

**INSTRUCTIONS**  
**APPLICATION FOR *PRO HAC VICE* ADMISSION OF NON-RESIDENT ATTORNEYS**  
**UNITED STATES DISTRICT COURT**  
**DISTRICT OF ALASKA**

A member in good standing of the bar of another jurisdiction, who is not an active member of the bar of this court, may, upon motion, be permitted by the court to appear on behalf of a party or witness. The court may require such counsel to associate with an active member of the bar of this court, or the court may allow counsel to appear without such association. [An attorney need not be admitted to this court to address motions related to subpoenas issued in this district in cases pending outside the District of Alaska.]

Unless otherwise ordered by the court, the attorney applying may appear from the time of filing the motion as though it had been approved, and approvals will be deemed to be effective as of the time of filing of the motion.

The motion must be submitted on the form provided by the Clerk as follows:

1. If the attorney is not already a registered CM/ECF user with this court, the attorney should first complete and submit an Application requesting an E-Filing Account with the District of Alaska through PACER. Please use the following steps. Login to PACER and select My Account> Manage My Account Login. Login and under the maintenance tab select Attorney Admissions / E-file Registration. Select Court type: U.S. District Courts, Court: Alaska District Court and then next. Select E-File Registration Only. (Note: make sure you select Attorney as the party type) Once a CM/ECF E-Filing application has been approved you will receive a confirmation e-mail and then you can proceed through the following instructions.
  2. Complete the **Motion and Application of Non-Eligible Attorney for Permission to Appear and Participate in the United States District for the District of Alaska** and the **Declaration of Non-Eligible Attorney** ("Motion and Declaration") which are available on the court's website at [www.akd.uscourts.gov](http://www.akd.uscourts.gov).
  3. The Motion and Declaration should then be filed electronically, as a single document, in the case in which the attorney desires to appear.
  4. The application must be accompanied by the required fee of \$250.00 for each case in which the attorney is permitted to participate as counsel. See Local Civil Rule 83.1.
- NOTE: An order granting the motion will not be entered until the Clerk has received the application fee, which can be submitted by selecting the Appear as *pro hac vice* (non-resident) Attorney using Pay.gov event in CM/ECF. Payment may also be taken in person by cash, check, or credit card. Alternatively, checks mailed to the Clerk must be accompanied by a paper copy of the Motion and Declaration which were filed electronically.

**Counsel should be familiar with the Local Rules for the District of Alaska, which are available on the court's web site, and with the Alaska Rules of Professional Conduct available via the Alaska Bar Association website, [www.alaskabar.org](http://www.alaskabar.org).**

Instructions – Application to Appear *Pro Hac Vice*

(Updated 11/24)