INSTRUCTIONS - DOCKETING AND PAYING FOR PHV MOTION(S)

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

<u>http://www.flsd.uscourts.gov/pro-hac-vice-appearance</u> - 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.

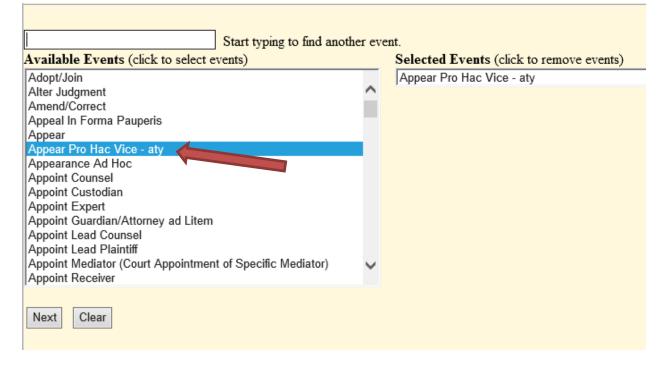
Log in to your CM/ECF User Account and then check the redaction agreement.

to accept cookies to log in to this site. If your browser is set to accept cookies and you are experiencin elete the stored cookie file in your PC. Close and reopen your browser before trying again.	ng
FLORIDA SOUTHERN DISTRICT COURT Login * Required Information Username * Password * Client Code	
Login Clear Forgot password? Forgot username? 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 <u>Fed. R. App. P. 25(a)(5)</u> , <u>Fed. R. Civ. P. 5.2, Fed. R. Crim. P. 49.1</u> , or <u>Fed. R. Bankr. P. 9037</u> . 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.	
Continue Cancel	

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 arr	ows to highlight it and press Enter.
Available Events (click to select events)	Selected Events (click to remove events)
Appear Pro Hac Vice - aty Next Clear	



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
Next Clear	

Select the Party on the right, click Next.

Pick Filer	Select the filer.
Collapse All Expand /	
Chase Mortgage dft	Select the Party:
Jim L Fannin pla	Ocicet the Farty.
	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 atta	chments.	
Main Document		
Browse 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: Mended/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.

ourt Links	Welcome, Juan Abogado_Flsd Logout
earch PACER Case Locator mouncements equently Asked Questions esources anage My Account	Account Number Jabogado 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
	• VISA
	Juan Abogado
	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

MANAGE MY ACCOUNT

Welcome, Juan Abogado_Flsd

Logout

 Account Number
 jabogado

 Username
 jabogado

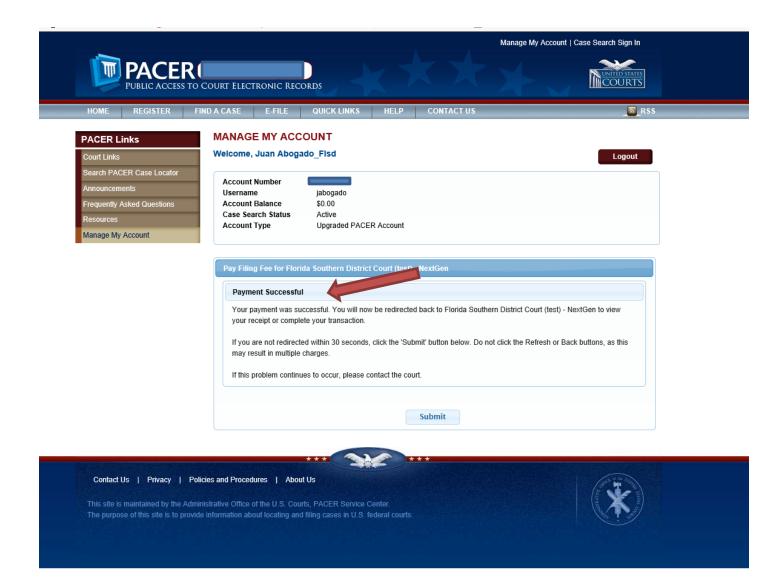
 Account Balance
 \$0.00

 Case Search Status
 Active

 Account Type
 Upgraded PACER Account

AYMENT METHOD V/SA XXXXXXXXXX 01/2021 Juan Abogado 400 N. Miami Avenue Miami, FL 33128 USA Email Receipt Email Confirm Email Additional Email	PAYMENT DETAILS Payment Amount \$200.00 Fee Type Filing Fee
XXXXXXXXXX 01/2021 Juan Abogado 400 N. Miami Avenue Miami, FL 33128 USA USA	-
01/2021 Juan Abogado 400 N. Miami Avenue Miami, FL 33128 USA USA	Fee Type Filing Fee
400 N. Miami Avenue Miami, FL 33128 USA Email Receipt Email Confirm Email	
Email Receipt	
Email Confirm Email	
Confirm Email	
Additional Email	Re-enter your email address.
Addresses	
Authorization	amount above in accordance with my card issuer agreement. *
e: We protect the security of your information durin rypts information you submit.	ing transmission using Secure Sockets Layer (SSL) software, wh

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



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 on	ly.
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)		
Next Clear		

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:\Usen	Documents\CH8.pdf pages: 14	
Next Clear		

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

