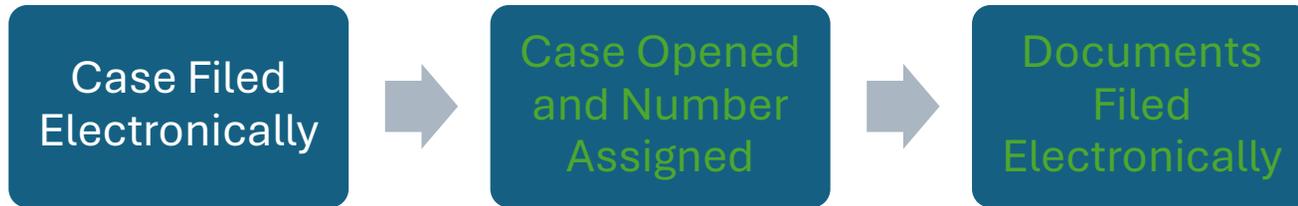


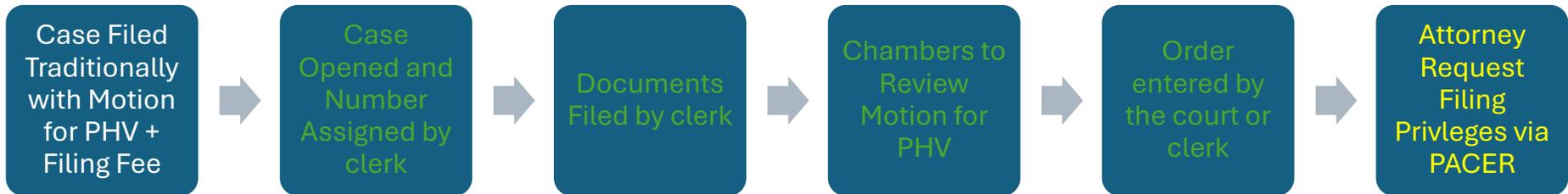
Frequently Asked Questions: Who can file and how.

Filing a New Case:

Admitted Attorney → Can file electronically → Case Opened, Number Assigned, Documents Filed.



Attorneys Not Admitted → Will need to file their case traditionally either by mail or over the counter with a Motion to Appear Pro Hac Vice along with payment for the \$100 filing fee



Pro Se Filers → Will need to file their case traditionally either by mail or over the counter. An application for permission to file electronically can be submitted. If permission is granted, please request filing privileges via PACER.



Motion for Pro Hac Vice Process:

Motion for Pro Hac Vice Filed Traditionally or Attorney currently Admitted to Practice → Goes to Chambers for review → Granted/Denied → Back to Clerk's Office for Filing → Docketed → NEFs are Generated.

Next Step—Attorney should request filing privileges via PACER using the following instructions:

- 1) Login into your individual PACER account
- 2) [Log into Manage My Account](#), select the Maintenance tab, and select Attorney Admissions/E-File Registration or Non-Attorney E-File Registration.
- 3) Select Texas Western District
- 4) Select your role. (Pro Hac Vice)
- 5) Continue utilizing the screens to request access
- 6) Once the request has been received and granted by our court, you will receive an email indicating that the credentials are valid.



Application for Permission to File Electronically (Pro Se Filers)

Application for Permission to File Electronically Filed→Goes to Chambers for review→Granted/Denied→Back to Clerk's Office for Filing→Docketed→NEFs are Generated.

Next Step—Pro Se Filer should request filing privileges via PACER using the following instructions:

- 1) [Log into Manage My Account](#), select the Maintenance tab, and select Attorney Admissions/E-File Registration or Non-Attorney E-File Registration.
- 2) Select Texas Western District
- 3) Select your role. (Party)
- 4) Continue utilizing the screens to request access
- 5) Once the request has been received and granted by our court, you will receive an email indicating that the credentials are valid.



Our typical turnaround time for reviewing applications is within 15 days. If your application gets sent to the committee, this can take upwards of 60 days for an answer from them. If you recently submitted and it has not been past that timeline, please allow time for processing before reaching out to the court.*

Attorney Admission Application Process

