

Pro Hac Vice Registration

Pro Hac Vice admission requires a written application to the bankruptcy court and in its discretion, an attorney who is not a member of the bar of Iowa Northern or Southern court may be permitted to appear and participate in a pending case and/or proceeding, assuming the application conforms to [Local Rule 2090-1 \(b\)\(3\)](#) and is granted.

You can register to e-file and/or receive electronic noticing with the court after approval of Pro Hac Vice Admission. When registering with the court through PACER, Select Pro Hac Vice. Then, in the Additional Filer Information window, add the case number of the bankruptcy case you request permission to appear pro hac vice. Your registration to e-file may be returned for additional information if the case number is omitted.

Access to file via PACER does not eliminate the requirement to file a Motion to Appear Pro Hac Vice.

1. Access PACER via www.pacer.gov
2. **Select** Manage my Account and login with PACER login and password
3. **Select** the Maintenance tab on the top



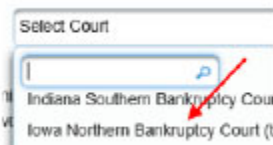
4. **Select** Attorney Admissions / E-file Registration



5. **Select** US Bankruptcy Court as the court type from the drop down list.



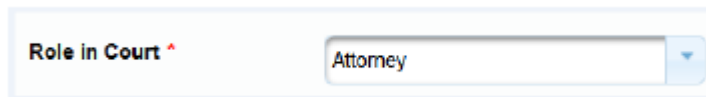
6. **Select** Iowa Northern Bankruptcy Court from the list. **Click Next.**



7. **Select** Pro Hac Vice.



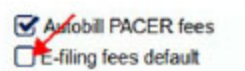
8. All your PACER information will display.
9. The Role in Court defaults to Attorney



10. Complete additional required fields on the screen.
11. In the Additional Filer Information Field, add the case number of the bankruptcy case you have been granted permission to appear in pro hac vice.



12. **Select** your Email Frequency and Email Format (e.g., html). **Click Next.**
13. The Payment information screen will display. If you entered a credit card when you registered for your PACER account, you can check the box to have this card used for any CM/ECF filing fees. If you do not want to add a credit card, just click Next.



14. E-filing Terms and Conditions screen will display. Place a **Checkmark** in the boxes to acknowledge that you have read and accept the terms. **Click Submit**
15. The confirmation page will display. **Click Done.**

Once you have submitted this registration, the court will activate your account and you will receive an email advising you that your account has been activated.

Once your account is activated you can begin e-filing with the court by going to www.ianb.uscourts.gov and selecting E-Filing (CM/ECF).

You then use the PACER login you created when registering for PACER to file electronically.