

Pro Hac Vice Admission to Practice

The U.S. District Court for the District of Massachusetts is a NextGen CM/ECF court. **In order to request Pro Hac Vice admission to practice, you must have an upgraded individual PACER account.** If you do not have an upgraded individual PACER Account, click [HERE](#) for procedures. Once you have a PACER Account, follow the steps below to request filing access. Please note, a motion for admission to appear pro hac vice must be completed and filed with the Court pursuant to [Local Rule 83.5.3](#).

1. Navigate to www.pacer.gov
2. Click **Manage My Account** at the very top of the page
What can we help you accomplish?



3. **Login** with your upgraded individual PACER account username and password

A screenshot of the PACER Login form. The form is titled "Login" and contains two input fields: "Username *" and "Password *". Below the input fields are three buttons: "Login", "Clear", and "Cancel". Below the buttons are three links: "Need an Account?", "Forgot Your Password?", and "Forgot Username?". At the bottom of the form is a notice: "NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged."

4. Click on the **Maintenance** tab



5. Select **Attorney Admission/E-File Registration**



6. Select **U.S. District Courts** as the Court Type and **Massachusetts District Court** as the Court. Click **Next**.

In what court do you want to practice?

* Required Information

Court Type *

Court *

Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. To find more information on all courts, visit the [Court CM/ECF Lookup page](#).

7. Select **Pro Hac Vice**

WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?

- Attorney Admissions and E-File
- E-File Registration Only
- Pro Hac Vice
- Multi-District Litigation
- Federal Attorney

8. Complete the personal information on the **E-File Registration** screen and click **Next**. Note that HTML is the preferred Email Format.

COMPLETE ALL SECTIONS OF E-FILE REGISTRATION

Filer Information

*** Required Information**

Role in Court: Attorney
Title:

Name: Nikola Tesla

I acknowledge that I am submitting the e-file registration for the individual listed above. Note: If more than one individual uses this account, you must create a new PACER account for the individual who needs e-filing privileges, if she or he does not already have one. *

Please verify your address. You may also enter a different address from the one provided for your CSO account.
 Use a different address. Checking this will clear the address fields below.

Firm/Office:
Unit/Department:
Address *:

Room/Suite:
City *:
State *:
County *:
Zip/Postal Code *:
Country *:

Primary Phone *:
Alternate Phone:
Text Phone:
Fax Number:

Additional Filer Information

Already Admitted at Court:

Court Bar ID:

Other Names Used:

Most Recent Case (in court where you are registering):

Delivery Method and Formatting

Use a different email. Checking this will clear the primary email fields below.

Primary Email *:
Confirm Primary Email *:
Email Frequency *:
Email Format *:

9. Set default payment information if desired (not required). Click **Next** when finished, or to bypass this screen. You can add a credit card or ACH payment method for each of the following fee types (Please note that this Court does not accept ACH payment for Attorney Admissions):

- **P**: PACER search fees
- **E**: Filing fees

- **A: Admissions/renewal fees**

Payment Information

NOTE: Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.

This section is optional. If you do not enter payment information here, you may do so later by selecting the **Make One-Time PACER Fee Payment** option under the **Payments** tab.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods.

To designate a card as the default for e-filing or admissions fees, click the **Set default** link in the box(es) below. To remove the card as a default, click the **Turn off** link.

 <input checked="" type="checkbox"/> Autobill PACER fees <input type="checkbox"/> E-filing fees default <input type="checkbox"/> Admissions fees default XXXXXXXXXXXX4747 03/2020 Cheryl Carson 700 Main St Hartford, CT 06103 <input type="button" value="Update"/>	Add Credit Card Add ACH Payment
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To use the same account for multiple fee types, once account information is entered, click on the letter(s) on the left to designate the entered payment method to that account. The letter icon will turn from grey to blue once it has been designated an account.

10. Check the **Acknowledgment of Policies and Procedures for Attorney Admissions** box and the two **Attorney E-Filing Terms of Use** acknowledgment boxes.

Acknowledgment of Policies and Procedures for Attorney Admissions

 Check here to acknowledge that you have read and agree to the Local requirements for the court in which you are registering [Click here to view Local Court Policies and Procedures.](#) *

[Click here to download a printable version of the Attorney E-filing Terms and Conditions](#)



By clicking here, I acknowledge that I have read and agree to the terms and conditions above, and this constitutes my signature for registration. *



Check here to acknowledge that you have read and agree to the local requirements for the court in which you are registering [Click here to view Local Court Policies and Procedures.](#) *

11. Click **Submit**. You will see a confirmation page. Click Done to continue.

Confirmation Page

Thank You for registering!

Your request has been forwarded to the court. You will receive an email when the registration has been processed. To check the status of your request, log in to **Manage My Account** and select the [E-File Registration/Maintenance History](#) from the **Maintenance Tab**.

Done

12. The Court will review your admission request and provide you with further instructions/information via email as necessary.