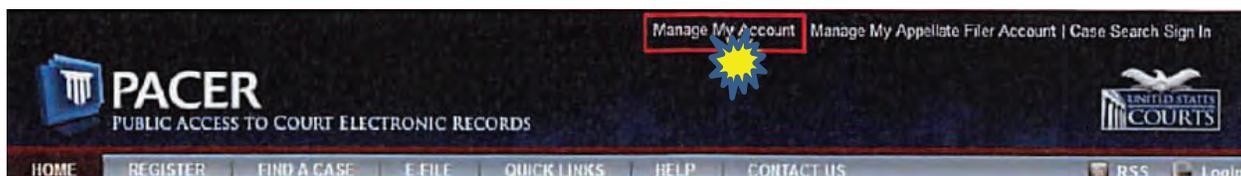


Pro Hac Vice

**NOTE – If you have previously appeared in the U.S. District Court for the District of Wyoming, please skip the below steps and file an Entry of Appearance (Pro Hac Vice) instead.*

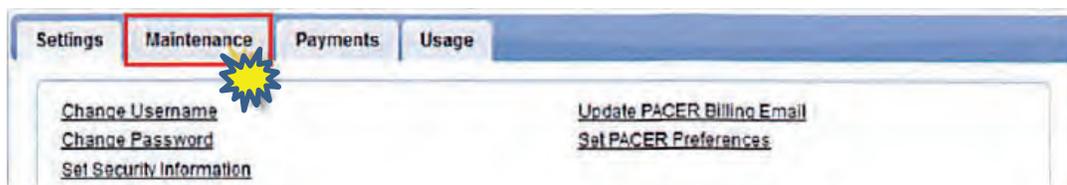
Attorneys who are not a member of the Federal Bar of the District of Wyoming, may seek admission Pro Hac Vice as set forth in Local Rule 84.2(b). Once an attorney has been granted pro hac admission into a certain case by a Judge in the District of Wyoming, they will have to seek pro hac admission into this Court through PACER. In order to request said admission, you must have an upgraded individual PACER account. If you do not have an upgraded individual PACER account, click [HERE](#) for procedures on how to upgrade. If you do not have a PACER account at all, click [HERE](#) for procedures on how to register. Once you have a PACER account, follow the steps below.

1. Navigate to www.pacer.gov
2. Click Manage My Account at the very top of the page



3. Login with your upgraded individual PACER account username and password

4. Click on the Maintenance tab



5. Select Attorney Admission/E-file Registration.



The screenshot shows a navigation bar with four tabs: Settings, Maintenance, Payments, and Usage. Below the tabs is a list of links. The link 'Attorney Admissions / E-File Registration' is highlighted with a red box and a yellow starburst icon. Other links include 'Update Personal Information', 'Update Address Information', 'Update E-File Email Noticing and Frequency', 'Display Registered Courts', 'Non-Attorney E-File Registration', 'Check E-File Status', and 'E-File Registration/Maintenance History'.

6. Select **U.S. District Courts** as the Court Type and **Wyoming District Court** as the Court. Click **Next**.



The screenshot shows a form titled 'In what court do you want to practice?' with a red asterisk and the text '* Required Information'. There are two dropdown menus: 'Court Type *' with 'U.S. District Courts' selected, and 'Court *' with 'Wyoming District Court (test)' selected. Below the dropdowns is a note: 'Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. To find more information on all courts, visit the [Court CM/ECF Lookup page](#).' At the bottom are three buttons: 'Next', 'Reset', and 'Cancel'.

7. Select **Attorney Admissions and E-file**.



The screenshot shows a form titled 'What would you like to apply/register for?'. There are five blue buttons stacked vertically: 'Attorney Admissions and E-File', 'E-File Registration Only', 'Pro Hac Vice', 'Multi-District Litigation', and 'Federal Attorney'. The 'Pro Hac Vice' button is highlighted with a yellow starburst icon.

8. Complete all sections of the required registration information:

Filer Information

Filer Information

* Required Information

| | |
|---------------|---|
| Role in Court | Attorney |
| Title | Select a title or enter your own <input type="button" value="v"/> |
| Name | Chan Tatum |



I acknowledge that I am submitting the e-file registration for the individual listed above. **Note: If more than one individual uses this account, you must create a new PACER account for the individual who needs e-filing privileges, if she or he does not already have one. ***

Please verify your address. You may also enter a different address from the one provided for your CSO account.

Use a different address. Checking this will clear the address fields below.

Additional Filer Information

Additional Filer Information

| | |
|---------------------------|---|
| Already Admitted at Court | Select Court <input type="button" value="v"/> |
| Court Bar ID | <input type="text"/> |
| Other Names Used | <input type="text"/> |
| Pro Hac Vice Case Number | <input type="text"/> |
| State Bar ID | <input type="text"/> |
| State | Select State <input type="button" value="v"/> |

Delivery Method and Formatting

NOTE – HTML is the preferred Email format.

Delivery Method and Formatting

Use a different email. Checking this will clear the primary email fields below.

| | |
|-------------------|---|
| Primary Email * | wydc2120@gmail.com |
| Confirm Email * | wydc2120@gmail.com |
| Email Frequency * | At The Time of Filing (One <input type="button" value="v"/>) |
| Email Format * | HTML <input type="button" value="v"/> |

Click Next.

9. Set default payment information if desired (not required). Click **Next** when finished or to bypass this screen.

Payment Information

NOTE: Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.

This section is optional. If you do not enter payment information here, you may do so later by selecting the **Make One-Time PACER Fee Payment** option under the **Payments** tab.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods.

To designate a card as the default for e-filing or admissions fees, click the **Set default** link in the box(es) below. To remove the card as a default, click the **Turn off** link.

[Add Credit Card](#) [Add ACH Payment](#)

Next **Back** **Cancel**

10. Click on the two **Attorney E-filing Terms and Conditions** boxes.

[Click here to download a printable version of the Attorney E-filing Terms and Conditions](#)

 Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. *

 Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. [Click here to view local Court Policies and Procedures.](#) *

11. Click **Submit**. The court will review your admission request and provide you with further instructions regarding the payment of your pro hac vice admission fee. Once payment is received, your e-filing account will be automatically activated.