

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

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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

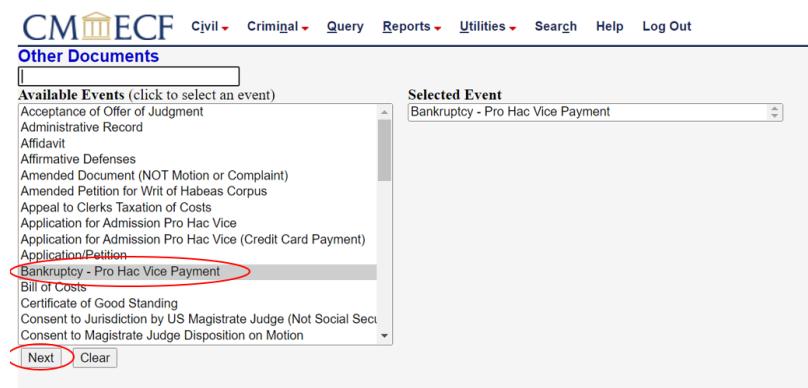
The \$75 fee will be tendered to the Clerk of Court on CM/ECF. **Do not** abandon the filing after the fee is paid or press the back arrow. You must continue through until you reach the Notice of Electronic filing screen.

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.

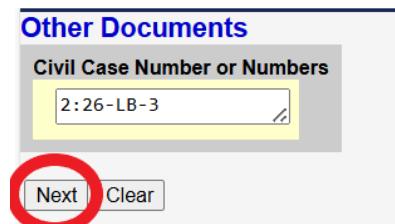


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The screenshot shows the CM/ECF interface for selecting a document type. The 'Selected Event' dropdown is set to 'Bankruptcy - Pro Hac Vice Payment'. The 'Available Events' list includes various legal documents, with 'Bankruptcy - Pro Hac Vice Payment' highlighted and circled in red. Below the list are 'Next' and 'Clear' buttons, with 'Next' also circled in red.

Enter the case number **26-LB-3**. Each year the case number will be the current year 26 with case type LB and number 3.



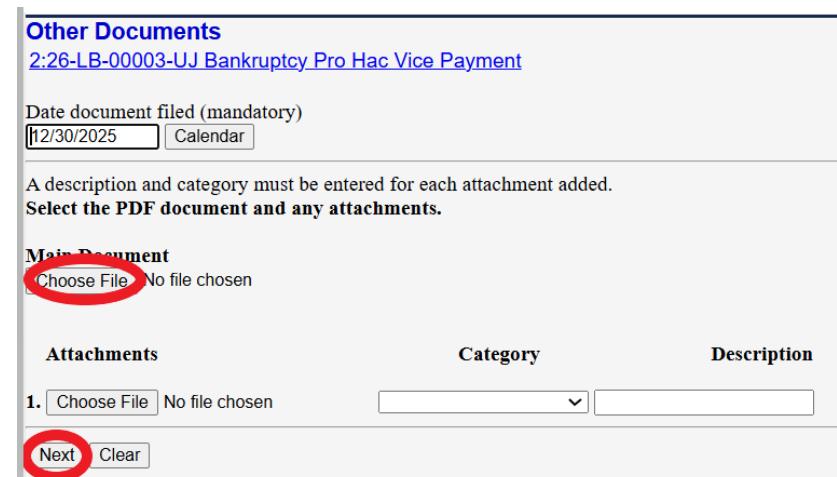
The screenshot shows the 'Civil Case Number or Numbers' field containing '2:26-LB-3'. Below the field are 'Next' and 'Clear' buttons, with 'Next' circled in red.

Click the Next button.



The screenshot shows the case number '2:26-LB-00003-UJ' and the document title 'Bankruptcy Pro Hac Vice Payment'. Below these are 'Next' and 'Clear' buttons, with 'Next' circled in red.

Upload the .pdf of your request. Click Next.



The screenshot shows the 'Main Document' section with a 'Choose File' button and a message 'No file chosen'. Below this is a table with columns 'Attachments', 'Category', and 'Description'. The first row shows a file entry: '1. Choose File No file chosen'. At the bottom are 'Next' and 'Clear' buttons, with 'Next' circled in red.

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

Other Documents

[2:26-LB-00003-UJ Bankruptcy Pro Hac Vice Payment](#)

Bankruptcy Court case number:

Attorney seeking to appear Pro Hac Vice:

Sponsoring Attorney:

Fee: \$

Next **Clear**

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

Other Documents

[2:26-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.

