

CM/ECF E-Filing Instructions – PRO HAC VICE ADMISSION

PLEASE READ INSTRUCTIONS CAREFULLY

ATTENTION: It is important that you wait for the payment (pay.gov) screen to link back to CM/ECF to complete submission of your application. See Step #20 below.

1. Go to the CM/ECF login link on the Court's Internet web page: <https://ecf.innd.uscourts.gov/cgi-bin/login.pl>
2. Login using the temporary login below
(IF YOU HAVE A CM/ECF LOGIN FOR THE NORTHERN DISTRICT OF INDIANA FROM A PRIOR PRO HAC VICE FILING – USE YOUR OWN LOGIN AND PROCEED TO #3):
Login: **phvtemp**
Password: **4PHVtemp**
3. **Before proceeding, the completed and signed Motion for Admission to Practice Pro Hac Vice form and Certificate(s) of Good Standing must be scanned to a single PDF file.**
4. Click on Civil.
5. Under "Motions and Related Filings" click on **Pro Hac Vice Admission**.
6. Click on **Application to Appear Pro Hac Vice**, and then click the **Next** button.
7. Enter the **case number** for the case in which pro hac vice admission is requested and then click **Next**.
 - a. If the case is a **new case** which has not yet been opened in CM/ECF and you **do not** have a previously registered CM/ECF login for this district, mail the Motion for Admission to Practice and certificate(s) of Good Standing along with the Complaint/Notice of Removal, etc. and a check for the admission fee and filing fee to the appropriate divisional Clerk's Office for processing. *Abort the e-filing process and do not continue.*
 - b. If the case is a **new case** which has not yet been opened in CM/ECF and you **already have** a previously registered CM/ECF login for this district, you will need to open the case electronically prior to proceeding with these instructions.
8. The case number and short title of the case you are about to file in appears. Verify that it is the correct case, and click on the **Next** button to continue.
9. The screen prompts for an answer to the following question: "Is this filing related to Biomet M2A Magnum Hip Implant Products Liability Litigation MDL 2391 or Medical Informatics Engineering Inc Customer Data Security Breach Litigation MDL 2667?" Make sure the appropriate radio button is selected and Click **Next**
10. Enter the full name of attorney applying for pro hac vice admission and click **Next**.
11. Read the information that appears on the screen and click **Next** to continue.
12. Attach the Motion to Appear Pro Hac Vice form with Certificate(s) of Good Standing by clicking the **Browse** button to find the PDF file to import. Click on the appropriate file and then click **Open**.
13. The PDF document appears in the Main Document field. Click **Next** to continue.
14. Enter the name of the party attorney is appearing on behalf of and click **Next**.
15. The screen prompts for an answer to the following question: "Is this case a member case related to Multidistrict Litigation MDL-2391 or MDL-2667? or Have you been granted a waiver of the Pro Hac Vice Admission Fee?" (Note: CJA appointments are granted waived admission fee.) Make sure the appropriate radio button is selected and Click **Next**
16. The screen tells you the Fee will be **\$96**. Click **Next**. This will take you to the pay.gov application so you can pay the application fee by bank draft or credit card.
17. Complete the appropriate screen for payment, either payment by bank draft or by credit card.
Make sure the account holder's name appears in the Account Holder Name field (if Pro Hac Vice Temporary Login appears, replace it with the account holder's name). All fields with a red asterisk * must be completed.
18. Click on the **Continue with Plastic Card Payment** button.
19. Enter your Email address in the field provided to receive a confirmation Email.
20. Check the payment authorization box and click on the **Submit Payment** button. **After payment is made, you must wait for the payment (pay.gov) screen to link back to CM/ECF to complete submission of your application.**
21. After reading the information on the screen, click **Next**.
22. After reading the information on the screen, click **Next**.
23. Click on the **Next** button and review the final docket text. If everything is correct, click **Next**. This will take you to the Notice of Electronic Filing screen.

Your application has now been submitted. Print the page if you would like a receipt for the filing.