

INSTRUCTIONS - DOCKETING AND PAYING FOR PHV MOTION(S)

For a sample Motion to Appear Pro Hac Vice, go to our website:

<http://www.flsd.uscourts.gov/pro-hac-vice-appearance> - scroll to the bottom of the page:
[Sample Motion to Appear Pro Hac Vice and Order](#).

If you do not have a CM/ECF login/password, please go to <https://www.flsd.uscourts.gov/cmecf-attorney-registration-district-court> to register for the mandatory CM/ECF on-line training in order to obtain a login/password. Once you complete the training, it can take up to 3 business days to receive your login/password. This is the account information you will use to link your PACER account for filing in FLSD.

If you have not linked your FLSD e-filing account to your PACER account, you must do so before you can file this document.

Once you link your account, if you do not remember your login/password, please contact PACER at 800-676-6856.

If you are trying to link your FLSD e-filing account to your PACER account and do not remember the login/password issued to you by FLSD, please contact the Help Desk at 888-318-2260.

Log in to your CM/ECF User Account and then check the redaction agreement.



Your browser must be set to accept cookies to log in to this site. If your browser is set to accept cookies and you are experiencing problems with the login, delete the stored cookie file in your PC. Close and reopen your browser before trying again.

 **FLORIDA SOUTHERN DISTRICT COURT Login**

** Required Information*

Username *

Password *

Client Code

[Forgot password?](#) | [Forgot username?](#) | [Need an account?](#)

NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Redaction Agreement

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:

All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and in criminal cases, home addresses in compliance with [Fed. R. App. P. 25\(a\)\(5\)](#), [Fed. R. Civ. P. 5.2](#), [Fed. R. Crim. P. 49.1](#), or [Fed. R. Bankr. P. 9037](#). This requirement applies to all documents, including attachments.

☒ I understand that, if I file, I must comply with the redaction rules. I have read this notice.

After logging in to your CM/ECF User Account, select either Civil or Criminal, then look under the Motions and Related Filings group, choose Motions, type in Pro Hac in the field box, click on Appear Pro Hac Vice – aty event, then next.

pro hac Click your selection, or use arrows to highlight it and press Enter.

Available Events (click to select events)

Appear Pro Hac Vice - aty

Selected Events (click to remove events)

Start typing to find another event.

Available Events (click to select events)

Adopt/Join
Alter Judgment
Amend/Correct
Appeal In Forma Pauperis
Appear
Appear Pro Hac Vice - aty
Appearance Ad Hoc
Appoint Counsel
Appoint Custodian
Appoint Expert
Appoint Guardian/Attorney ad Litem
Appoint Lead Counsel
Appoint Lead Plaintiff
Appoint Mediator (Court Appointment of Specific Mediator)
Appoint Receiver

Selected Events (click to remove events)

Appear Pro Hac Vice - aty

Enter the Case #, click Next.

Motions

Civil Case Number or Numbers

99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

Select the Party on the right, click Next.

Pick Filer

[Collapse All](#)[Expand All](#)

Chase Mortgage dft

Jim L Fannin pla

Select the filer.

Select the Party:

Chase Mortgage [dft]
Fannin, Jim L [pla]

Next

Clear

New Filer

Click the Browse button under Main Document and choose the PHV Motion to be filed. If the PHV Motion has additional documents not included within the Motion, click on the Browse button under Attachments and choose the documents to be filed and choose the appropriate Category from the pull-down arrow and enter a description. Click Next.

Select the pdf document and any attachments.

Main Document

No file selected.

Attachments	Category	Description
1. Browse... No file selected.		

Next

Clear

Type in the name of the attorney requesting Pro Hac Vice status in the field box, click Next.

[A separate motion must be filed for each attorney seeking appearance pro hac vice.]

Name of attorney requesting Pro Hac Vice status.

Next

Clear

Click Next.

You will be obligated to pay your fees for this motion on the next screen(s):

NOTE: The fee for this motion is -

Fee: \$200.00

Next

Clear

Click Next.

Follow the instructions below, click Next. *If you are filing an Amended/Corrected Motion and/or need to apply a previous payment to this filing, choose an option at the end of this screen and follow the instructions on the screen.

ATTENTION!

If this is a refiling and you have been PREVIOUSLY charged a filing fee, you DO NOT have to pay again.

To apply your previous payment to this transaction, please select the **Incomplete/Erroneous Filing** option below.

NOTICE!!!

*On the next page, for a Pay.gov email confirmation receipt, you MUST provide your email address in the last section, prior to payment submission.

*ACH payments: Confirm routing number and account number prior to submission. Rejected or returned items will be subject to a \$53.00 fee.

Attention filer!! Filing a Motion to Appear Pro Hac Vice will obligate you to pay the referenced filing fee(s) on the following screen(s). Please have your payment method available to process this transaction now. Click NEXT to proceed.

Once you have started the payment process, DO NOT click the back button or any other key. By doing so you may be charged twice for the transaction.

★ **Select an option below ONLY when NO fee is applicable:**

- ☐ Amended/Corrected Motion to Appear Pro Hac Vice
- ☐ MDL Case where presiding Judge has ordered no PHV fees
- ☐ Incomplete/Erroneous Filing with Pay.gov Agency Tracking ID#

Next

Clear

After clicking next, you will be prompted to log in.

