

PRO HAC VICE APPLICATIONS

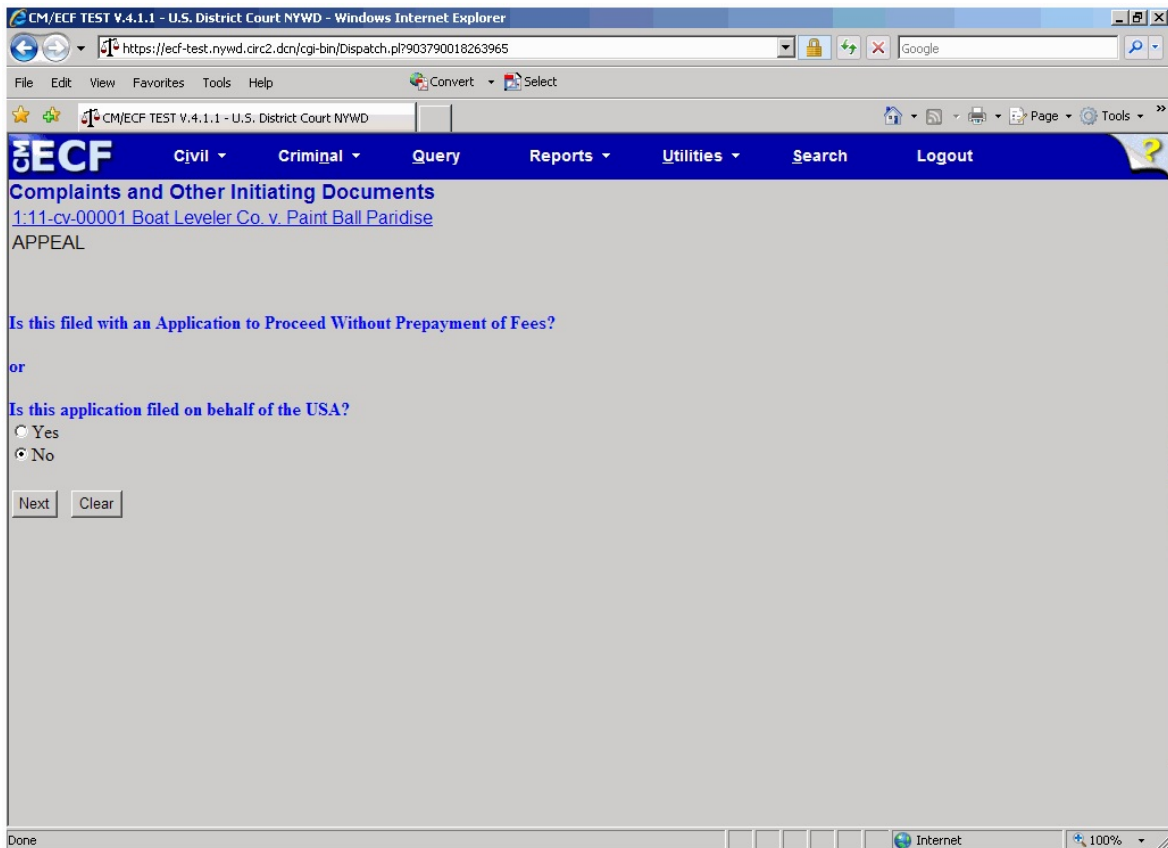
Pursuant to the WDNY Local Rules of Civil Procedure 83.1(c), the fee of \$75.00 is due at the time your motion is filed. Below are instructions for filing your motion and paying your fee.

Out of District Attorneys who are not registered to electronically file documents

- Motion will be filed conventionally, in paper form, in compliance with Local Rules of Civil procedure 83.1(c).
- A check or money order must be submitted with your motion.

Registered attorneys who wish to pay by check or money order

- Motion will be electronically filed by choosing the event “motion to appear pro hac vice” or motion for limited admission.”
- Click “YES” when the screen below appears:



CM/ECF TEST V.4.1.1 - U.S. District Court NYWD - Windows Internet Explorer

https://ecf-test.nywd.circ2.dcn/cgi-bin/Dispatch.pl?903790018263965

File Edit View Favorites Tools Help Convert Select

CM/ECF TEST V.4.1.1 - U.S. District Court NYWD

ECF Civil Criminal Query Reports Utilities Search Logout

Complaints and Other Initiating Documents

1:11-cv-00001 Boat Leveler Co. v. Paint Ball Paradise

APPEAL

Is this filed with an Application to Proceed Without Prepayment of Fees?

or

Is this application filed on behalf of the USA?

