

**INSTRUCTIONS FOR APPLICANTS FILING A  
MOTION FOR LEAVE TO APPEAR *PRO HAC VICE*  
IN THE UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF ARKANSAS**

Pursuant to Local Rule 83.5, to be admitted to practice *Pro Hac Vice* in the United States District Court for the Western District of Arkansas, a Motion for Leave to Appear *Pro Hac Vice* must be filed. For this purpose, the required information is available on the Western District of Arkansas website [www.arwd.uscourts.gov](http://www.arwd.uscourts.gov) under Attorney Information.

A non-resident attorney may register for CM/ECF access **prior** to Court approval for pro hac vice appearance, in order to file any appropriate motion for leave to appear pro hac vice in this District.

If the **Motion for Leave to Appear *Pro Hac Vice* is submitted electronically** (through CM/ECF), the filing attorney must be registered for CM/ECF filing access in the Western District of Arkansas. A separate motion and fee must be submitted for each *Pro Hac Vice* appearance requested. Credit card (Visa, MasterCard, American Express or Discover) or ACH (Automated Clearing House) payment options are available utilizing the Pay.gov system. Please see [CM/ECF Electronic Payments Procedures Guide](#) for filing instructions.

If the **Motion for Leave to Appear *Pro Hac Vice* is submitted conventionally** (in paper), the motion must include the Application Fee of \$100.00. A check should be made payable to the Clerk, U. S. District Court. A separate motion and fee must be submitted for each *Pro Hac Vice* appearance requested. The motion and fee should be mailed or presented to the office of the United States District Court where the case is pending.

For cases pending in the **Fort Smith and Hot Springs Divisions**, the court address is:

United States District Court  
Judge Isaac C. Parker Federal Building  
30 South 6<sup>th</sup> Street, Room 1038  
Fort Smith, Arkansas 72901-2437

For cases pending in the **El Dorado Division**, the court address is:

United States District Court  
101 South Jackson Avenue, Room 205  
El Dorado, Arkansas 71730-6133

For cases pending in the **Fayetteville and Harrison Divisions**, the court address is:

United States District Court  
John Paul Hammerschmidt Federal Building  
35 East Mountain Street, Room 510  
Fayetteville, Arkansas 72701-5354

For cases pending in the **Texarkana Division**, the court address is:

United States District Court  
United States Courthouse and Post Office  
500 North State Line Avenue, Room 302  
Texarkana, Arkansas 71854-5961