



Steps Attorneys will take to file Application for Admission to Practice Pro Hac Vice

An out of state Attorney who wishes to electronically file an Application for Admission to Practice Pro Hac Vice in the State of Alabama may request their local co-counsel to electronically file the application via the AlaFile system.

- The local co-counsel would login to their AlaFile account
- They would select **Motions** from the top menu bar
- They would select **File New Motion** from the Motions drop down menu
- They would enter the case number for the case they are submitting the application for via the drop down buttons on the File New Motion screen
- They would click **Find Case**
- The case details will appear on the screen; click **Continue**
- From the pull down menu labeled, **Type of Motion** and under the category, "Motions Requiring Fee," select **Other – Verified Application for Admission to Practice Pro Hac Vice (\$300.00)**.



Type of Motion:
Other - Verified Application for Admission to Practice Pro Hac Vice (\$300.00)

Complete PHV Requirements

Applicant Firm:

Applicant:

Hearing Date for PHV Admissions: Filer to obtain hearing date from the court prior to filing.

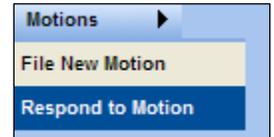
Applicant SSN: The applicant's SSN is not required to be on the uploaded application.

- Select the party the applicant is applying to represent
- Complete the **PHV Requirements** section and click **Continue**
- **NOTE:** The Filer must obtain a Hearing Date from the Court **PRIOR** to filing this motion. This date must be filled in to continue.
- Click **Continue**
- Click **Browse**
- Upload the completed VERIFIED APPLICATION FOR ADMISSION TO PRACTICE UNDER RULE VII OF THE RULES GOVERNING ADMISSION TO THE ALABAMA STATE BAR form.
 - The Form can be downloaded from the Alabama State Bar's website http://www.alabar.org/members/phv/PHV_app_fillable.pdf
- Enter the description in the available box and click **Continue**
- Click the **File Motion** button.
- The Credit Card payment confirmation screen will come up
- Once the \$300.00 fee is accepted and confirmed, a receipt will popup.
- Print the receipt and click to Continue.
- Click File Motion
- A receipt will display and can be printed at the filer's discretion.

Once the motion is filed, it will go electronically to the Alabama Bar Association Pro Hac Vice Clerk's Office for review.

- If all of the information on the form is correct, the motion will be docketed and sent electronically to the Judge assigned to the case. The Motion will appear in the Judge's Motion Queue for review.
- If the information in the form is incorrect or incomplete, a **Deficiency Notice** will be emailed to the co-counsel who filed the motion. Once the corrections have been made, the co-counsel will be able to resubmit the corrected form via AlaFile.

- Login to AlaFile
- Click **Motions** from the top menu bar
- Click **Respond to Motion** from the Motions drop down menu
- Enter the case number the Application for Admission was filed under
- Click **Find Case** button then **Continue** button
- Locate the Motion – Other – Verified Application for Admission to Practice Pro Hac Vice (\$300.00).
- Click 'Other' (should be the only field that is clickable)
- The Motion Details screen will display



Motion Details			
E-File Response			
Motion Type: Other - Verified Application for Admission to Practice Pro Hac Vice (\$300.00) Filer: D002 - JOHN SMITH (Attorney: XXX002) County: 77-TEST-COUNTY Case Number: CV-2006-000001.00 Style: JANE DOE VS JOHN DOE JID: CAK - Daniel Judge Pach Status: ACTIVE Disposition: PENDING Disposed By:			
		Setting Date:	NOT SET
		File Date:	6/5/2009 1:20:48 PM
		Disposition Date:	
Filing	Party	Attorney	
Response to Deficiency	D001 - DOE JOHN	xxx002	
Other - Verified Application for Admission to Practice Pro Hac Vice (\$300.00)	D002 - JOHN SMITH	xxx002	
Response to PHV Application - Accepted	D002 - JOHN SMITH		

- Click on **e-File Response** button at the upper left of the Motion Details page
- On the File Document for Motion menu, Choose Type of Response from the drop down menu
- Select **Response to Deficiency**
- Click Browse to upload the corrected Application for Admission
- Enter a Description in the box
- Click **Continue**
- Click **File Response**
- Note: The system will not charge for this response.

The Response to Deficiency will be electronically sent to the Alabama Bar Association Pro Hac Vice Clerk's Office once again for review. Once accepted, the Motion will be docketed by the Alabama Bar Associations Pro Hac Vice Clerk's Office and will be sent electronically to the Judge's AlacourtPLUS Motion Queue for ruling.

Please contact IT Support at 1-866-954-9411 Option 1, Option 4 or ApplicationSupport@alacourt.gov for questions or comments.