

WESTERN DISTRICT OF TENNESSEE

REQUESTING PRO HAC VICE ADMISSION

(1) Login to <https://pacer.uscourts.gov>, and go to Manage Your Account.

PACER Public Access to Court Electronic Records

Register for an Account▼ Find a Case▼ File a Case▼ My Account & Billing▼ Pricing Help▼ Search▼

What can we help you accomplish?

- 
Search for a Case
Learn options to find case information.
- 
Filing Electronically
Find court specific information to help you file a case electronically and developer resources.
- 
Manage Your Account
Create a PACER account or log in to manage your account and pay a bill.
- 
Sign up for an Account
Register for a PACER account to begin searching for or filing federal court records online.

(2) On the Maintenance tab, select Attorney Admissions / E-File Registration

PACER
Public Access To Court Electronic Records

Manage My Account

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Account Number	7034175
Username	AttorneyTestOne
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Settings **Maintenance** Payments Usage

Update Personal Information	Attorney Admissions / E-File Registration
Update Address Information	Non-Attorney E-File Registration
Update E-File Email Noticing and Frequency	Check E-File Status
Display Registered Courts	E-File Registration/Maintenance History

(3) Select “U.S. District Courts” and “Tennessee Western District Courts” from the drop-down menus. If you do not see “Tennessee Western District Court” in the second drop-down menu, you already are registered for E-filing in this court.

Click the Next button.

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In what court do you want to practice?
** Required Information*

Court Type * ▼

Court * ▼

Note: Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. To find more information on all courts, visit the [Court CM/ECF Lookup page](#).

(4) Select the appropriate option. If you are already admitted to practice in this court, but you have never registered to E-file, select “E-file Registration Only”.

The rest of the screenshots presume you have selected “Pro Hac Vice”, but the screens are similar if you select “E-file Registration Only” or “Multi-District Litigation”.

The screenshot displays the PACER 'Manage My Account' interface. At the top, the PACER logo is visible with the tagline 'Public Access To Court Electronic Records'. Below the logo is a blue header with the text 'Manage My Account' and a repeating pattern of 'N ... TRAIN ... TRA'. The main content area is divided into two sections. The first section, titled 'Account Information', lists the following details: Account Number (7034175), Username (AttorneyTestOne), Account Balance (\$0.00), Case Search Status (Active), and Account Type (Upgraded PACER Account). The second section, titled 'What would you like to apply/register for?', contains four blue buttons: 'Attorney Admissions and E-File', 'E-File Registration Only', 'Pro Hac Vice', and 'Multi-District Litigation'. At the bottom of this section, there is a link: 'Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court'.

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What would you like to apply/register for?

- Attorney Admissions and E-File
- E-File Registration Only
- Pro Hac Vice
- Multi-District Litigation

[Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court](#)

(5) Complete the form on the E-File Registration Screen.

In the “Additional Filer Information” section, enter the case number where you will be appearing pro hac vice.

In the Delivery Method and Formatting section, we recommend selecting Email Frequency “At the Time of Filing” and Email Format “HTML”.

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Complete all sections of E-File Registration

Filer Information

*** Required Information**

Role in Court: Attorney
Title: ▼
Name: Attorney TestOne

I acknowledge that I am submitting the e-file registration for the individual listed above. **Note: If more than one individual uses this account, you must create a new PACER account for the individual who needs e-filing privileges, if she or he does not already have one.***

Please verify your address. You may also enter a different address from the one provided for your CSO account.

Use a different address. Checking this will clear the address fields below.

Additional Filer Information

Already Admitted at Court: ▼
Court Bar ID:
Other Names Used:
Pro Hac Vice Case Number:
State Bar ID:
State: ▼

Delivery Method and Formatting

Use a different email. Checking this will clear the primary email fields below.

Primary Email *: ?
Confirm Email *: ?
Email Frequency *: ▼
Email Format *: ▼

(6) If you do not have saved credit card information, you may add it on the next screen. This is optional, but if you do not have saved credit card information, you will be prompted for one-time credit card payment information when filing your Motion for Leave to Appear Pro Hac Vice.

NOTE: The US District Court for the Western District of Tennessee does not accept ACH payments.


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Payment Information

NOTE: Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.

This section is optional. If you do not enter payment information here, you may do so later by selecting the **Make One-Time PACER Fee Payment** option under the **Payments** tab.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods.

