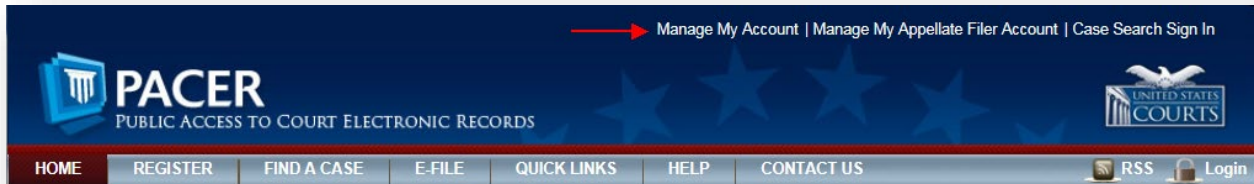


## WESTERN DISTRICT OF ARKANSAS FILING PRO HAC VICE THROUGH PACER

The following instructions are for attorneys with existing upgraded PACER accounts. If you do not have an **individual** PACER account, click this [link](#) for instructions on creating an account. If you do not have an **upgraded individual** PACER Account, click on this [link](#) for instructions on how to upgrade your account. Once you have an upgraded individual PACER Account, follow the steps below to request filing access.

### 1. Go to [www.pacer.gov](http://www.pacer.gov) and click Manage My Account



### 2. Login if you have not done so already.

**MANAGE MY ACCOUNT**

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

Login

\* Required Information

Username \*

←

Password \*

←

Login

Clear

Cancel

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

**NOTICE:** This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

### 3. Click the Maintenance tab.

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

**PACER Training**  
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

**DEPRECATION OF TLS 1.0**  
PACER Service Center will disable TLS 1.0 on our web servers on June 17, 2018. Our servers will refuse connections using TLS 1.0 from that date.

**PACER Links**  
Court Links  
Search PACER Case Locator  
Announcements  
Frequently Asked Questions  
Resources  
Manage My Account

**MANAGE MY ACCOUNT**  
Welcome, Nicholas Styles Logout

Account Number	7034632
Username	Nickstyles1991
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account

Settings **Maintenance** Payments Usage

[Update Personal Information](#)  
[Update Address Information](#)  
[Check E-File Status](#)  
[E-File Registration/Maintenance History](#)

[Attorney Admissions / E-File Registration](#)  
[Non-Attorney E-File Registration](#)

### 4. Click the Attorney Admissions/ E-File Registration link.

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

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Frequently Asked Questions  
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Settings Maintenance **Payments** Usage

[Update Personal Information](#)  
[Update Address Information](#)  
[Check E-File Status](#)  
[E-File Registration/Maintenance History](#)

[Attorney Admissions / E-File Registration](#)  
[Non-Attorney E-File Registration](#)

5. Select U.S. District Courts as the Court Type and Arkansas Western District Court as the Court. Click Next.

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

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HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

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Announcements  
Frequently Asked Questions  
Resources  
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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. For a listing of all court websites visit the [Court Links Page](#).

Next Reset Cancel

6. Select Pro Hac Vice for the question "What would you like to apply/register for?"

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

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HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

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Court Links  
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Announcements  
Frequently Asked Questions  
Resources  
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**WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?**

7. **Additional Filer Information.** You **must** enter the **case number** in which you plan to Appear Pro Hac Vice. Your request may be rejected without the case number. You must also provide the State Bar ID number for the state you primarily practice and select the state.

The screenshot shows a form titled "Additional Filer Information". It contains the following fields:

- Already Admitted at Court: Select Court (dropdown menu)
- Court Bar ID: Text input field
- Other Names Used: Text input field
- Pro Hac Vice Case Number: Text input field (indicated by a red arrow)
- State Bar ID: Text input field (indicated by a red arrow)
- State: Select State (dropdown menu) (indicated by a red arrow)

## 8. Delivery Method and Formatting

Enter your Email address, Email Frequency and Email Format.

\*Note that HTML is the preferred Email format.

The screenshot shows a form titled "Delivery Method and Formatting". It contains the following fields:

- State Bar ID: Text input field
- State: Select State (dropdown menu)
- Use a different email. Checking this will clear the primary email fields below. (checkbox)
- Primary Email \*: NickStyles1991@testing.com (text input field)
- Confirm Primary Email \*: NickStyles1991@testing.com (text input field)
- Email Frequency \*: Select Email Frequency (dropdown menu) (indicated by a red arrow)
- Email Format \*: Select Email Format (dropdown menu) (indicated by a red arrow)

At the bottom of the form, there are four buttons: Next, Back, Reset, and Cancel.

