

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF INDIANA
[INSERT] DIVISION

)	
)	
)	
Plaintiff(s),)	
)	
v.)	Cause No.
)	
)	
)	
Defendant(s).)	

MOTION TO APPEAR *PRO HAC VICE*
FILED ON BEHALF OF ATTORNEY [APPLICANT'S NAME]

[Movant] of the law firm [name of moving party's law firm], pursuant to S. D. Ind. Local Rule 83-6(a), hereby moves this court for an Order granting [name of applicant] of [name of law firm], leave to appear *pro hac vice* for the purpose of appearing as counsel on behalf of [name of party being represented] in the above-styled cause only. In support of this motion, the undersigned states:

1. The Certification of [name of applicant], as required by S.D. Ind. Local Rule 83-6(b), is attached hereto as Exhibit A.

2. [A check in the amount of One Hundred Dollars (\$100.00) in payment of the administrative fees required to process this motion for admission *pro hac vice* has been mailed/delivered to the Clerk of this Court.][*Alternate:* Electronic payment in the amount of One Hundred Dollars (\$100.00) has been submitted via pay.gov contemporaneously with the filing of this motion.]

WHEREFORE, the undersigned counsel respectfully requests that this Court enter an Order granting [name of applicant] leave to appear *pro hac vice* for purposes of this cause only.

Dated:

Respectfully submitted,

[name of filing attorney]
[Name of filing attorney]
[Address]
[Telephone number]
[Facsimile number]
[E-mail address]

CERTIFICATE OF SERVICE

I hereby certify that on **[date]**, a copy of the foregoing Motion to Appear *Pro Hac Vice* on Behalf of Attorney **[name of applicant]** was filed electronically. Service of this filing will be made on all ECF-registered counsel by operation of the court's electronic filing system. Parties may access this filing through the court's system.

I further certify that on **[date]** a copy of the foregoing Motion to Appear *Pro Hac Vice* on Behalf of Attorney **[name of applicant]** was mailed, by first-class U.S. Mail, postage prepaid and properly addressed to the following:

[List attorneys and parties receiving conventional paper service with law firm name (if applicable) and **postal** address]

Name of Receiving Attorney
LAW FIRM NAME
Street Address
City, State, ZIP Code

[name of filing attorney]
Name of filing attorney

[Name of firm]
[Address]
[Telephone number]
[Facsimile number]

Exhibit A

Certification of [name of applicant] In Support of Motion to Appear Pro Hac Vice

In support of the Motion to Appear Pro Hac Vice filed on my behalf by [Movant] of the law firm [name of moving party's law firm], and pursuant to S. D. Ind. Local Rule 83-6(b), the undersigned states:

1. I am admitted to practice and in good standing (*i.e.*, currently authorized to practice as an attorney) in the following United States court(s) and/or state's highest court(s): **[list at least one federal court or highest court of any state where admitted and in good standing.**

Include year(s) of admission]

2. I have [never] been disbarred or suspended from practice before any court, department, bureau or commission of any state or the United States. I have [never] received a reprimand or been subject to other disciplinary action from any such court, department, bureau or commission pertaining to conduct or fitness as a member of the bar. *[Alternate: I have been disbarred or suspended from practice from the following court(s), department(s), bureau(s) or Commission(s) of any state or the United States: [list with specificity court, department, bureau or commission and the nature of the discipline imposed, including date(s)]. I have received a reprimand or been subject to other disciplinary action from the following court(s), department(s), bureau(s) or commission(s) pertaining to conduct or fitness as a member of the bar: [list with specificity court, department, bureau or commission and the nature of the discipline imposed, including date(s)].*

3. I have reviewed the *Seventh Circuit Standards of Professional Conduct* and the Local Rules of the court, including the Rules of Disciplinary Enforcement, and that I will abide by these rules and standards.

I certify that the above information is true and correct.

Dated:

Respectfully submitted,

 [original signature -- do not use "/s"]

[Name of filing name]

[Address]

[Telephone number]

[Facsimile number]

[E-mail address]

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF INDIANA
[INSERT] DIVISION

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)	
Plaintiff(s),)	
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,)	
)	
Defendant(s).)	

ORDER GRANTING MOTION TO APPEAR *PRO HAC VICE*

This cause has come before the Court upon the motion of **[Movant]** of the law firm **[name of moving party’s law firm]**, seeking an Order granting **[name of applicant]** of **[name of applicant’s law firm]**, leave to appear *pro hac vice* for the purpose of appearing as counsel on behalf of **[name of party being represented]** in the above-styled cause only. Being fully advised, it is now ORDERED that the motion be, and hereby is, GRANTED.

Applicant’s contact information should be entered as follows:
[name of applicant]
[name of applicant’s law firm]
[address of applicant’s law firm]
[applicant’s phone number]
[applicant’s fax number]
[applicant’s email address]

Dated: _____

[Name of Judge]
United States District Court
Southern District of Indiana

Distribution list:

To all registered counsel by CM/ECF
To PHV applicant via U.S. Mail
[name of applicant]
[name of applicant’s law firm]
[address of applicant’s law firm]