

# Admission of an Out-of-State Attorney to practice *Pro Hac Vice*

## Instructions

Effective 7/1/2007

An attorney who is not a member of the Virginia State Bar, but is currently licensed and authorized to practice law in another state, territory or possession of the United State of America may apply to appear as counsel *pro hac vice* in a particular case in association with a member of the Virginia State Bar (local counsel).

### INSTRUCTIONS AND FORMS:

*Pro hac vice* Instructions and the *pro hac vice* application form can be obtained in the Clerk's office or by visiting the Supreme Court's web-site at:

Home page: <http://www.courts.state.va.us/forms/home.html>

Instructions: [http://www.courts.state.va.us/scv/forms/pro\\_hac\\_vice\\_rule\\_inst.pdf](http://www.courts.state.va.us/scv/forms/pro_hac_vice_rule_inst.pdf)

Application: [http://www.courts.state.va.us/scv/forms/pro\\_hac\\_vice\\_form.pdf](http://www.courts.state.va.us/scv/forms/pro_hac_vice_form.pdf)

### REFERENCES:

- Supreme Court of Virginia Rule 1A:4
- Code of Virginia §17.1-205
- Supreme Court of Virginia, Judicial Branch Internet web site (information / form)

**Admission / Application Fee:** \$250.00 (check made payable to the Virginia Supreme Court)

A non-refundable application fee of \$250.00 for each *pro hac vice* admission sought. **Submit fees** with application to Circuit Court, but **payable** to the Virginia Supreme Court.

### Documents to be Filed in Circuit Court: (by local counsel)

- **Motion** to associate the out-of-state lawyers as counsel *pro hac vice*
- **Proposed Order** (granting or denying the motion)
- **Proof of Service** on all parties
- Original Notarized **Application** – plus two (2) copies
- **Application fee** of \$250.00 – made payable to Virginia Supreme Court