Next **Clear**

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.

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

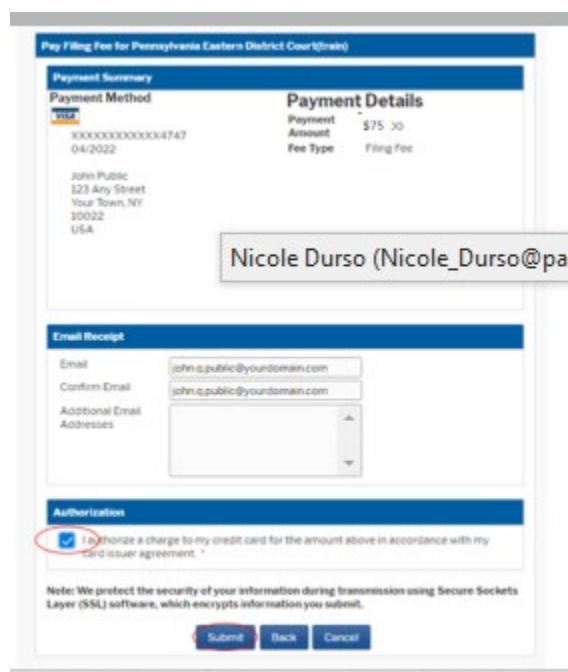
 John Public
XXXXXXXXXXXX4747
04/2022

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**

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



Pay Filing Fee for Pennsylvania Eastern District Court(Bank)

Payment Summary

Payment Method	Payment Details
Visa XXXXXX00000000000000000000000000 04/2022	Payment Amount \$75.00 Fee Type Filing Fee

John Public
123 Any Street
Your Town, NY
10022
USA

Nicole Durso (Nicole_Durso@pa)

Email Receipt

Email: john.o.public@yourdomain.com
Confirm Email: john.o.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.



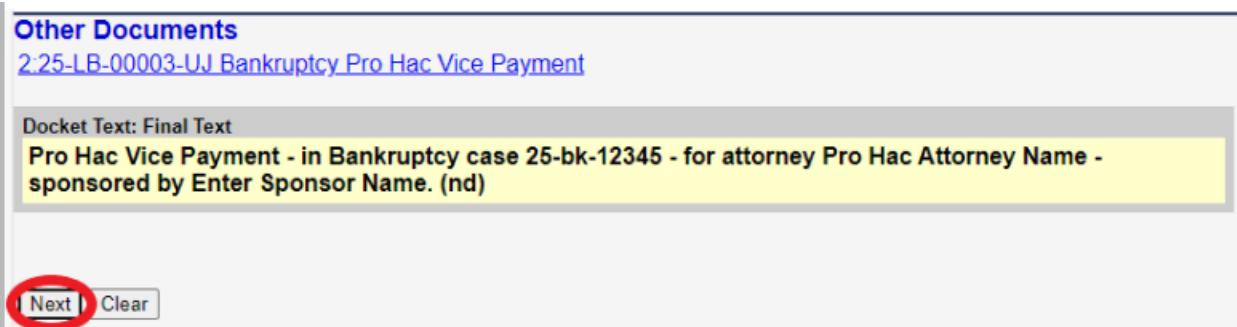
CM^{ECF} Civil ▾ Criminal ▾ Query ▾

Other Documents

2:25-LB-00003-UJ Bankruptcy Pro Hac Vice Payment

Next Clear

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



Other Documents

2:25-LB-00003-UJ Bankruptcy Pro Hac Vice Payment

Docket Text: Final Text

Pro Hac Vice Payment - in Bankruptcy case 25-bk-12345 - for attorney Pro Hac Attorney Name - sponsored by Enter Sponsor Name. (nd)

Next Clear

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

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

Other Documents

[2:25-LB-00003-UJ Bankruptcy Pro Hac Vice Payment](#)

United States District Court

Eastern District of Pennsylvania

Notice of Electronic Filing

The following transaction was entered by Public, John on 3/29/2022 at 1:59 PM EDT and filed on 3/29/2022

Case Name: Bankruptcy Pro Hac Vice Payment

Case Number: [2:25-LB-00003-UJ](#)

Filer:

Document Number: [2](#)

Docket Text:

Pro Hac Vice Payment - in Bankruptcy case 22-bk-1234 - for attorney Prohac Attorney - sponsored by Sponsor Attorney - receipt APAETDC-233492 filed 3/29/2022. (Public, John)

After the fee is paid

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