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#### **Required Information**

The following information is required when paying a pro hac vice fee for Bankruptcy Court: Bankruptcy Court Case Number Name of Pro Hac Vice Attorney Name of Sponsoring Attorney

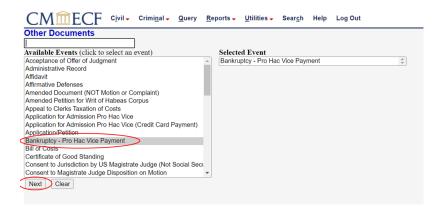
#### Filing fee

The \$75 fee will be tendered to the Clerk of Court on CM/ECF. **Do not** abandon the filing after the fee is paid or press the back arrow. You must continue through until you reach the Notice of Electronic filing screen.

Paying the Pro Hac Vice fee

Log into CM/ECF and select **Civil** from the blue menu bar, then click **Other Documents** and choose the **Bankruptcy – Pro Hac Vice Payment** event, then click **Next**. See figures below.

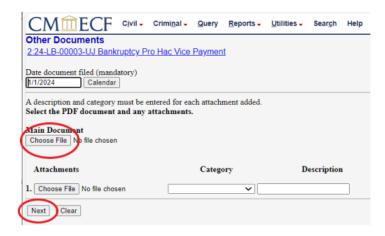




Enter the case number **24-LB-3**. Each year the case number will be the current year 24 with case type LB and number 3.



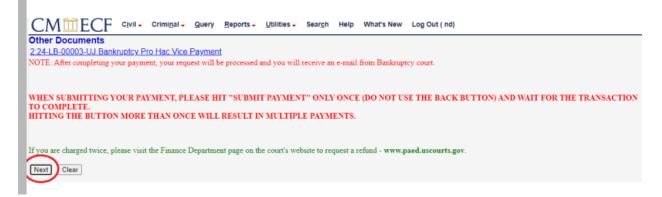
Upload the .pdf of your request. Click Next.



Enter the information as seen in the figure below and click Next.

Other Do	ECF cuments		Crimi <u>n</u> al -			
2:24-LB-00	0003-UJ Bank	ruptcy P	ro Hac Vice	Paymen	<u>it</u>	
Bankruptcy	Court case nun	nber: 23-l	ok-1234			
Attorney see	eking to appear	Pro Hac	Vice: Pro Ha	Attorney	Name	
Sponsoring	Attorney: Ente	r Sponsor	Name			
Fee: \$ 75						

On the following screens CM/ECF will direct you to pay the \$75 pro hac vice fee.



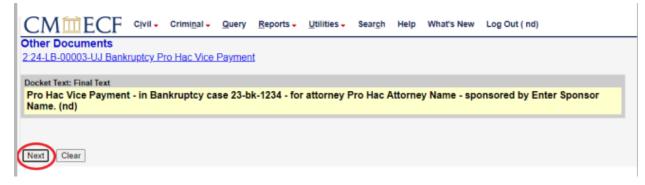
**Note:** Accounts with a stored debit or credit card will see the screens below. Accounts that don't have a card stored on their PACER account will be prompted to enter a one-time payment, for this transaction only.

Username	PAEDtrainAtty1
Account Balance	\$0.00
<b>Case Search Status</b>	
Account Type	Upgraded PACER Account
y Filing Fee for Penns	ylvania Eastern District Court(train)
Required Information	
Payment Amount	
Amount Due*	\$75.00
Select a Payment Me	thod
O VISA	
John Public XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	K4747
O Enter a credit ca	rd
	(Next) Cancel
ny Filing Fee for Permisylvania Z Pepmant Summary Payment Method	extern District Court(Srakt) Payment Details Payment
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Perional Successry Payment Method NOCOCOCOCOCOCA747 04/2022 2019 Public 223 Ary Street Vocar Town, NY 10022 USA	eters District Count(Straid)  Payment Details Payment \$75.50 Pres Type Fring Pee
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Peptient Summary Payment Method SSE SUCCODDOCOCK4747 OU1202 John Public 123 Ary Street Your Town, NY 10022 USA Email Receipt Email Ishmap Acotional Email	Nicole Durso (Nicole_Durso@par
Protect Surrenery Payment Method VICE V00000000004747 04/2022 John Public 123 Any Street Vour Town, NY 20022 USA Email Receipt Email	Alecthysurdomain.com
Peptient Summary Payment Method SSE SUCCODDOCOCK4747 OU1202 John Public 123 Ary Street Your Town, NY 10022 USA Email Receipt Email Ishmap Acotional Email	Alecthysurdomain.com
Peptient Summary Payment Method SSE SUCCODDOCOCK4747 OU1202 John Public 123 Ary Street Your Town, NY 10022 USA Email Receipt Email Ishmap Acotional Email	Alecthysurdomain.com
Periodel Surrenery Payment Method VIC Payment Metho	Alecthysurdomain.com
Province1 Surremary Pagement Method VIII VOCCOCOCOCOCOCA4747 04/2022 Anno Public 233 Any Storet Vicu Town, NY 100022 USA  Ernal Receipt Ernal Content Content Draal Acotect Ernal Acotect Ernal Acotect Ernal Content Draal Acotect Ernal Acotect Ernal Content Conten	Advect District Count Working Payment Details Payment \$75 >0 Ten Type Filing Fee Micole Durso (Nicole_Durso@pai Advectbyourdomain.com

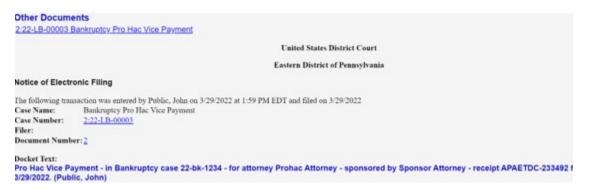
After your payment is processed you will be re-directed back to CM/ECF to complete your entry. See figure below. You MUST complete the entry, **Do not** abandon your filing, Bankruptcy court will not be notified unless the entry is complete. Also, do not click the back button after receiving this screen, doing this will result in being charged twice.



Below is that last screen you will see before submitting the transaction. Clicking **Next** finalizes the filing.



The final screen is the Notice of Electronic Filing. The filing attorney will receive the Notice of Electronic Filing via e-mail.



### After the fee is paid

Bankruptcy Court will be notified of your payment via the Notice of Electronic Filing.