

## APPENDIX "A"

### PENNSYLVANIA IOLTA BOARD

#### Form for *PRO HAC VICE* ADMISSION

*Use this form if you are an attorney who is qualified to practice in another state or in a foreign jurisdiction, is not admitted to practice law in Pennsylvania, and is seeking to be specially admitted to the Bar of the Commonwealth of Pennsylvania in order to appear before a Pennsylvania court in connection with a particular case.*

**Filing this form and paying the fee is the mandatory first step in your request for permission to participate in proceedings in a Pennsylvania court. The next step is to file a motion in the Pennsylvania court before which you are seeking to appear. The motion must aver payment of the fee or be accompanied by the acknowledgment letter you will receive from the Board. The decision to grant or deny your admission is ultimately made by the court before which you are seeking to appear. Applicable regulations define a case as: a particular legal action, including appellate review of that action, maintained in a Pennsylvania Court of Common Pleas, the Pennsylvania Superior Court, the Pennsylvania Commonwealth Court, or the Supreme Court of Pennsylvania. The term "case" does not refer to an action maintained only in a special court. Each case is subject to the completion of a new form and fee.**

**Appearance before a Pennsylvania court by a foreign attorney is deemed to commence with the attorney's first appearance in a Pennsylvania court with respect to a particular case, and shall continue until final determination of that case, including appellate review, or until issuance of an order permitting the foreign attorney to withdraw.**

It is not necessary to file this form or pay the fee in order to appear before a special court, as defined in applicable regulations.

Carefully follow these instructions and complete this form. Keep a copy of your completed form for future reference, as you may be charged for any copies you request from the Board's file.

No alterations may be made to the text or wording of this form. Before you file your form, verify that you have fully responded to all items and questions, leaving no blanks. If the item or question is inapplicable, write "N/A."

Your form will not be considered filed if incomplete. If incomplete, it may be returned to you. Failure to provide any of the following information will result in an incomplete form:

- a) failure to provide any information required, including names, complete addresses, telephone numbers, or zip/postal codes;
  - b) failure to answer any question;
  - c) failure to send in the required fee;
  - d) alteration of any language of the form; and
  - e) failure to sign any document requiring your signature.
1. **Admission fees:** Make your check, money order, or bank cashier's check payable in the full amount due to the PA IOLTA Board. **The admission fee is One Hundred Dollars (\$100).** Effective September 24, 2010, the admission fee will increase to \$200. If you have any questions about the fee, please contact the PA IOLTA Board before submitting this form. Do not

postdate your check. A form is not considered filed until all fees are received in the Board's office. If your check for fees is returned for insufficient funds or is otherwise dishonored by your bank, you will be assessed a returned check charge. All fees due after that time must be paid by bank cashier's check or money order. **There is no refund of fees if you withdraw your application for pro hac vice admission or do not meet all requirements for admission. No fee is required if the applicant attorney is representing a person who has been granted in forma pauperis status.**

2. **Filing of Application:** Mail or deliver your form and required fees to the Board as follows:

**Mailing Address:**  
PA IOLTA Board  
P.O. Box 84667  
Harrisburg, PA 17108-4667

**Delivery Address:**  
PA IOLTA Board  
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\*\*\*\*\*J arrisburg, PA 17142/2; 23

**Phone:** (717) 238-2001 or 888-PA-IOLTA (724-6582)

**Web address:** [www.paiolta.org](http://www.paiolta.org)

**E-mail Address:** [paiolta@pacourts.us](mailto:paiolta@pacourts.us)

The Board will acknowledge receipt of your form and fee payment within three (3) working days of its receipt. The acknowledgment letter will serve as your proof of payment of the requisite fee and can be included with your written motion to the Court in Pennsylvania in which you are requesting permission to participate. If you do not receive such an acknowledgment by that time, please contact the Board's office.

