

UNITED STATES DISTRICT COURT DISTRICT OF MAINE

Certification for Admission Pro Hac Vice Filing Instructions

Overview: These instructions explain how to file a **Certification for Admission Pro Hac Vice** (PHV) in the District of Maine for:

- Civil cases (page 1)
- Criminal cases (page 2)
- Sealed cases (page 2)
- Certifications that require re-filing (page 3)

Important Filing Notes:

- Do **not** use your browser's back button while filing in CM/ECF. Using the back button may result in duplicate fee payments. If an error occurs, restart the filing event.
- Up to three (3) Pro Hac Vice certifications may be submitted in a single filing.
- Except when filing in a sealed case, do not submit a Pro Hac Vice certification for the Clerk's Office to upload. File the certification after the case has been opened so the admission fee can be paid online.
- The Clerk's Office will review each certification for completeness, confirm the visiting attorney is in good standing, and verify payment.
- Once review is complete, a notice of approval will be docketed. The notice may include a deadline for the visiting attorney to register for electronic filing in the District of Maine.
- A Pro Hac Vice certification must be filed and approved before PHV electronic filing privileges can be granted.

Filing a Pro Hac Vice Certification in a Civil Case

- 1) From the CM/ECF menu bar, select Civil→ **Notices**.
- 2) Select **Certification for Admission Pro Hac Vice** from the list of available events.
- 3) Enter the case number.
- 4) Upload the completed [Pro Hac Vice Certification](#) form.

- 5) Select the name of the filing party.
- 6) Enter the name or name(s) of the attorney(s) seeking Pro Hac Vice admission.
- 7) When prompted, indicate whether the filer is fee-exempt.
 - If **No**, enter the number of attorneys seeking PHV admission (maximum of 3).
- 8) You will be redirected to PACER to submit payment.
- 9) After payment is processed, you will return to CM/ECF. Review docket text and click **Next**, then **Next** again to complete the filing.

If PHV counsel needs to register for electronic filing, follow the steps outlined in the [Attorney Registration for Electronic Filing](#) guide.

Filing a Pro Hac Vice Certification in a Criminal Case

- 1) From the CM/ECF menu bar, select Criminal→ **Notices**.
- 2) Select **Certification for Admission Pro Hac Vice** from the list of available events.
- 3) Enter the case number and, in multi-defendant cases, select the applicable defendant.
- 4) Upload the completed [Pro Hac Vice Certification](#) form.
- 5) Select the name of the filing party.
- 6) Enter the name(s) of the attorney(s) seeking Pro Hac Vice admission.
- 7) When prompted, indicate whether the filer is fee-exempt.
 - If **No**, enter the number of attorneys seeking PHV admission (maximum of 3).
- 8) You will be redirected to PACER to submit payment.
- 9) After payment is processed, you will return to CM/ECF. Review docket text and click **Next**, then **Next** again to complete the filing.

If PHV counsel needs to register for electronic filing, follow the steps outlined in the [Attorney Registration for Electronic Filing](#) guide.

Filing a Pro Hac Vice Certification in a Sealed Case

- 1) Complete a separate [Pro Hac Vice Certification](#) form for each visiting attorney seeking admission.
- 2) Email the completed form(s) to MaineECFIntake@med.uscourts.gov.
 - Include the case number in the subject line of the email.
- 3) Contact the Clerk's Office to pay the Pro Hac Vice admission fee by credit card.

If PHV counsel needs to register for electronic filing, follow the steps outlined in the [Attorney Registration for Electronic Filing](#) guide.

Re-filing at the Request of the Clerk's Office:

Occasionally, a Pro Hac Vice certification must be refiled at the request of the Clerk's Office (for example, due to a missing signature or incomplete information). If the admission fee has already been paid:

- Answer Yes to the system question:

"Are you a federal government agency, Bankruptcy or MDL counsel that is exempt from the fee, or are you re-filing at the instruction of the Clerk's Office?"

Selecting **Yes** will prevent a duplicate fee from being charged.