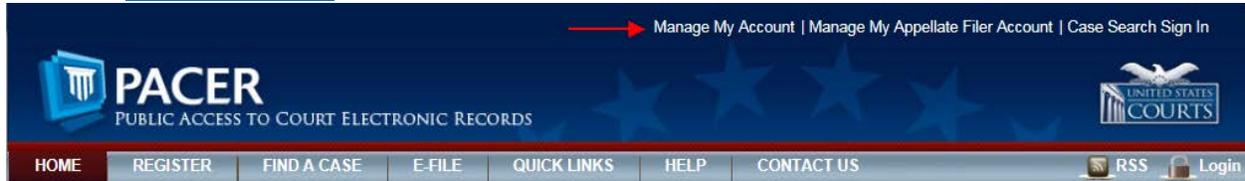


WESTERN DISTRICT OF ARKANSAS FILING PRO HAC VICE THROUGH PACER

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 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 *

[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



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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

SettingsMaintenancePaymentsUsage

Update Personal Information	Attorney Admissions / E-File Registration
Update Address Information	Non-Attorney E-File Registration
Check E-File Status	
E-File Registration/Maintenance History	

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

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E-File Registration/Maintenance History	

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

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PACER Training
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

UNITED STATES COURTS

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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](#).

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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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.

Additional Filer Information

Already Admitted at Court

Court Bar ID

Other Names Used

Pro Hac Vice Case Number ←

State Bar ID

State

8. Delivery Method and Formatting

Enter your Email address, Email Frequency and Email Format.

*Note that HTML is the preferred Email format.

State Bar ID

State

Delivery Method and Formatting

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

Primary Email *

Confirm Primary Email *

Email Frequency * ←

Email Format * ←

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.

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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.

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.

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



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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.

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.