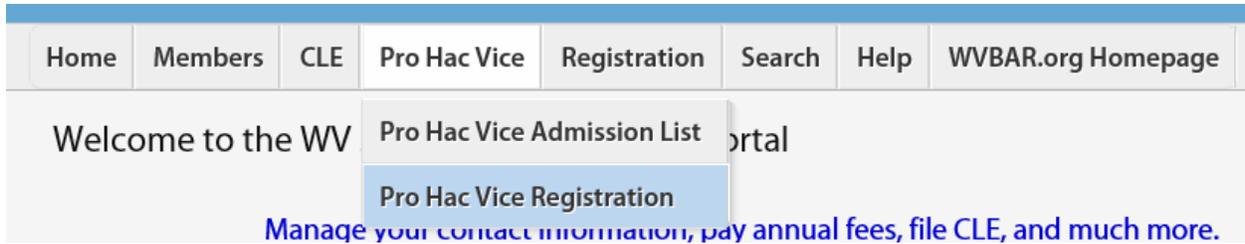
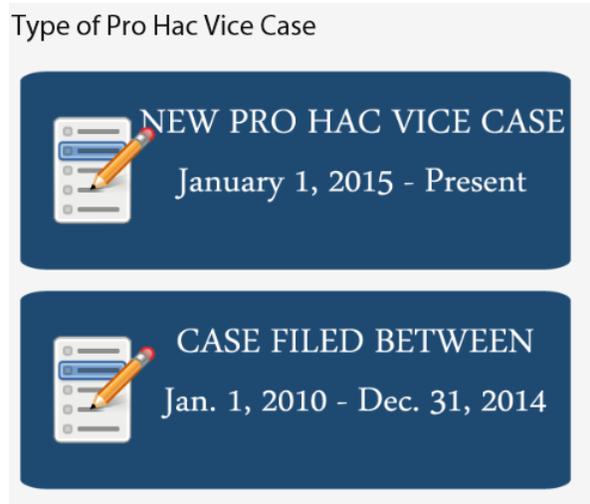


The West Virginia State Bar Pro Hac Vice Instructions For Submitting a 2010-2014 Case

1. – Go to www.mywvbar.org and click on “Pro Hac Vice Registration”



2. Select Type of Pro Hac Vice Case:
New Case or Case Filed 2010-2014



3. Fill out Registration Form
And click “Save”

Out-of-State Lawyer Registration

Please enter a Username to create an account. If you already have an account [please login](#) before completing this form.

Email * [Check Availability](#)
Punctuation is not allowed in a Username with the exception of periods, hyphens and

Password

Confirm Password
Provide a password for the new account in both fields.

Effective January 1, 2015 - Rule 8 of the Rules for Admission to the Practice of Law in West Virginia requires all out-of-state lawyers who are admitted to the practice of law in West Virginia and who have more open cases in West Virginia. In order to complete the process you must register with the West Virginia State Bar. Cases filed between January 1, 2010 and December 31, 2014 are also subject to the annual fee.

First Name *

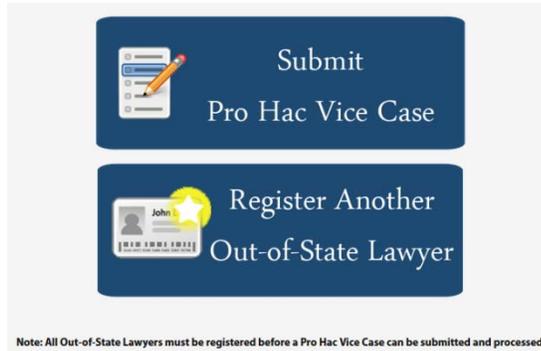
Last Name *

Name Suffix

Confirm Email *

4. Select whether to register another attorney or submit case information.

PLEASE NOTE: ALL OUT-OF-STATE LAWYERS MUST BE REGISTERED BEFORE YOU CAN SUBMIT CASE INFORMATION.



5. Add Civil Action Number, Tribunal, Judge, Attach Associated Files and Click Save.

Step 1 - Add PHV Case Information

NOTE: ALL OUT-OF-STATE LAWYERS MUST BE REGISTERED BEFORE YOU CAN COMPLETE THE INFORMATION BELOW. [Click here to register an out-of-state lawyer.](#)

Rule 8.0 of the West Virginia's Rules for Admission to the Practice of Law requires a fee of three-hundred fifty dollars (\$350) to be paid to The West Virginia State Bar for each individual applicant in each individual pro hac vice admission. The fee shall accompany a verified statement of application for pro hac vice admission which is sent to The West Virginia State Bar. The applicant's motion for pro hac vice admission shall include a verified statement that the fee has been paid to The West Virginia State Bar. Pro hac vice admission is required in every case in which the applicant seeks to act as counsel. For purposes of this rule, each civil action with a case number shall constitute a single case.

(To view a complete copy of Rule 8.0, which sets out the requirements referenced above, [click here.](#))

In lieu of the format required by Rule 8.0, The West Virginia State Bar accepts the Pro Hac Vice forms required to be filed by the United States District Courts for the Northern and Southern Districts of West Virginia.

