



UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF WEST VIRGINIA



VISITING BANKRUPTCY ATTORNEYS:

PROCEDURE FOR FILING A *STATEMENT OF VISITING ATTORNEY AND DESIGNATION OF LOCAL COUNSEL FOR BANKRUPTCY MATTERS* IN THE DISTRICT COURT

Attorneys admitted to practice in the United States District Court for the Southern District of West Virginia (District Court) are also admitted to practice before the United States Bankruptcy Court for the Southern District of West Virginia (Bankruptcy Court).

Effective January 1, 2013, **visiting attorneys not admitted to practice** in the District Court who wish to appear or be listed as counsel of record in the Bankruptcy Court were required to first qualify for admission in the District Court under SDWV LR Civ Pro 83.6.

The visiting attorney who wishes to make an appearance in the Bankruptcy Court must:

- Engage a local attorney to serve as sponsoring counsel;
- File a completed [*Statement of Visiting Attorney and Designation of Local Counsel for Bankruptcy Matters*](#) with the District Court; and
- Remit a \$50 pro hac vice admission fee, unless filing on behalf of the United States of America.

The District Court will:

- Maintain a miscellaneous shell case in its CM/ECF filing system in which a visiting attorney in Bankruptcy Court may file the completed [*Statement of Visiting Attorney and Designation of Local Counsel for Bankruptcy Matter*](#);
- Notify the Bankruptcy Court when a [*Statement of Visiting Attorney and Designation of Local Counsel for Bankruptcy Matters*](#) has been filed and the pro hac vice admission fee (if required) has been remitted.

PROCEDURE

1. Complete the [*Statement of Visiting Attorney and Designation of Local Counsel for Bankruptcy Matters*](#):
 - Access the form at www.wvsd.uscourts.gov > **Forms** > **Local Forms** and at [INSERT LOCATION ON BANKRUPTCY WEBSITE]
 - Complete the form in its entirety.
 - Include electronic signatures of the visiting attorney and local counsel.
 - Print the statement to PDF and save.

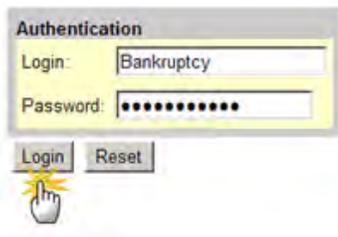
2. File the [Statement of Visiting Attorney and Designation of Local Counsel for Bankruptcy Matters](#) via the District Court CM/ECF system:

- Access the District Court CM/ECF system at www.wvsd.uscourts.gov > **E-Filing (CM/ECF)**.
- When the District Court login screen displays; click [Log in to the Southern District of West Virginia CM/ECF Filing System](#):



- At the login screen, enter a specially created **Login** and **Password** that is not user specific and allows bankruptcy attorneys to file this type of document only:

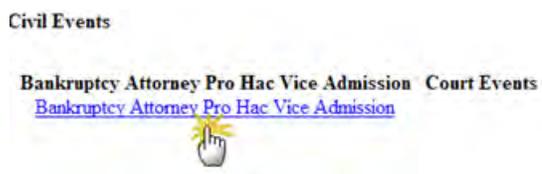
Login: Bankruptcy
Password: Bankruptcy 1



- Select **Civil** from the **Main Menu Bar**:



- At the **Civil Events** menu, select **Bankruptcy Pro Hac Vice Attorney Admission**:



- Note the case number for the miscellaneous shell case (2:15-mc-22222) established for filing a [Statement of Visiting Attorney and Designation of Local Counsel for Bankruptcy Matters](#), click **Next**:

Bankruptcy Attorney Pro Hoc Vice Admission

Available Events (click to select an event) Left Click Selected Event

Statement Of Visiting Attorney - BANKRUPTCY ATTORNEY Statement Of Visiting Attorney - BANKRUPTCY ATTORNEY

ATTENTION BANKRUPTCY ATTORNEYS:

Please use Case **2:15-MC-22222** to docket your Visiting Attorney Statement.

Next Clear

- If the miscellaneous case number noted above does not appear by default, enter the number in the case number field and find the case; click **Next**.

Bankruptcy Attorney Pro Hoc Vice Admission

Civil Case Number

2:15-mc-22222

Next Clear

- Browse in the image of the completed [Statement of Visiting Attorney and Designation of Local Counsel for Bankruptcy Matters](#); click **Next**:

Bankruptcy Attorney Pro Hoc Vice Admission

Select the pdf document and any attachments.

Main Document
C:\Documents and Settings\vas\My Docu Browse...

You must select a category OR enter a description for each attachment added.

| Attachments | Category | Description |
|-----------------------------------|----------------------|----------------------|
| 1. <input type="text"/> Browse... | <input type="text"/> | <input type="text"/> |

Next Clear

- Enter both the visiting and local attorney names; click **Next**.

Bankruptcy Attorney Pro Hoc Vice Admission

Enter Name of Visiting Attorney: Victor Visiting

Enter Name of Local Counsel: Lana Local

Next Clear

- o Enter the debtor's name and the case number of the bankruptcy case in which the visiting attorney is making an appearance; if an adversary proceeding is involved, enter its short style and case number; click **Next**.

Bankruptcy Attorney Pro Hoc Vice Admission

Enter Debtor Name:

Enter Bankruptcy Case Number:

If this case involves an Adversary Proceeding please enter the information below:

Enter Short Style of Adversary Proceeding (e.g., Doe v. Jones):

Enter Adversary Proceeding Case Number:

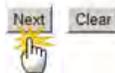


- o Answer appropriately when asked if filing on behalf of the USA:
 - o **If you are not filing behalf of the USA, answer No; click Next to remit the fee:**

Bankruptcy Attorney Pro Hoc Vice Admission

Are you filing this Statement of Visiting Attorney on behalf of the USA?

Yes
 No



Click **Next** at the informational screen which displays the fee amount:

Bankruptcy Attorney Pro Hoc Vice Admission

Fee: \$

Complete the payment screen:

- **If you are filing on behalf of the USA, answer Yes and click Next so that no fee is charged:**

Bankruptcy Attorney Pro Hoc Vice Admission

Are you filing this Statement of Visiting Attorney on behalf of the USA?

Yes
 No



- An informational screen displays advising that a Notice of Electronic Filing will not be generated, followed by another screen; click **Next** at both.
- Review the entry as it displays on the confirmation screen, which is similar to that shown below; if a fee is remitted, payment information will be included and, if the filing was made on behalf of the USA, that information will be included; click **Next** to submit the entry and file the [Statement of Visiting Attorney and Designation of Local Counsel for Bankruptcy Matters](#).

Bankruptcy Attorney Pro Hoc Vice Admission

Docket Text: Final Text
STATEMENT OF VISITING BANKRUPTCY ATTORNEY by Victor Visiting with Designation of Local Counsel: Lana Local. Bankruptcy Case Debtor: Daniel Debtor, Bankruptcy Case Number: BK 13-20001. Short Style of Adversary Proceeding: Rover v. Fluffy, Adversary Proceeding Case Number: AP 13-2001.

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):

C:\Documents and Settings\ras\My Documents\Statement of Visiting Atty and Desig of Local Counsel for BK Matters.pdf pages: 1

