

[Application for Pro Hac Vice](#)

IMPORTANT NOTE: To gain access to docket this event, you must first follow the procedure outlined at:

<http://www.canb.uscourts.gov/procedure/district-oakland-san-jose-santa-rosa-san-francisco/application-pro-hac-vice-effective>

Using your PACER login credentials, please login into the following website:

<https://ecf.canb.uscourts.gov/>

Once logged in, please proceed to file your Application for Pro Hac Vice, pay the filing fee and upload your proposed order, as outlined by these procedures:

STEP 1 Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar:

STEP 2 The **Bankruptcy Events** screen displays:

- o Click on the **Pro Hac Vice** hyperlink.

STEP 3 The **File a Document** screen displays:

- o Enter the case number, then click the [NEXT] button.

STEP 4 The **Available Events** screen displays:

- o Select Application for Admission of Attorney Pro Hac Vice.

- o Click the [NEXT] button.

STEP 5 The **Browse for the File** screen displays:

- o Click the **Browse** button and proceed to attach your PDF application (Please note: All filings must be submitted in PDF format). If you have additional attachments, please select the "Yes" radio button, then click on the [NEXT] button.

STEP 6 The **Filing Fee Due** screen displays:

- o Click the [NEXT] button.

STEP 7 The **Docket Text** screen displays:

- o If you need to customize the title of this document, please add additional language on the free text box.

- o Click the [NEXT] button.

STEP 8 The **Docket Text Final Text** screen displays:

- o Click the [NEXT] button.

STEP 9 The **Notice of Electronic Filing** screen displays and a prompt to pay filing fee:

- o Click the [Pay Now] button.

STEP 10 The first **Internet Payments Due** screen displays:

- o Check mark the item to pay, then click the [NEXT] button.

STEP 11 The second **Internet Payments Due** screen displays:

- o Click the [Pay Now] button.
- o The Pay.Gov payment page will display. Please proceed to make your payment.

STEP 12 Once you have completed payment, please proceed to upload your proposed order for chamber's review.

To upload your proposed order:

Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar:

STEP 13 The **Bankruptcy Events** screen displays:

STEP 14 The **Order Upload for Bankruptcy** screen displays:

- o Click the **Upload Single Order** hyperlink.

STEP 15 The **Upload a Single Order Case Number** screen displays:

- o Enter the case number, then click the [NEXT] button.

STEP 16 The **Related document number** screen displays:

- o Enter the related document number, then click the [NEXT] button. The related document number will be the document number assigned to your Application for Pro Hac Vice, as described on the official court docket available on PACER.

STEP 17 The **Related document number and description** screen displays:

- o Select the **Order type** from the drop-down menu and enter the **hearing date information**, *if applicable*, then click on the [NEXT] button.

STEP 18 The **Browse for File** screen displays:

- o Click the **Browse** button and proceed to attach your PDF application (Please note: All filings must be submitted in PDF format). For proposed order, additional attachments are not permitted. Once you add your attachments, click the [NEXT] button.

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STEP 19 The **Order Submission Transaction** screen displays:

STEP 20 Your application and order will be reviewed by chambers. You will receive a secondary e-mail with our training webinar and further instructions pertaining to your training login and assignment. If you have applied for a waiver in lieu of the training, it should have been indicated in your PACER request that you file have filed with other courts. You will be required to submit six notices of electronic filing by email.

For a complete description of our Pro Hac Vice Process, please reference:

<http://www.canb.uscourts.gov/procedure/district-oakland-san-jose-santa-rosa-san-francisco/application-pro-hac-vice-effective>

Manual Chapter: Applications

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