

UNITED STATES DISTRICT COURT  
DISTRICT OF NEW HAMPSHIRE



**RULES & PROCEDURES FOR FILING PRO HAC VICE MOTIONS**

**PRO HAC VICE MOTIONS AT CASE OPENING**

Pro hac vice motions may be filed electronically using the *Motion/Appear Pro Hac Vice* event after filing the complaint or other case initiating document, or filed conventionally in paper with a check or money order with the appropriate filing fee.

**PRO HAC VICE MOTIONS REQUESTING  
ADMISSION OF MULTIPLE ATTORNEYS**

Due to the limitations of the CM/ECF internet credit card payment system, the Supplemental Rules for ECF require a separate motion for each attorney whose admission is sought pro hac vice and prohibit requesting pro hac vice admission of multiple attorneys in one motion. AP 3.7. Thus, if local counsel wants to request the pro hac vice admission of five attorneys, local counsel would need to electronically file five separate motions, with the appropriate supporting affidavit, for each pro hac vice attorney. See LR 83.2(b)(1). The “Appear Pro Hac Vice” motion event has been modified to include the following reminder:

**NOTE: Due to limitations of the credit card payment system, you must now file a separate motion for each attorney for whom you seek pro hac vice admission. Thus, you may not request pro hac vice admission of multiple attorneys in one motion.**

The District of New Hampshire is a NextGen CM/ECF Court. Click [here](#) for step-by-step instructions for requesting access to the New Hampshire District Court's CM/ECF via PACER, **after** you have been admitted pro hac vice by the presiding judge.

For questions about filing the motion for pro hac vice, contact your case manager. For questions regarding access to CM/ECF **after** the motion has been granted, please call the main telephone number at 603-225-1423, and your call will be directed accordingly.