

**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF GEORGIA  
2211 United States Courthouse, 75 Spring Street, S.W.  
Atlanta, Georgia 30303-3361  
404-215-1600**

**PRO HAC VICE ADMISSION - INFORMATION AND INSTRUCTIONS**

**Local Rule 83.1B, below, sets forth the requirements for admission pro hac vice.**

**83.1B. Permission to Practice in a Particular Case.**

A non-resident attorney who is not an active member in good standing of the State Bar of Georgia, but who is a member in good standing of the bar of any United States Court or of the highest court of any State may apply in writing for permission to appear pro hac vice.

Applications for admission pro hac vice may be obtained from the Clerk. The applicant shall state under penalty of perjury the applicant's (1) residence address, (2) office address and telephone number, (3) the courts to which admitted to practice and the dates of admission, and (4) a statement that the applicant is in good standing and eligible to practice in all courts to which admitted. Applications for admission pro hac vice must be accompanied by payment of a prescribed admission fee. **A non-resident attorney will not be permitted to appear until the applicant's application for admission pro hac vice has been signed by the district judge to whom the case is assigned or by the district judge's courtroom deputy, if so authorized by the district judge.** (emphasis supplied)

An attorney applying to appear pro hac vice must also designate a local member of the bar of this Court with whom the opposing counsel and the Court may readily communicate regarding the conduct of the case and upon whom papers shall be served. The address, telephone number, and written consent of the designated local counsel must be filed with the attorney's pro hac vice application.

If the non-resident attorney fails to respond to any order of the Court for appearance or otherwise, the local attorney shall have the responsibility and full authority to act for and on behalf of the client in all proceedings in connection with the case, including hearings, pretrial conferences, and trial.

**Admission Fee:** \$150.00: cash, U.S. Postal money order, cashier's check, or law firm check payable to Clerk, U.S. District Court.

**Application:**

1. Type, completing **all** blanks.
2. May be presented at the Clerk's Office public intake counter or mailed, with fee, to Clerk, U.S. District Court:

**Atlanta: Room 2216, 75 Spring Street, S.W., 30303**

**Gainesville: 121 Spring St. S.E. Suite 201, 30501 (678-450-2760),**

**Newnan: Room 352, 18 Greenville Street, 30264 (678-423-3060)**

**Rome: Room 304, 600 East First Street, 30161 (706-378-4060)**

**Designated Local Counsel:** Must be an active member in good standing of the State Bar of Georgia and the Bar of this Court **and maintain an office in the Northern District of Georgia.**

**MANDATORY REQUIREMENTS**

1. Provide a list of all cases filed in this Court in which applicant has appeared as counsel.
2. Type local counsel's name below the signature line and enter the bar number in the space provided.
3. **Pay \$150.00 fee at time of filing.**

**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF GEORGIA**



Plaintiff	)	
	)	CASE NO.: _____
v.	)	Appearing on behalf of: _____
	)	
Defendant.	)	_____
	)	(Plaintiff/Defendant)

**APPLICATION FOR ADMISSION PRO HAC VICE**

**Petitioner**, \_\_\_\_\_, hereby requests permission to appear pro hac vice in the subject case filed in the \_\_\_\_\_ Division of the United States District Court for the Northern District of Georgia. **Petitioner** states under penalty of perjury that (he/she) is a member in good standing of the Bar of the following United States Court, \_\_\_\_\_, and/or the highest Court of the State of \_\_\_\_\_. **Petitioner** states further that (he/she) is not eligible for admission under Local Rule 83.1A and that (he/she) does not reside or maintain an office for the practice of law in the State of Georgia. **Petitioner** states that (he/she) has provided fully all information requested on the reverse side of this application. **Petitioner** designates \_\_\_\_\_ as local counsel. His/her business address is provided below in the Consent of Designated Local Counsel.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Signature of **Petitioner**)

**CONSENT OF DESIGNATED LOCAL COUNSEL**

I, \_\_\_\_\_, designated local counsel for the subject case, agree to readily communicate with opposing counsel and the Court regarding the conduct of this case and accept papers when served and recognize my responsibility and full authority to act for and on behalf of the client in all proceedings related to this case, including hearings, pretrial conferences and trials, should the **Petitioner** fail to respond to any Court order for appearance or otherwise.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Georgia Bar Number

\_\_\_\_\_  
Signature of Local Counsel

\_\_\_\_\_  
Business Telephone

\_\_\_\_\_  
(Law Firm)  
\_\_\_\_\_  
(Business Address)  
\_\_\_\_\_  
(City, State, Zip)  
\_\_\_\_\_  
(Mailing Address)

**COURTS TO WHICH ADMITTED (Identify Court and Location)**

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UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF GEORGIA



\_\_\_\_\_  
Civil/Criminal Action Number

**ORDER OF ADMISSION**

It appearing to the Court that the requirements stated in LR 83.1B for admission pro hac vice have been satisfied, ***Petitioner's*** request to appear pro hac vice in the United States District Court, Northern District of Georgia in the subject case is **GRANTED**.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
UNITED STATES DISTRICT JUDGE

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NAME OF PETITIONER: \_\_\_\_\_

Residence Address: \_\_\_\_\_

\_\_\_\_\_

Business Address: \_\_\_\_\_

Firm/Business Name

\_\_\_\_\_  
Street Address                      City                      State                      Zip Code

\_\_\_\_\_  
Mailing Address if Other Than Street Address

\_\_\_\_\_  
Telephone Number (Include area code)