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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

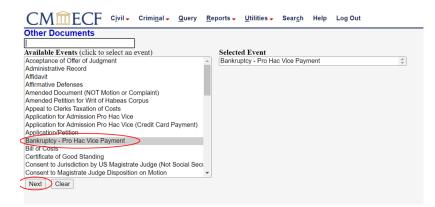
Filing fee

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.

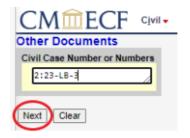
Paying the Pro Hac Vice fee

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.





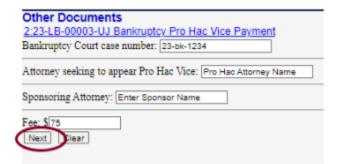
Enter the case number **23-LB-3**. Each year the case number will be the current year 23 with case type LB and number 3.



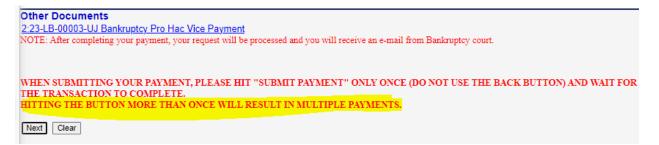
Upload the .pdf of your request.

| Other Documents 2:23-LB-00003-UJ Bankruptcy Pro H | Hac Vice Payment | |
|---|------------------|-------------|
| Date document filed (mandatory) 1/1/2023 Calendar | | |
| A description and category must be ente Select the PDF document and any atta | | |
| Choose File to file chosen | | |
| Attachments | Category | Description |
| 1. Choose File No file chosen | | ▼ |
| Next Clear | | |

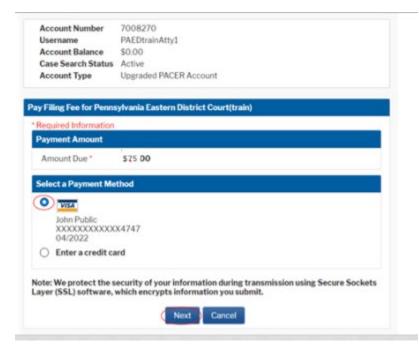
Enter the information as seen in the figure below and click Next.



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.



| ment Method 00000000000 04/2022 John Public 123 Any Street Your Town, NY 10022 USA | Payment Details Payment \$75 30 Amount \$75 70 Fee Type Filing Foe |
|--|---|
| | Nicole Durso (Nicole_Durso |
| nil Receipt | iohn spublic@vourdemain.com |
| onfern Email | john q public@yourdomain.com |
| dotional Email obvesses | * |
| | Ψ. |
| | |
| horization | arge to my credit card for the amount above in accordance with my |
| and the second | |

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.

Other Documents
2:22-LB-00003 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: 2:22-LB-00003
Filer:
Docket Text:
Pro Hac Vice Payment - in Bankruptcy case 22-bk-1234 - for attorney Prohac Attorney - sponsored by Sponsor Attorney - receipt APAETDC-233492 f
3/29/2022. (Public, John)

After the fee is paid

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