee in each case.