3. **Case Number:** List only one (1) case number per form, as this crucial information will be included on the acknowledgment letter.
4. **Pennsylvania Court of Record:** List the Court in which the Motion for Admission Pro Hac Vice will be filed.
5. **Certificate of Good Standing:** Formal Certificates of Good Standing are not necessary.
6. **Forms from the Board web page:** If you are using an electronic version of this form, it is your responsibility to insure that it is printed with the same content and wording as the Board's printed version of this form.
7. **Regulations:** The Applicant should review Rule 301 of the Pennsylvania Bar Admission Rules as well as the regulations of the Pennsylvania Interest on Lawyers Trust Account Board for Pro Hac Vice Admission for further guidance.

# PENNSYLVANIA IOLTA BOARD

## Form for *PRO HAC VICE* ADMISSION

(For all nonresident attorneys requesting permission to participate in proceedings in a Pennsylvania Court)

**Applicant** [ ] Mr.

**Name:** [ ] Ms.

\_\_\_\_\_ Last

\_\_\_\_\_ First

\_\_\_\_\_ Middle

Date of Birth: \_\_\_\_\_

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### Your Firm's Name & Mailing Address: (All correspondence will be mailed to this address.)

\_\_\_\_\_ Firm Name

\_\_\_\_\_ Street Address/P.O. Box

\_\_\_\_\_ Ste. No.

\_\_\_\_\_ City

\_\_\_\_\_ State

\_\_\_\_\_ Zip Code

**Your Firm's Physical Address:** \_\_\_\_\_ Check here if same as above

\_\_\_\_\_ Street Address

\_\_\_\_\_ Ste. No.

\_\_\_\_\_ City

\_\_\_\_\_ State

\_\_\_\_\_ Zip Code

\_\_\_\_\_ Office Phone

\_\_\_\_\_ Office Fax

\_\_\_\_\_ Contact E-Mail Address

**Acknowledgment Letter should be faxed to:** \_\_\_\_\_

\_\_\_\_\_ Contact Name

\_\_\_\_\_ Contact Fax

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### Name & Office Address of Attorney of Record in the Pennsylvania Proceeding who is filing the Motion for your admission Pro Hac Vice:

\_\_\_\_\_ Name

\_\_\_\_\_ Firm Name (if applicable)

\_\_\_\_\_ Street Address/P.O. Box

\_\_\_\_\_ Ste. No.

\_\_\_\_\_ City

\_\_\_\_\_ State

\_\_\_\_\_ Zip Code

\_\_\_\_\_ Office Phone

\_\_\_\_\_ Office Fax

\_\_\_\_\_ PA I.D. Number

**Case Number:** \_\_\_\_\_

**Case Name:** \_\_\_\_\_

**Pennsylvania Court of Record:** \_\_\_\_\_

**Address of Court:** \_\_\_\_\_

1. List all foreign, state and federal jurisdictions in which you have been qualified, licensed or admitted to practice law and are currently active and in good standing, the year of licensure, and your license or bar card numbers, if applicable. Use the *Continuation Form* if additional space is needed.

**Jurisdiction(s)**

**Year(s) of Licensure(s)**

**License Number(s)**

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2. If you have ever practiced law under another name, please state that name here. List also all jurisdictions in which you practiced law under that name, license number, and the time period involved. Use the *Continuation Form* if additional space is needed.

**Other Name(s)**

**Jurisdiction(s)**

**License Number(s)**

**Time Period(s)**

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3. Are you familiar with the Pennsylvania Rules of Professional Conduct, Pennsylvania Rules of Disciplinary Enforcement, and the rules and court procedures of the court before which you seek to appear, and will you at all times abide by and comply with the same so long as such Pennsylvania proceeding is pending and you have not withdrawn as counsel therein?

Yes

No

I certify that the information provided on this form is true. If any statements are false, I realize I am subject to discipline by the Supreme Court of Pennsylvania. I hereby certify that I am enclosing the fee required by Rule 301 of the Pennsylvania Bar Admission Rules. I hereby agree that any action brought against me by the Supreme Court of Pennsylvania or any of its boards or instrumentalities may be brought in the Court of Common Pleas of Allegheny, Dauphin or Philadelphia County, Pennsylvania.

\_\_\_\_\_  
**Signature of *Pro Hac Vice* Applicant**

\_\_\_\_\_  
**Date of Application**

