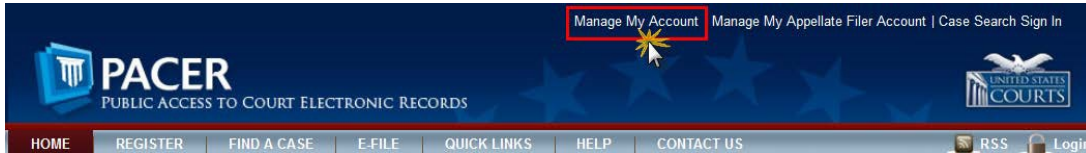


Pro Hac Vice Admission to Practice

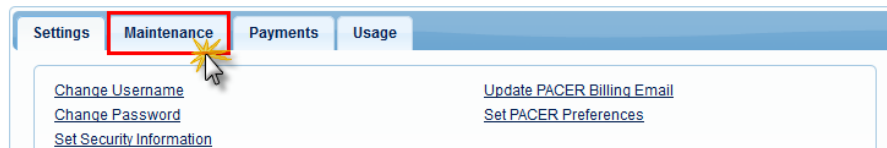
The U.S. District Court for the District of New Hampshire is a NextGen CM/ECF court. **In order to request Pro Hac Vice admission to practice, you must have an upgraded individual PACER account.** If you do not have an upgraded individual PACER Account, click [HERE](#) for procedures. Once you have a PACER Account, follow the steps below to request filing access.

1. Navigate to www.pacer.gov
2. Click **Manage My Account** at the very top of the page

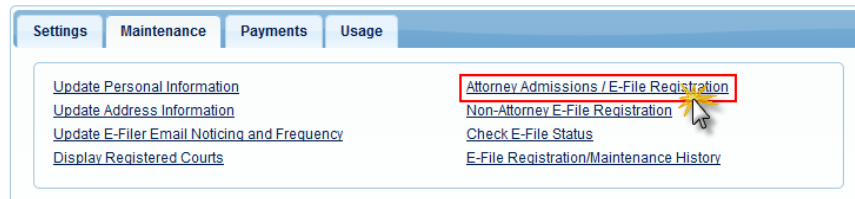


3. **Login** with your upgraded individual PACER account username and password

4. Click on the **Maintenance** tab



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



6. Select **U.S. District Courts** as the Court Type and **New Hampshire 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. For a listing of all court websites visit the [Court Links Page](#).

7. Select **Pro Hac Vice**

WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?

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
---	--

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