Yes

No

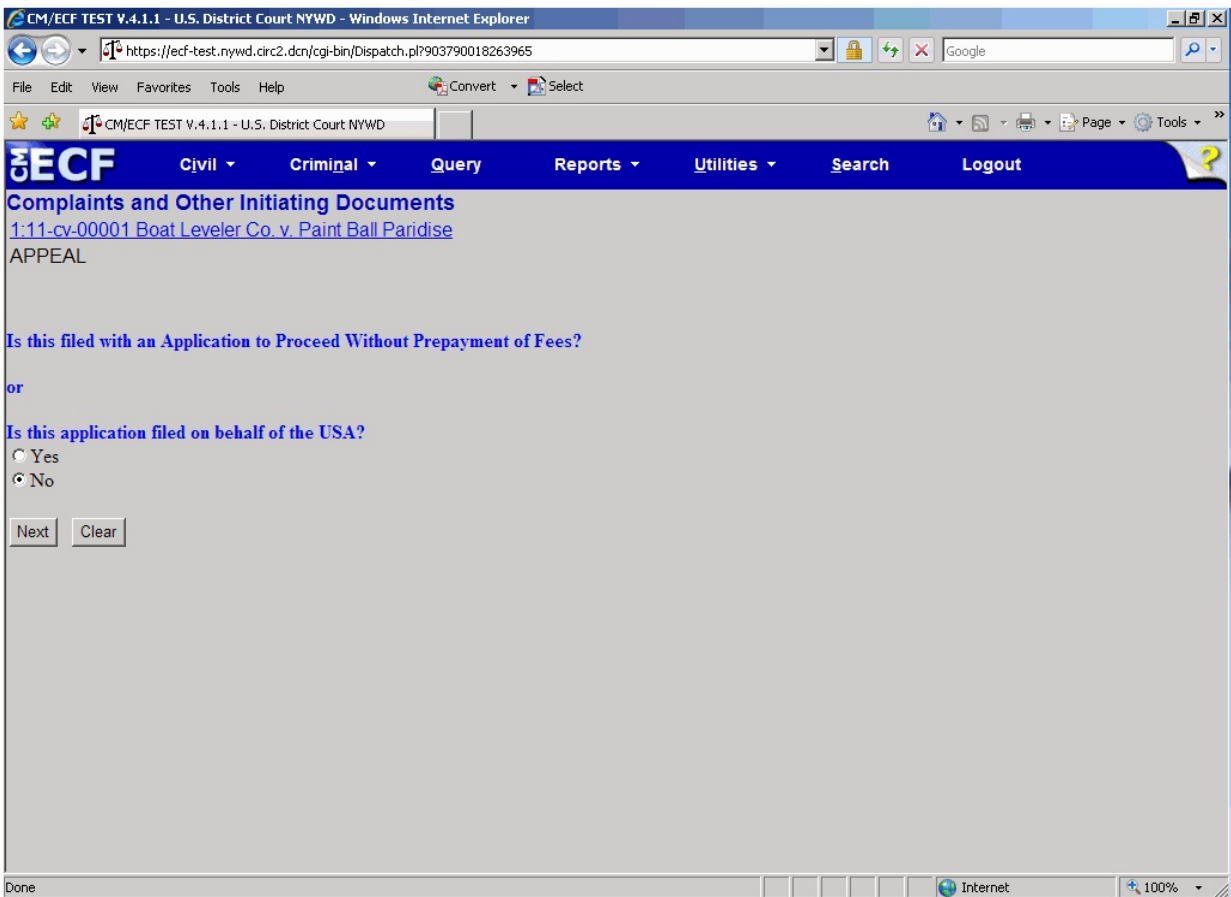
Next Clear

Done Internet 100%

- By clicking yes on this screen, you will bypass the credit card payment screen and will complete the filing of your motion.
- Upon completion of your filing, a payment by check or money order must be submitted to the Clerks Office no later than 48 hours from the date you filed your motion.

Attorneys who wish to pay using a credit card

- Motion will be electronically filed by choosing the event “motion to appear pro hac vice” or motion for limited admission.”
- Click “NO” when the screen below appears:



- By clicking “no” on this screen, you will be directed to the payment screen (below) and can insert your payment information.

Online Payment - Windows Internet Explorer
https://qa.pay.gov/paygov/OCIServlet

Online Payment

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$350.00

Billing Address: *

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country: United States

Card Type: *

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

- Fill in your payment information. Do not use hyphens or spaces in the card number field.
- When the above screen is completed, click the “Continue with Plastic Card Payment” button to review a summary of your payment transaction.

- The next screen is a summary of your transaction. In addition, you can receive a transaction receipt for reconciliation with credit card statements.
- To receive a receipt, users must enter a valid email address on the screen below:

Online Payment [Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Zazu McCarthy Billing Address: PO Box 23 Billing Address 2: City: State / Province: Zip / Postal Code: Country: USA	Card Type: Discover Card Number: *****9019	Payment Amount: \$350.00 Transaction Date 03/22/2011 12:59 and Time: EDT

Email Confirmation Receipt
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

CC: Separate multiple email addresses with a comma

Authorization and Disclosure
Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Note: Please avoid navigating the site using your browser's Back Button, this may lead to incomplete data being transmitted.

- The email receipt will have a tracking ID number that the Court may need to identify the transaction should a problem arise. Carefully review the payment information and check the authorization box. Then click on the "Submit Payment" button. Users will be returned to CM/ECF to complete their filing.

*****WARNING***** Pressing the "Submit Payment" button more than once may result in multiple transactions being processed.

- The filing fee will be forwarded directly to the U.S. Treasury. The receipt number will be included in the docket text information on the Notice of Electronic Filing (NEF). Review the Notice of Electronic Filing to confirm that all information entered is correct.