



DANA C. McWAY  
CLERK OF COURT

DIANA DURKEE AUGUST  
CHIEF DEPUTY CLERK

## UNITED STATES BANKRUPTCY COURT

EASTERN DISTRICT OF MISSOURI  
THOMAS F. EAGLETON U.S. COURTHOUSE  
111 SOUTH TENTH STREET, FOURTH FLOOR  
ST. LOUIS, MISSOURI 63102  
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### Instructions for Attorney Admission Pro Hac Vice

In order to comply with Local Bankruptcy Rule 2090 and Local Rules 12.01 (A) and 12.01 (E) of the United States District Court for the Eastern District of Missouri, it will be necessary for you to file the following **with the Clerk, U.S. Bankruptcy Court:**

- a) Motion Pro Hac Vice (see attached Verified Motion for Admission Pro Hac Vice)
- b) A check payable to: **Clerk, U.S. District Court**, in the amount of \$150.00.

Pursuant to United States District Court, Eastern District of Missouri Local Rule 12.01(A), an attorney may appear personally on his or her own behalf without filing a pro hac vice application if the attorney is, in fact, acting on his own behalf, and not through a law firm or professional corporation. To be excused from filing the application, the attorney must file a Motion to Be Excused from Filing a Pro Hac Vice Application reciting why the attorney believes he or she is not required to be admitted pro hac vice.

In existing cases, failure to file a Pro Hac Vice Application or Motion to be Excused within five (5) business days may result in your pleadings being stricken without further notice of this court.

With regard to new petitions, failure to provide this information within five (5) business days of the date of this notice will result in this case being classified as filed by a Pro Se debtor.

If you wish to seek admission to the U.S. District Court, Eastern District of Missouri, please contact that court at (314) 244-7912. Thank you.

Sincerely,  
**Dana C. McWay**  
**Clerk of Court**

Revised 3/1/2022

Sample Motion

UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF MISSOURI  
EASTERN DIVISION

In re [Debtors Name] )  
 )  
 Plaintiff, )  
 ) Case No. \_\_\_\_\_  
 vs. )  
 )  
 Defendant. )  
 )

VERIFIED MOTION FOR ADMISSION PRO HAC VICE

Pursuant to Local Bankruptcy Rule 2090 and Rule 12.01(E) of the local rules of the United States District Court for the Eastern District of Missouri, I, \_\_\_\_\_  
\_\_\_\_\_ move to be admitted pro hac vice to the bar of this court for the purpose of representing \_\_\_\_\_  
in the instant matter. In support of this motion, I submit the following information as required by Rule 12.01(E):

- a. Full name of the movant-attorney;
- b. Address and telephone number of the movant-attorney;
- c. Name of the firm or letterhead under which the movant practices;
- d. Name of the law school(s) movant attended and the date(s) of graduation therefrom;
- e. State and federal bars of which the movant is a member, with dates of admission and registration numbers, if any;
- f. Statement that movant is a member in good standing of all bars of which movant is a member and that movant is not under suspension or disbarment from any bar;
- g. Statement that movant does not reside in the Eastern District of Missouri, is not regularly employed in this District, and is not regularly engaged in the practice of law in this District.

Movant attests under penalty of perjury to the truth and accuracy of the foregoing facts, and respectfully requests that this motion be granted, and that movant be admitted pro hac vice to the bar of this Court and be allowed to appear in the instant matter.

Insert Attestation

/s/ \_\_\_\_\_  
Attorney Name, Fed. & State Bar #  
Attorney for Movant/Debtor  
Address  
City, State, Zip Code  
Phone:                      Fax:  
e-mail:

**CERTIFICATE OF SERVICE**

I certify that a true and correct copy of the (insert name of the document) was filed electronically on (insert month, day and year) with the United States Bankruptcy Court, and has been served on the parties in interest via e-mail by the Court's CM/ECF System as listed on the Court's Electronic Mail Notice List.

(list names and electronic addresses)

/s/ \_\_\_\_\_

Printed

(Insert your name here if only using the first paragraph and delete the second paragraph and signature line)

I certify that a true and correct copy of the (insert name of the document) was filed electronically with the United States Bankruptcy Court, and has been served by Regular United States Mail Service, first class, postage fully pre-paid, addressed to the parties listed below on (insert month, day and year):

(list name and address)

/s/ \_\_\_\_\_

Printed

(Insert your name here if using both paragraphs and delete signature line after first paragraph)