

Motions for *Pro Hac Vice* Admission to Practice

For your convenience, a sample Notice of Motion, Affirmation in Support of Motion, and Order are available on the court's website at www.nyeb.uscourts.gov. When you access the court's website, click on the "Forms" tab that appears in the left-hand column. These documents will be found under "*Pro Hac Vice* Admission."

Procedures and requirements for *pro hac vice* admission of attorneys are set forth in E.D.N.Y. Local Bankruptcy Rule 2090-1(b). A certificate of good standing issued within 30 days from each court in which the applicant is a member is required.

All motions for *pro hac vice* admission to practice should be filed in the Bankruptcy Court.

A \$25.00 attorney admission fee payable to the "Clerk, U.S. District Court" (not the Bankruptcy Court) is required, no later than ten business days after admission is granted. You may pay this fee by mail or in person to the District Court. A copy of the signed order must accompany the payment.

All attorneys are reminded of their duty to verify the bar admission status of any attorney they are sponsoring on a *pro hac vice* basis.