

Pro Hac Vice Credit Card Option for Payments Submitted by Local Counsel

(Rev: 1/7/2014)

A registered user of the District Court of Delaware's CM/ECF may pay the fee for a pro hac vice admission electronically, using a credit card. Case 77mc7777 serves solely a depository case for pro hac vice admission fee payments. Credit card payments may be submitted through CM/ECF in increments of up to 5 attorneys by using case 77mc7777, and selecting the appropriate event code from the **Annual Pro Hac Vice Fee Menu**. The events for paying pro hac vice fees request the filer to enter each attorney's full name. The events also ask if the fee is related to a District Court case or a Bankruptcy case.

The user is prompted to enter credit card information during the filing process. After logging into CM/ECF, the filing should proceed as follows:

Select **Civil** from the **blue** menu bar at the top of the CM/ECF screen so that the Civil Event window opens, displaying all of the available events.

By clicking on **Annual Pro Hac Vice Fee** under the **Annual Fee** events group, a drop-down menu will appear with event codes for paying for up to five admissions. The appropriate event should be selected.

Only case number 77-mc-7777 should be used, as it has been designated as the depository for pro hac vice admission fee payments.

Once credit card payment information is entered and processed via **pay.gov**, the user is returned to the docketing system to finalize the transaction. From this point forward, use of the BACK button or aborting the transaction will result in a credit card charge, as well as a loss of data.

When the previous step is completed, the final screen before submission will appear. The payment will be finalized when the "next" button is selected and you see Notice of Electronic Filing.

Please note that the fee of \$25 is due only ONCE in a calendar year. The fee is due upon the filing of the first motion for admission pro hac vice on behalf of an attorney, regardless of whether the payment originated due to a District Court or Bankruptcy Court pro hac vice admission. Once paid, there are no costs for additional pro hac vice motions filed on that attorney's behalf for the remainder of the calendar year. The Clerk of Court cannot refund duplicate payments. Please contact the Help Desk at 302-573-6170 if you have any questions.