

Application for Special Admission Pro Hac Vice using LBF 120

Per LBR 9010-1(a)(2)(c), pro hac vice admission applies to practice before the court, but no admission fee is charged, and the application for admission must be submitted to the court on LBF 120. An attorney admitted pro hac vice will not be considered the attorney of record.

Note: Local counsel will receive electronic notification, while any pro hac vice attorney will receive manual notices.

Per LBR 5005-4(b)(4), unless local counsel is an ECF participant who will be responsible for filing and lodging documents, an attorney appearing pro hac vice must register to become an authorized ECF Participant no later than 14 days after the entry of the order authorizing the attorney's appearance, and promptly begin electronic filing and lodging or comply with the procedure in LBR 5005-4(b)(2).

To file an Application for Special Admission Pro Hac Vice using LBF 120, submit the completed form as follows:

- Step 1. Select **Bankruptcy or Adversary > Order Upload > Upload Order - No Separate Motion**.
- Step 2. For Order Type, select **Other** and enter the case number. Click **Next**.
- Step 3. For Order Description, select **Application for Special Admission Pro Hac Vice, and ORDER Thereon**. Click **Next**.
- Step 4. Browse and upload the completed LBF 120. Click **Next**.

You will receive a message confirming submission of the proposed order.