9. You have the option to add credit card information which will be stored at PACER, which may be used to pay your admission fee and other filing fees. This is optional. If you do not add credit card information, you will be prompted for credit card information for payment of filing fees when required.

The screenshot shows the PACER Training website interface. At the top, there's a navigation bar with links like 'Manage My Account', 'Manage My Appellate Filer Account', and 'Case Search Sign In'. The main header features the PACER logo and 'Training' text. Below the header is a navigation menu with options: HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, CONTACT US, and RSS. A red-bordered box contains a 'DEPRECATION OF TLS 1.0' notice. The left sidebar lists 'PACER Links' including Court Links, Search PACER Case Locator, Announcements, Frequently Asked Questions, Resources, and Manage My Account. The main content area is titled 'MANAGE MY ACCOUNT' and welcomes 'Nicholas Styles'. It displays account details: Account Number (7034632), Username (Nickstyles1991), Account Balance (\$0.00), Case Search Status (Inactive), and Account Type (Upgraded PACER Account). A 'Payment Information' section follows, containing a note about ACH payments and a 'Make One-Time PACER Fee Payment' option.

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

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HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

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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.

10. Click the check boxes to acknowledge that you have read and agree to PACER terms and conditions, and Western District of Arkansas' local requirements for e-filing. Click Submit.

The screenshot shows the PACER registration form. It includes a text box for a disclaimer about redaction. Below this is a link to download the Attorney E-filing Terms and Conditions. Two checkboxes are present, each with a red arrow pointing to it. The first checkbox is for acknowledging the terms and conditions, and the second is for acknowledging local requirements. Below these is a paragraph about the e-file registration process and a note about SSL security. At the bottom are four buttons: Submit, Back, Reset, and Cancel.

otherwise ordered by the court(s): social security numbers and taxpayer identification numbers (the last four digits may be used); birth dates (year of birth may be used); minors' names (initials may be used); and financial account numbers (the last four digits may be used, except redaction does not apply to financial account numbers identifying property allegedly subject to forfeiture in a forfeiture proceeding). Filers, and not the court(s), are solely responsible for redacting pleadings. See [Fed. R. App. P. 25\(a\)\(5\)](#); [Fed. R. Civ. P. 5.2](#); [Fed. R. Crim. P. 49.1](#); and [Fed. R. Bankr. P. 9037](#).

[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.

Submit Back Reset Cancel

11. You are done for now. You will receive automatic notification that your submission has been received.

The screenshot shows the PACER Training website interface. At the top, there's a navigation bar with links: Manage My Account, Manage My Appellate Filer Account, Case Search Sign In, HOME, REGISTER, FIND A CASE, E-FILE, QUICK LINKS, HELP, CONTACT US, and RSS. Below the navigation bar is a banner for PACER Training with the tagline 'PUBLIC ACCESS TO COURT ELECTRONIC RECORDS'. A red-bordered box contains a notice about the deprecation of TLS 1.0. The main content area is divided into two columns. The left column, titled 'PACER Links', includes links for Court Links, Search PACER Case Locator, Announcements, Frequently Asked Questions, Resources, and Manage My Account. The right column, titled 'MANAGE MY ACCOUNT', shows a welcome message for 'Nicholas Styles' and a 'Logout' link. Below this is a table displaying account details: Account Number (7034632), Username (Nickstyles1991), Account Balance (\$0.00), Case Search Status (Inactive), and Account Type (Upgraded PACER Account). A 'Confirmation Page' box at the bottom contains a 'THANK YOU FOR REGISTERING!' message and instructions on how to check the status of the request, including a link to the E-File Registration/Maintenance History. A 'Done' button is located at the bottom of the confirmation box.

Manage My Account | Manage My Appellate Filer Account | Case Search Sign In

**PACER Training**  
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

HOME REGISTER FIND A CASE E-FILE QUICK LINKS HELP CONTACT US RSS

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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

13. The Court will send you an email notifying you that your Pro Hac Vice registration has been processed. The email will also direct you to either file a Motion to Appear Pro Hac Vice or file a Notice of Appearance.

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: 7034479

Court: ARKANSAS WESTERN DISTRICT COURT

Date/Time Submitted: 06/27/2018 15:49:14 CDT

Transaction ID: 10040

Request: Registration

Transaction Status: Processed

Comment: Your motion to Appear Pro Hac Vice has not been filed. Please file the appropriate motion within two (2) business days or your filing access will be terminated. Civil or Criminal events->Motions->Appear Pro Hac Vice. You will be prompted to pay the \$100.00 filing fee through Pay.gov.

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 [CMECF\\_info@arwd.uscourts.gov](mailto:CMECF_info@arwd.uscourts.gov).