

ATTORNEYS GRANTED LEAVE OF COURT
TO APPEAR PRO HAC VICE



ONLY ATTORNEYS GRANTED LEAVE OF COURT MAY APPLY AND REGISTER FOR PRO HAC VICE E-FILING ACCOUNTS.

YOU MAY NOT PROCEED UNLESS THE COURT HAS GRANTED YOUR MOTION TO PROCEED PRO HAC VICE.

To e-file you must have an Upgraded Pacer account and an e-filing account with the 5th Circuit. Review the options below to determine your current status and action required in order to e-file.

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I. Attorneys with an Upgraded Pacer Account and a 5th Circuit CM/ECF E-Filing account

If you have an upgraded Pacer account and an Active E-Filing account with the 5th Circuit. No further action is needed. You may login and file with this court in the approved case.

II. Attorneys with an Upgraded Pacer account only

1. Log in to your Pacer account. <https://pacer.psc.uscourts.gov/pscof/login.jsf>
2. Click the Maintenance tab and select ‘Attorney Admissions / E-File Registration

PACER
Public Access To Court Electronic Records

Manage My Account

Account Number	7702823
Username	laneytestaty
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account

Settings **Maintenance** Usage

[Update Personal Information](#) [Attorney Admissions / E-File Registration](#)
[Update Address Information](#) [Non-Attorney E-File Registration](#)

3. Select Court Type and Court.

In what court do you want to practice?

* Required Information

Court Type * ▼

Court * ▼

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](#).

4. Review local policies and procedures. When done, click ‘Pro Hac Vice’ and complete all requested information.

What would you like to apply/register for?

Attorney Admissions and E-File
E-File Registration Only
Pro Hac Vice
Federal Attorney

[Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court](#)

Electronic Case Filing (ECF) is mandatory in the Fifth Circuit Court of Appeals for all counsel. In order to be approved for electronic filing, attorneys are required to be an active member of the 5th Circuit bar, to register as a "Filing User" in accordance with 5th Cir. R. 25.2.3, and to comply with the court's ECF rules and standards.

[Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court](#)

For attorneys seeking admission to the bar, complete and submit the Application and Oath for Admission form. Pursuant to FED. R. APP. 46(a), you must be a member in good standing of a federal or state court/bar and must attach a certificate of good standing from a qualifying court to your application.

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III. Attorneys with a Legacy Pacer account and a 5th Circuit E-Filing Account

1. You must Upgrade your Pacer account.

Log in to your Pacer account at <https://pacer.psc.uscourts.gov/pscof/login.jsf>

If you don't remember your login credentials, you can retrieve them here:

Retrieve PACER login: <https://pacer.psc.uscourts.gov/pscof/forgotUserName.jsf>

Retrieve PACER password: <https://pacer.psc.uscourts.gov/pscof/forgotPassword.jsf>

2. Click the Maintenance tab and select 'Update Personal Information'. Complete all requested information.

3. After upgrading your Pacer account, you must link it to your 5th Circuit e-filing account.

To link your accounts, you must know your 5th Circuit login/password. If you don't remember your login credentials, you can retrieve them here:

Retrieve your CM/ECF login or password: <https://www.pacer.gov/psco/cgi-bin/cmecf/ea-reqpswd.pl>

When you are ready to link your accounts, follow the steps below:

- a. Be sure that you are logged out of PACER completely and close your browser.
 - b. Open your browser and go to the ECF website for the 5th Circuit.
 - c. Click the CM/ECF Document Filing System link. At the login screen, log in with your upgraded PACER account credentials.
 - d. Click Link My Filer Account to My PACER Account.
 - e. Enter your old e-filing CM/ECF login and password to link your accounts.
4. From this point forward, use your upgraded PACER account credentials to log in to file in any NextGen CM/ECF court.

IV. Attorneys that do not have either a Pacer account nor a 5th Circuit E-Filing account

1. Register at Pacer: <https://pacer.psc.uscourts.gov/pscof/regWizard.jsf>
2. Follow steps 2. through 4. in [section II above](#).