In order to proceed with your application, fill out the required information below and attach a copy of the Pro Hac Vice motion and verified statement you are filing with the court.

NOTE: Effective January 1, 2015 an annual fee will be assessed to any attorney who has 1 or more open Pro Hac Vice cases.

Civil Action Number *

Case Tribunal *

Judge *

FILE ATTACHMENT

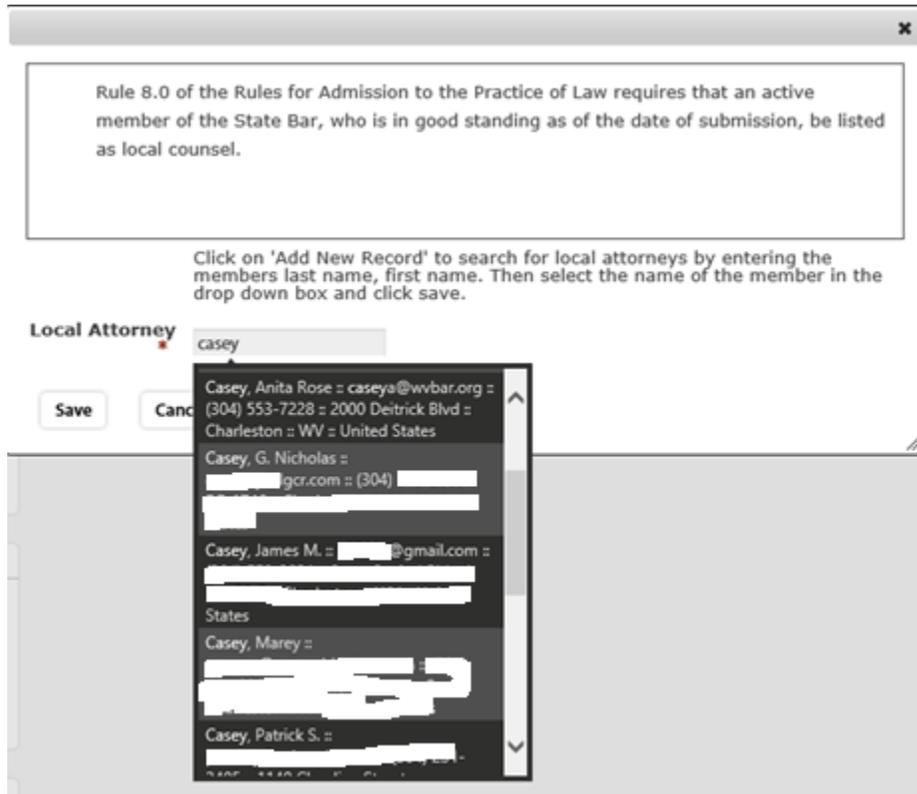
Attach a copy of the Pro Hac Vice motion and verified statement filed with the tribunal here. Up to 3 files may be uploaded. File Size Limit: 6MB

File Attachment 1 *

File Attachment 2

File Attachment 3

- Step 2 Local Attorneys: Click “Add New Record”, search by “last name, first name”, click on the member from the drop down box and then click “Save”. To add additional Local Attorneys click “Add new Record” again.



- Once all Local Attorneys are Listed Click “Save”

Local Attorney Information

Local Attorney	
Anita Rose Casey	View Edit Delete
LocalTest Attorney	View Edit Delete

- Step 3: Out-of-State Lawyer: Click “Add New Record”, search by “last name, first name”, click on the user from the drop down box and then click “Save”. To add additional Out-of-State Attorneys click “Add new Record” again.
- Once all Local Attorneys are Listed Click “Save”

10. Select Payment Method of Credit Card or Check and click “Pay Now”

Pro Hac Vice - Case Payment

A fee of three-hundred fifty dollars (\$350) per attorney per case shall be paid to The West Virginia State Bar for each individual applicant in each individual pro hac vice admission.

Number of Out-of-State Lawyers x \$ 350.00

Total Amount \$ 0.00

Email Address *

Case Details

Civil Action Number test ([Enter a new organization](#))
Organization details have been prefilled for you. If this is not the organization you want to use, click "Enter a new organization" above.

Email *

Payment Options

Payment Method * Pay by Credit Card I will send payment by check

11. A receipt or invoice will be sent to you via email. You can review the status of your case at <https://www.mywvbar.org/phv-case-list>

Thank You for Your Payment

Thank you for submitting your information and payment. You will be contacted if further information is needed. Decisions of granting or denying Pro Hac Vice motions are not made by The West Virginia State Bar, but by the tribunal to which the motion was submitted. For more information please email PHV@wvbar.org

To view your submission status [click here](#)

Please send a check with a copy of this invoice for the amount below to: The West Virginia State Bar, Attn: Pro Hac Vice Admin, 2000 Deitrick Blvd, Charleston, WV 25311

An email confirmation with these payment instructions has been sent to mellacem@wvbar.org and to support@wvbar.org.