

# Paying a Pro Hac Vice fee for an Eastern District of Pennsylvania Bankruptcy Court Case in CM/ECF

## Contents

Required Information .....	2
Filing fee .....	2
Paying the Pro Hac Vice fee .....	2
After the Request is filed .....	6

# Paying a Pro Hac Vice fee for an Eastern District of Pennsylvania Bankruptcy Court Case in CM/ECF

## 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.



# Paying a Pro Hac Vice fee for an Eastern District of Pennsylvania Bankruptcy Court Case in CM/ECF

The screenshot shows the CM/ECF 'Other Documents' interface. At the top, there is a navigation bar with 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', 'Help', and 'Log Out'. Below the navigation bar, there is a search box and a 'Selected Event' dropdown menu. The 'Available Events' list includes: Acceptance of Offer of Judgment, Administrative Record, Affidavit, Affirmative Defenses, Amended Document (NOT Motion or Complaint), Amended Petition for Writ of Habeas Corpus, Appeal to Clerks Taxation of Costs, Application for Admission Pro Hac Vice, Application for Admission Pro Hac Vice (Credit Card Payment), Application/Petition, Bankruptcy - Pro Hac Vice Payment (circled in red), Bill of Costs, Certificate of Good Standing, Consent to Jurisdiction by US Magistrate Judge (Not Social Sec), and Consent to Magistrate Judge Disposition on Motion. The 'Next' button is also circled in red.

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.

The screenshot shows the CM/ECF 'Other Documents' interface. The 'Civil Case Number or Numbers' field contains '2:24-LB-3'. The 'Next' button is circled in red.

Upload the .pdf of your request. Click Next.

The screenshot shows the CM/ECF 'Other Documents' interface for case '2:24-LB-0003-UJ Bankruptcy Pro Hac Vice Payment'. The 'Date document filed (mandatory)' is set to 11/1/2024. Below this, there is a message: 'A description and category must be entered for each attachment added. Select the PDF document and any attachments.' The 'Main Document' section has a 'Choose File' button circled in red. Below this is a table for 'Attachments' with columns for 'Attachments', 'Category', and 'Description'. The first row shows '1. Choose File No file chosen' with a dropdown menu and a text input field. The 'Next' button is also circled in red.

## Paying a Pro Hac Vice fee for an Eastern District of Pennsylvania Bankruptcy Court Case in CM/ECF

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

CM/ECF Civil Criminal Query Reports Utilities Search

Other Documents

[2:24-LB-00003-UJ Bankruptcy Pro Hac Vice Payment](#)

Bankruptcy Court case number:

Attorney seeking to appear Pro Hac Vice:

Sponsoring Attorney:

Fee:

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

CM/ECF Civil Criminal Query Reports Utilities Search Help What's New Log Out (nd)

Other Documents

[2:24-LB-00003-UJ Bankruptcy Pro Hac Vice Payment](#)

NOTE: After completing your payment, your request will be processed and you will receive an e-mail from Bankruptcy court.

**WHEN SUBMITTING YOUR PAYMENT, PLEASE HIT "SUBMIT PAYMENT" ONLY ONCE (DO NOT USE THE BACK BUTTON) AND WAIT FOR THE TRANSACTION TO COMPLETE. HITTING THE BUTTON MORE THAN ONCE WILL RESULT IN MULTIPLE PAYMENTS.**

If you are charged twice, please visit the Finance Department page on the court's website to request a refund - [www.paed.uscourts.gov](http://www.paed.uscourts.gov).

**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.

## Paying a Pro Hac Vice fee for an Eastern District of Pennsylvania Bankruptcy Court Case in CM/ECF

Account Number 7008270  
Username PAEDtrainAtty1  
Account Balance \$0.00  
Case Search Status Active  
Account Type Upgraded PACER Account

Pay Filing Fee for Pennsylvania Eastern District Court(train)

\* Required Information

Payment Amount

Amount Due \* \$75 00

Select a Payment Method

VISA  
John Public  
XXXXXXXXXXXX4747  
04/2022

Enter a credit card

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Next Cancel

Pay Filing Fee for Pennsylvania Eastern District Court(train)

Payment Summary

Payment Method VISA XXXXXXXXXXXX4747 04/2022 John Public 123 Any Street Your Town, NY 10022 USA	Payment Details Payment Amount \$75.30 Fee Type Filing Fee
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Email Receipt

Email john.q.public@yourdomain.com  
Confirm Email john.q.public@yourdomain.com  
Additional Email Addresses

Authorization  
 I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement.

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Submit Back Cancel

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.

## Paying a Pro Hac Vice fee for an Eastern District of Pennsylvania Bankruptcy Court Case in CM/ECF



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.