



UNITED STATES BANKRUPTCY COURT

EASTERN DISTRICT OF MISSOURI
THOMAS F. EAGLETON U.S. COURTHOUSE
111 SOUTH TENTH STREET, FOURTH FLOOR
ST. LOUIS, MISSOURI 63102

www.moeb.uscourts.gov

DANA C. MCWAY
CLERK OF COURT

DIANA DURKEE AUGUST
CHIEF DEPUTY CLERK

(314) 244-4500
VCIS (314) 244-4999
FAX (314) 244-4990
PACER (314) 244-4998

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 proposed order; see proper method of submitting orders at the following link http://www.moeb.uscourts.gov/submit_order.htm and
- c. A check payable to: **Clerk, U.S. District Court**, in the amount of \$100.00.

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 of the date of this notice 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 6/30/2008

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

Signature Block of Applicant
(See LR 9011)

Certificate of Service
(See LR 9004 D. And LR 2090 B.1)

Please submit a proposed order with this Application to the following link.
http://www.moeb.uscourts.gov/submit_order.htm