To designate a card as the default for e-filing or admissions fees, click the **Set default** link in the box(es) below. To remove the card as a default, click the **Turn off** link.

(7) Review the E-filing Terms and Conditions and the Court Policies and Procedures for the Western District of Tennessee. Check the boxes to confirm that you have done this, and click Submit.

E-Filing Terms of Use

Attorney E-filing Terms and Conditions

- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my signature for all purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed by signature on a paper document being filed or submitted.
- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my affirmation that I am admitted to practice in the court(s) where I am filing, or am permitted to make an appearance in those court(s) in accordance with local requirements, and that I am an attorney holding a current and valid license to practice law.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing promulgated by the court(s) where I have filing privileges.
- I must pay for any fees incurred for transactions made in CM/ECF in accordance with applicable statutes and fee schedules.
- I agree to protect the security of my password.
- I will change my password through my judiciary e-filing account if I suspect it has been compromised and immediately notify the affected court(s). I am aware that I may be sanctioned for failure to comply with this provision.

[Click here to download a printable version of the Attorney E-filing Terms and Conditions](#)

Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. *

Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. [Click here to view local Court Policies and Procedures.](#) *

Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court regarding the status of your admissions and registration as well as any additional information or instructions at the email address provided.

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

(8) You have completed your registration request. Your request will be processed by court staff within two business days.



Manage My Account

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Confirmation Page

Thank You for registering!

Your request has been forwarded to the court. You will receive an email when the registration has been processed. To check the status of your request, log in to **Manage My Account** and select the [E-File Registration/Maintenance History](#) from the **Maintenance Tab**.

Done

(9) When court staff have processed your request, you will receive an email. At this point, you may login to E-file at <https://ecf.tnwd.uscourts.gov/>.

This email is notification that your NextGen CM/ECF electronic filing registration has been processed. You may check your E-Filing Status by visiting the "Manage My Account" section of the PACER web site and selecting "Check E-File Status" option from the "Maintenance" tab or use this link, <https://train-pacer.psc.uscourts.gov/pscof/manage/efileStatus.jsf>.

Account Number: 7034175
Court: TENNESSEE WESTERN DISTRICT COURT (TEST)
Date/Time Submitted: 02/24/2025 11:40:02 CST
Transaction ID: 70164
Request: Registration
Transaction Status: Processed

NOTE: Please do not reply to this message. This is an automated message sent from an unmonitored mailbox. If you have questions or comments, please email them to admissions@tnwd.uscourts.gov.

(10) If you are seeking to appear pro hac vice in a case, login at <https://ecf.tnwd.uscourts.gov/> using your PACER credentials. Under the Civil or Criminal menu, select Motion to file your Motion to Appear Pro Hac Vice. You will be prompted to pay a \$150 filing fee. You will be prompted to re-enter your PACER credentials when paying.

The screenshot shows the top navigation bar of the CM/ECF PACER website. The logo "CM/ECF" is on the left, followed by dropdown menus for "Civil", "Criminal", "Query", "Reports", and "Utilities". Below the navigation bar is a section titled "Civil Events". Under "Civil Events", there are two columns of links. The left column is titled "Open a Case" and includes "Open a Civil Case". The right column is titled "Other Filings" and includes "ADR Documents", "Discovery Documents", "Notices", "Trial Documents", "Appeal Documents", and "Other Documents". Below these columns is a section titled "Motions and Related Filings", which includes "Motions" (circled in red) and "Responses and Replies".

The screenshot shows the search interface for "Motions" on the CM/ECF PACER website. The navigation bar is partially visible at the top. Below it, the word "Motions" is displayed in a blue header. A search input field is present with the placeholder text "Start typing to find another". Below the search field, a list of "Available Events" is shown, with "Appear Pro Hac Vice" highlighted. The list includes: Alter Judgment, Amend/Correct, Appeal In Forma Pauperis, Appear, Appear Pro Hac Vice, Appoint Counsel, Appoint Custodian, Appoint Expert, Appoint Guardian/Attorney ad Litem, Appoint Receiver, Approve Consent Judgment, Attorney Fees, Bifurcate, Bill of Costs, and Bond. At the bottom of the list, there are "Next" and "Clear" buttons.

(11) You will receive a Notice of Electronic Filing when your motion has been granted or denied.