You are now entering the payment information screen. Follow the instructions on the screen. Click next.

PACER Links	
Court Links	
Search PACER Case Locator	
Announcements	
Frequently Asked Questions	
Resources	
Manage My Account	

MANAGE MY ACCOUNT

Welcome, Juan Abogado_Flsd

Logout

Account Number	XXXXXXXXXX
Username	jabogado
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Pay Filing Fee for Florida Southern District Court (test) - NextGen

* Required Information

Payment Amount

Amount Due * \$200.00

Select a Payment Method



Juan Abogado

XXXXXXXXXXXX

01/2021



Enter a credit card



Enter an ACH account

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Next

Cancel

MANAGE MY ACCOUNT

Welcome, Juan Abogado_Flsd

Logout

Account Number	[REDACTED]
Username	jabogado
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Pay Filing Fee for Florida Southern District Court (test) - NextGen

Payment Summary

PAYMENT METHOD

 VISA

XXXXXXXXXX [REDACTED]
01/2021

Juan Abogado
400 N. Miami Avenue
Miami, FL
33128
USA

PAYMENT DETAILS

Payment Amount \$200.00
Fee Type Filing Fee

Email Receipt

Email

Confirm Email

Re-enter your email address.

Additional Email
Addresses

Authorization

☐

I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement. *

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Submit

Back

Cancel

DO NOT HIT THE BACK BUTTON OR SUBMIT BUTTON TWICE. IF YOU DO, YOU WILL BE CHARGED TWICE FOR THE TRANSACTION.

Manage My Account | Case Search Sign In

**PACER**
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS



HOMEREGISTERFIND A CASEE-FILEQUICK LINKSHELPCONTACT USRSS

PACER Links
Court Links
Search PACER Case Locator
Announcements
Frequently Asked Questions
Resources
Manage My Account

MANAGE MY ACCOUNT
Welcome, Juan Abogado_Fisd

Logout

Account Number	
Username	jabogado
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Pay Filing Fee for Florida Southern District Court (test) - NextGen

Payment Successful
Your payment was successful. You will now be redirected back to Florida Southern District Court (test) - NextGen to view your receipt or complete your transaction.

If you are not redirected within 30 seconds, click the 'Submit' button below. Do not click the Refresh or Back buttons, as this may result in multiple charges.

If this problem continues to occur, please contact the court.

Submit

Contact Us | Privacy | Policies and Procedures | About Us

This site is maintained by the Administrative Office of the U.S. Courts, PACER Service Center.
The purpose of this site is to provide information about locating and filing cases in U.S. federal courts.



Once payment is made, you will automatically be redirected back to the screen to finish processing the PHV motion.

Motion to Appear Pro Hac Vice

Deadlines which appear in docket text or deadline queries are for Court use only.

Response Deadline

Date: 6/20/2018

Next

Clear

Use the pull-down arrow and choose the appropriate option. The second field box is for modifications to the docket text that is needed. Click next.

Docket Text: Modify as Appropriate.

MOTION to Appear Pro Hac Vice, Consent to Designation, and Request to Electronically Receive Notices of Electronic Filing for John Smith. Filing Fee \$ 200.00 Receipt # AFLSXDC-148790 by Sebastian Banker. Responses due by 3/6/2020 (Abogado_Flsd, Juan)

This screen allows you to review the final docket text before submitting. Click Next.

Docket Text: Final Text

MOTION to Appear Pro Hac Vice, Consent to Designation, and Request to Electronically Receive Notices of Electronic Filing for John Smith. Filing Fee \$ 200.00 Receipt # BFLSXDC-148791 by Sebastian Banker. Responses due by 3/6/2020 (Abogado_Flsd, Juan)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Have you redacted?

Source Document Path (for confirmation only):
C:\User Documents\CH8.pdf pages: 14

You have completed filing a PHV Motion. The image below is the final Notice of Electronic Filing.

U.S. District Court
Southern District of Florida

Notice of Electronic Filing

The following transaction was entered by Abogado_Flsd, Juan on 2/21/2020 at 3:37 PM EST and filed on 2/21/2020

Case Name: Banker v. Removal
Case Number: [1:20-cv-20001-CMA](#)
Filer: Sebastian Banker
Document Number: [16](#)

Docket Text:
MOTION to Appear Pro Hac Vice, Consent to Designation, and Request to Electronically Receive Notices of Electronic Filing for John Smith. Filing Fee \$ 200.00 Receipt # BFLSXDC-148791 by Sebastian Banker. Responses due by 3/6/2020 (Abogado_Flsd, Juan)

1:20-cv-20001-CMA Notice has been electronically mailed to:

Juan Abogado_Flsd kachowee.shopping@gmail.com

1:20-cv-20001-CMA Notice has not been delivered electronically to those listed below and will be provided by other means. For further assistance, please contact our Help Desk at 1-888-318-2260.:

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1105629215 [Date=2/21/2020] [FileNumber=92756-0]
[0f49c9fb62a0a36dc543119c5765f1a37ca561a489a50f756d394dd1fb39925259675
be5f9869ea60760e1a2d7dc39b152cfa72978d160f5e2b3cc01794116ef]]