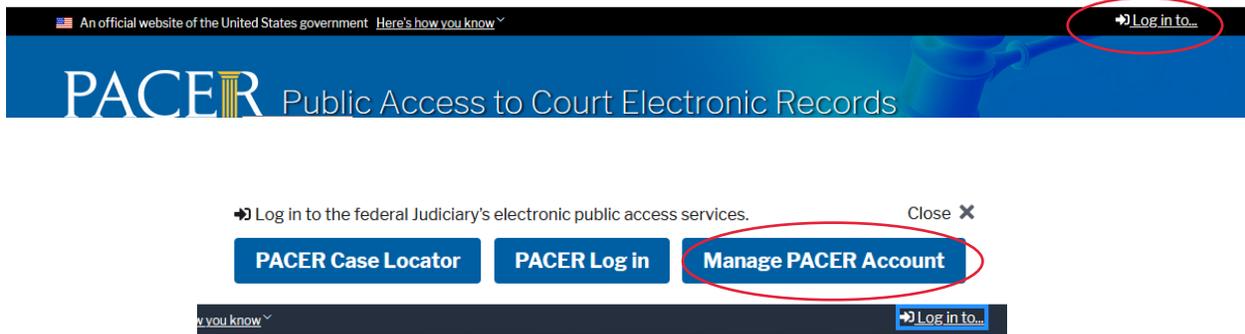


Pro Hac Vice Admission to Practice

The U.S. District Court for the Western District of Wisconsin is a NextGen court. In order to request *pro hac vice* admission to practice, you must have an upgraded individual PACER account. If you do not have an upgraded individual PACER account, click [HERE](#) for procedures. Once you have a PACER account, follow the steps below to request filing access.

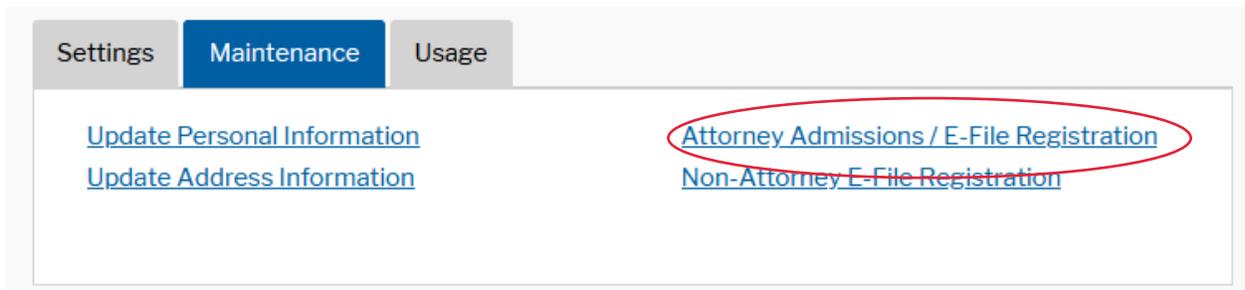
1. Go to www.pacer.uscourts.gov
2. Click "Log in to" and select "Manage PACER Account" at the very top of the page.



3. **Login** with your individual PACER account username and password.

A screenshot of the PACER login form. It has a "Login" heading and a red asterisk indicating "Required Information". There are two input fields: "Username *" and "Password *". Below the fields are three buttons: "Login", "Clear", and "Cancel". At the bottom, there are three links: "Need an Account?", "Forgot Your Password?", and "Forgot Username?".

4. Click on the **Maintenance** tab and select **Attorney Admission/E-File Registration**.



5. Select **U.S. District Courts** as the Court Type and **Wisconsin Western District** as the court. Click **Next**.

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. To find more information on all courts, visit the [Court CM/ECF Lookup page](#).

6. Select **Pro Hac Vice**.

What would you like to apply/register for?

[Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court](#)

Please read the Electronic Filing Procedures before attempting to file.

[Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court](#)

You must be admitted to practice in this district to file in this district. To apply for admission, click "Attorney Admissions and E-file." If you had an ECF account, do not apply for readmission. Instead, link your ECF account to your individual PACER account. If you are an attorney who was previously admitted to practice in this district but never registered for e-filing, or you are a pro se filer, or you do not remember your ECF credentials, select "E-File Registration Only." To register for pro hac vice e-filing, select "Pro Hac Vice." If you are a Federal Government attorney, select "Federal Attorney."

7. Complete the personal information on the E-File Registration screen and click Next. HTML is the preferred Email format.

Complete all sections of E-File Registration

Filer Information

*** Required Information**

Role in Court Attorney
Title Esquire
Name Scott Larson

I acknowledge that I am submitting the e-file registration for the individual listed above. **Note: If more than one individual uses this account, you must create a new PACER account for the individual who needs e-filing privileges, if she or he does not already have one.**

Please verify your address. You may also enter a different address from the one provided for your CSO account.

Use a different address. Checking this will clear the address fields below.

Firm/Office
Unit/Department
Address * 120 N Henry St
Room/Suite 120
City * Madison
State * Wisconsin
County * DANE
Zip/Postal Code * 53703
Country * United States of America

Primary Phone * 6082615726
Alternate Phone
Text Phone
Fax Number

Additional Filer Information

Already Admitted at Court Select Court
Court Bar ID
Other Names Used
Most Recent Case (in court where you are registering)

Delivery Method and Formatting

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

Primary Email * youremail@email.com
Confirm Email * youremail@email.com
Email Frequency * At The Time of Filing (One
Email Format * HTML

Next Back Reset Cancel

8. Set default payment information (optional). When finished, or to bypass this screen, click **Next**.

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.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods.

To designate a card as the default for e-filing or admissions fees, click the **Set default** link in the box(es) below. To remove the card as a default, click the **Turn off** link.

[Add Credit Card](#) [Add ACH Payment](#)

9. Check the boxes for **Acknowledgement of Policies and Procedures for Attorney** and **Attorney E-Filing Terms of Use and Conditions**. Click **Submit**.

Acknowledgment of Policies and Procedures for Attorney Admissions

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.](#) *

[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.](#) *

10. The court will review your admission request and provide you with further instructions and information by e-mail as necessary.