



## Notice of Intent to File

### Attorney Admission OR Motion Pro Hac Vice

Within 48 hours of submitting your Intent Application, you will receive an ECF login and password. Please indicate below which process you are filing for:

<p style="text-align: center;">_____Attorney Admission</p> <p>Within 1 business day of receiving your login and password you must submit your Application for Admission without Personal Appearance (Fillable PDF form on Clerk’s website at <a href="http://www.tnwd.uscourts.gov">www.tnwd.uscourts.gov</a>). Login into CM/ECF and submit application to actual case #17-zz-9999. <i>Please note that the Case No. will change to the current filing year.</i> You will be prompted to pay \$231.00 through the pay.gov system. Once permission has been granted you will receive an email of your admission date.</p>	<p style="text-align: center;">_____Motion Pro Hac Vice</p> <p>Within 1 business day of receiving your login and password you must submit your Motion to Appear Pro Hac Vice (Fillable PDF form on the Clerk’s website at <a href="http://www.tnwd.uscourts.gov">www.tnwd.uscourts.gov</a>). Login into CM/ECF and submit your Motion with any required attachments in the case you are seeking admission. You will be prompted to pay \$150.00 through the pay.gov system. You will receive an Notice of Electronic Filing (NEF) indicating whether admission has been granted or denied.</p>
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<b>Last Name</b>	<b>First Name</b>	
<b>Middle</b>	<b>Generation (Senior, Junior, II, III etc)</b>	
Law Firm Name		
Address		
City	State	Zip
Office Phone	Cell Phone	
Email		

State Bar ID#		State Issued:
<b>Case Number (For Pro Hac ONLY)</b>		
Year	Type (cv or cr)	Number

By submitting this form, the undersigned agrees to abide by all Court rules, orders and policies and procedures governing the use of the electronic filing system. The undersigned also consents to receiving notice of filings, except for original process, pursuant to Fed. R. Civ P 5(b) and 77(d) and Fed. R. Crim P. 49(b)-(d) via the Courts electronic filing system. The combination of login and password will serve as the signature of the attorney filing the documents. Attorneys must protect the security of their passwords and immediately notify the court if they learn that their password has been compromised by an unauthorized user.

Signature	Date
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Email form to: [phv@tnwd.uscourts.gov](mailto:phv@tnwd.uscourts.gov)

Or Fax to: Clerk's Office

901-495-1206

<b>For Office Use Only</b>	
Date Login/Password Sent to Filer:	Deputy Clerk's Initials:
____ Please indicate here if filer never submitted documents	

Revised Oct 2013