

**UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF ALABAMA**

**INSTRUCTIONS FOR ATTORNEY APPLICATION FOR PRO HAC VICE ADMISSIONS**

- Attorneys who are not admitted to U.S. District Court for the Southern District of Alabama should find the FILLABLE Local Form 3 ECF Password - Pro Hac Vice on our website: [www.alsb.uscourts.gov](http://www.alsb.uscourts.gov)

Under Electronic Filing, Fill out the form and follow the instructions listed under #9. E-mail to address listed on the bottom of the form or fax to the telephone number listed.

- A login to be issued to attorney to use only for a specific case. Once issued the login you can file your Motion to Appear Pro Hac Vice (with your certificate in good standing and application for admission to practice).
- An Order will be entered approving motion. Once the order is entered, attorney can file in that specific case.
- Our court does not charge a fee for Pro Hac Vice admittance.
- To appear pro hac vice in another case, file Motion to Appear Pro Hac Vice with your certificate in good standing. You do not have to register for another login/password.

## APPLICATION FOR ADMISSION TO PRACTICE

The undersigned attorney hereby applies for admission to practice before the United States District Court for the Southern District of Alabama (check one)  Generally, or  *Pro Hac Vice* and submits the following:

1. **State:**
  - (a) **Full name:**
  - (b) **Present business address:**
  - (c) **Office telephone number and fax number:**
  - (d) **Name of your firm, company or agency:**
  - (e) **Last four digits of social security number:**
2. **State the law school(s) you have attended, specifying the dates and the degrees(s) you have received:**
3.
  - (a) **Are you a member in good standing of the bar of the Supreme Court of Alabama?**
  - (b) **If so, state the month and year you were admitted:**
  - (c) **Are you a member in good standing of the bar of any other state's highest court?**
  - (d) **If so, name the state(s) and the month and year you were admitted:**
4. **Name the federal courts, if any, to which you are presently admitted to practice, and are in good standing:**
5. **Are you regularly engaged in the practice of law in the State of Alabama?**
6.
  - (a) **Have you ever sought admission to practice before any federal or state appellate or trial court and been refused admission, either on a temporary or permanent basis?**
  - (b) **If so, describe fully the circumstances:**
7.
  - (a) **Do you presently have pending against you any disciplinary charges by any court or bar association?**
  - (b) **If so, describe fully the circumstances:**
8.
  - (a) **Have you ever been cited for contempt by any federal or state court ?**
  - (b) **If so, describe fully the circumstances:**

9. (a) Have you ever been disbarred or suspended from practice or in any other way disciplined in any federal or state appellate or trial court?

(b) If so, describe fully the circumstances:

10. Do you understand the Code of Professional Responsibility of the Alabama State Bar, as amended to date, and do you agree to comport yourself in accordance with it in connection with your practice in this Court?

11. Do you agree to read and abide by the Local Rules of the United States District Court for the Southern District of Alabama, and to familiarize yourself therewith prior to filing any case and/or pleadings or appearing before this Court, and to familiarize yourself with the Standing Orders of this Court and the Administrative Rules for Electronic Filing?

(The Standing Orders of this Court and Administrative Rules for Electronic Filing are available for your review in the Clerk's Office or on the web at <http://www.als.uscourts.gov/>.)

12. I declare under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_  
Applicant

Date: \_\_\_\_\_

**Oath of Admission:**

I DO SOLEMNLY SWEAR (OR AFFIRM) THAT I WILL DEMEAN MY SELF AS AN ATTORNEY, ACCORDING TO THE BEST OF MY LEARNING AND ABILITY, AND WITH ALL GOOD FIDELITY, AS WELL TO THE COURT AS TO THE CLIENT; THAT I WILL USE NO FALSEHOOD OR DELAY ANY PERSON'S CAUSE FOR LUCRE OR MALICE, AND THAT I WILL SUPPORT THE CONSTITUTION OF THE STATE OF ALABAMA AND OF THE UNITED STATES, SO LONG AS I CONTINUE A CITIZEN THEREOF, SO HELP ME GOD.

\_\_\_\_\_  
Signature of Attorney

**MOTION FOR GENERAL ADMISSION**

(Not required for Pro Hac Vice admission)

\*The undersigned \_\_\_\_\_, a member of the bar of the United States District Court for the Southern District of Alabama, hereby moves that the foregoing applicant be admitted to practice as an attorney of this Court this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Movant

**\*NOTE: MOVANT MUST APPEAR WITH APPLICANT AT TIME OF ADMISSION.**