

**UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF FLORIDA**

Case No.: [Case No.]

[Plaintiff(s)]

Plaintiff,

vs.

[Defendant(s)]

Defendant.

\_\_\_\_\_ /

**MOTION TO APPEAR *PRO HAC VICE*,  
CONSENT TO DESIGNATION, AND REQUEST TO  
ELECTRONICALLY RECEIVE NOTICES OF ELECTRONIC FILING**

In accordance with Local Rules 4(b) of the Special Rules Governing the Admission and Practice of Attorneys of the United States District Court for the Southern District of Florida, the undersigned respectfully moves for the admission *pro hac vice* of [Name of Atty Seeking Admission] of the law firm of [Firm Name, Address & Phone#], for purposes of appearance as co-counsel on behalf of [Party being represented] in the above-styled case only, and pursuant to Rule 2B of the CM/ECF Administrative Procedures, to permit [Name of Atty Seeking Admission] to receive electronic filings in this case, and in support thereof states as follows:

1. [Name of Atty Seeking Admission] is not admitted to practice in the Southern District of Florida and is a member in good standing of the [Name of Bar & District Court].

2. Movant, [Movant-FLSD Atty Name], Esquire, of the law firm of [Firm Name, Address & Phone #], is a member in good standing of the The Florida Bar and the United States District Court for the Southern District of Florida and is authorized to file through the Court's electronic filing system. Movant consents to be designated as a member of the Bar of this Court with

whom the Court and opposing counsel may readily communicate regarding the conduct of the case, upon whom filings shall be served, who shall be required to electronically file all documents and things that may be filed electronically, and who shall be responsible for filing documents in compliance with the CM/ECF Administrative Procedures. *See* Section 2B of the CM/ECF Administrative Procedures.

3. In accordance with the local rules of this Court, [Name of Atty Seeking Admission] has made payment of this Court's \$75 admission fee. A certification in accordance with Rule 4(b) is attached hereto.

4. [Name of Atty Seeking Admission], by and through designated counsel and pursuant to Section 2B CM/ECF Administrative Procedures, hereby requests the Court to provide Notice of Electronic Filings to [Name of Atty Seeking Admission] at email address:[Atty Seeking Admission-Email].

WHEREFORE, [Movant-FLSD Atty Name], moves this Court to enter an Order [Name of Atty Seeking Admission], to appear before this Court on behalf of [Party being represented?], for all purposes relating to the proceedings in the above-styled matter and directing the Clerk to provide notice of electronic filings to [Name of Atty Seeking Admission].

Date: [Today's Date]

Respectfully submitted,

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[Movant-FLSD Atty Name]  
[Movant's Fla Bar ID #]  
[Movant's Email Address]  
[Firm Name, Address & Phone #]  
[Movant's Phone #]  
[Movant's Fax #]  
Attorneys for [Movant-Party representing?]

**UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF FLORIDA**

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[Plaintiff(s)]

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\_\_\_\_\_ /

**CERTIFICATION OF [Name of Atty Seeking Admission]**

[Name of Atty Seeking Admission], Esquire, pursuant to Rule 4(b) of the Special Rules Governing the Admission and Practice of Attorneys, hereby certifies that (1) I have studied the Local Rules of the United States District Court for the Southern District of Florida; and (2) I am a member in good standing of [Name of Bar & District Court].

\_\_\_\_\_  
[Name of Atty Seeking Admission]

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a true and correct copy of the foregoing Motion to Appear *Pro Hac Vice*, Consent to Designation and Request to Electronically Receive Notices of Electronic Filings was served by [Specify the method of service ], on [Date the filings were served], on all counsel or parties of record on the service list.

[Movant-FLSD Atty Name]

**Case No.:** [Case No.]

## SERVICE LIST

[SERV LIST-Atty Name (1)]

[SERV LIST-Atty Email (1)]

[SERV LIST-Firm Name (1)]

[SERV LIST-Street Address (1)]

[SERV LIST-City, State, Zip (1)]

[SERV LIST-Telephone # (1)]

[SERV LIST-Fax # (1)]

Attorneys for [SERV LIST-Atty For [P or D] (1)]

[SERV LIST-Party's Name (1)]

[SERV LIST-Atty Name (2)]

[SERV LIST-Atty Email (2)]

[SERV LIST-Firm Name (2)]

[SERV LIST-Street Address (2)]

[SERV LIST-City, State, Zip (2)]

[SERV LIST-Telephone # (2)]

[SERV LIST-Fax # (2)]

[SERV LIST-Atty for [P or D] (2)]

[SERV LIST-Party's Name (2)]

**UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF FLORIDA**

Case No.: [Case No.]

[Plaintiff(s)]

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\_\_\_\_\_ /

**ORDER GRANTING MOTION TO APPEAR  
*PRO HAC VICE*, CONSENT TO DESIGNATION AND REQUEST TO  
ELECTRONICALLY RECEIVE NOTICES OF ELECTRONIC FILING**

THIS CAUSE having come before the Court on the Motion to Appear *Pro Hac Vice* for [Name of Atty Seeking Admission], Consent to Designation, and Request to Electronically Receive Notices of Electronic Filing (the "Motion"), pursuant to the Special Rules Governing the Admission and Practice of Attorneys in the United States District Court for the Southern District of Florida and Section 2B of the CM/ECF Administrative Procedures. This Court having considered the motion and all other relevant factors, it is hereby

ORDERED AND ADJUDGED that:

The Motion is GRANTED. [Name of Atty Seeking Admission], may appear and participate in this action on behalf of [Party being represented?]. The Clerk shall provide electronic notification of all electronic filings to [Name of Atty Seeking Admission], at [Atty Seeking Admission-Email].

DONE AND ORDERED in Chambers at \_\_\_\_\_, Florida, this  
\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
United States District Judge

Copies furnished to: All Counsel of Record