

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF TEXAS

APPLICATION TO APPEAR PRO HAC VICE

1. This application is being made for the following: Case # \_\_\_\_\_  
Style/Parties: \_\_\_\_\_
2. Applicant is representing the following party(ies): \_\_\_\_\_
3. Applicant was admitted to practice in \_\_\_\_\_ (state) on \_\_\_\_\_ (date).
4. Applicant is in good standing and is otherwise eligible to practice law before this court.
5. Applicant is not currently suspended or disbarred in any court.
6. Applicant **has** **has not (choose one)** had an application for admission to practice before another court denied. If so, give complete information on a separate page.
7. Applicant **has** **has not (choose one)** ever had the privilege to practice before another court suspended. If so, give complete information on a separate page.
8. Applicant **has** **has not (choose one)** been disciplined by a court or Bar Association or committee thereof that would reflect unfavorably upon applicant's conduct, competency, or fitness as a member of the Bar. If so, give complete information on a separate page.
9. Describe in detail on a separate page any charges, arrests, or convictions for criminal offense(s) filed against you. Omit minor traffic offenses and misdemeanor offenses committed prior to age 18. **(See Page 3)**
10. Applicant has no pending grievances or criminal charges.
11. Applicant has been admitted to practice in the following courts:  
  
\_\_\_\_\_
12. Applicant has read and will comply with the Local Rules of the Eastern District of Texas, including Rule AT-3, the "Standards of Practice to be Observed by Attorneys."
13. Applicant understands that, if approved, the admission is limited to appearing in the case specified above only.

**Application Oath:**

I, \_\_\_\_\_ do solemnly swear (or affirm) that the above information is true; that I will discharge the duties of attorney and counselor of this court faithfully; that I will demean myself uprightly under the law and the highest ethics of our profession; and that I will support and defend the Constitution of the United States.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Application Continued on Page 2**

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF TEXAS

APPLICATION TO APPEAR PRO HAC VICE

Full Name: \_\_\_\_\_  
State Bar No.: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

This application has been approved for the court on: \_\_\_\_\_

David A. O'Toole, Clerk  
U.S. District Court, Eastern District of Texas

By \_\_\_\_\_  
Deputy Clerk

**Application Instructions**

1. You must obtain approval of your application before you docket it to the case. To request review, email the completed application to **phv@txed.uscourts.gov**.
2. Once approved, docket the version that bears the deputy clerk's approval stamp using the *Notice of Attorney Appearance – Pro Hac Vice* event (the docket event will collect the \$100 fee). **NOTE:** If you do not already have e-filing privileges in this district, after you obtain approval of your pro hac vice application as required in Step 1 above, go to Pacer.gov, log into **Manage My Account** and select the **Maintenance** tab. Then choose **Attorney Admissions/E-File Registration**, select our court, and apply/register for **Pro Hac Vice**. E-filing requests received prior to approval of the pro hac vice application form will be rejected.



This page may be used to answer question 9 or provide more information in response to questions 6 and/or 7.

9. Describe in detail any charges, arrests or convictions for criminal offense(s) filed against you. Omit minor traffic offenses and misdemeanor offenses committed prior to age 18.

A large, empty rectangular box with a thin black border, intended for the user to provide a detailed answer to question 9 regarding criminal offenses.