

United States District Court
Middle District of Tennessee
Office of the Clerk
801 Broadway
Room 800
Nashville, TN 37203

Keith Throckmorton
Clerk

(615) 736-5498

INSTRUCTIONS FOR FILING A *PRO HAC VICE* MOTION

Attached is a motion form to appear *pro hac vice* in the United States District Court for the Middle District of Tennessee. The motion must be accompanied by a Certificate of Good Standing from a United States District Court and a fee of \$75.00.

If counsel, local or out-of-state, has an electronic case filing (ECF) account, the motion and certificate shall be filed electronically. The fee can be paid on-line through the credit card module on the electronic case filing (ECF) system when the filing is made. If counsel does not pay the fee on-line, it should be mailed to the Clerk within 21 days of filing.

If counsel does not have an electronic case filing (ECF) account, the motion, certificate and fee should be mailed to the address above. The \$75.00 fee should be made payable to the Clerk, U. S. District Court.

Once the motion to appear *pro hac vice* is granted, counsel shall register for an electronic case filing (ECF) account on the court's website at www.tnmd.uscourts.gov under the CM/ECF link.

If you have questions regarding these procedures, please call Clerk's Office at the number listed above.

**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF TENNESSEE**

Plaintiff,

v.

Case No.

Defendant.

MOTION FOR ADMISSION *PRO HAC VICE*

The undersigned counsel for _____ hereby moves
for admission to appear *pro hac vice* in this action. I hereby certify that I am a member in good
standing from the United States District Court for the _____.
Attached is a Certificate of Good Standing from that Court.

s/

Signature

Name:

Address:

Address:

Address:

Phone:

Email:

****FEE: \$75.00**

(*Note: The fee may be paid through the credit card module on the Court's ECF System if the motion is filed electronically, or it may be forwarded to the Clerk within 21 days after the filing. If forwarded to the Clerk, payment should be in the form of a check, cashier's check, or money order payable to the Clerk, U. S. District Court, 801 Broadway, Room 800, Nashville, TN 37203.)

*** * * INCLUDE A CERTIFICATE OF SERVICE * * ***