



THE SUPREME COURT *of* OHIO

Pro Hac Vice Admission

Gov. Bar R. XII details how an out-of-state attorney may seek admission for the limited purpose of appearing in up to three Ohio matters per year through pro hac vice (PHV) admission.

When is PHV Admission Required?

Pro hac vice registration requirements apply in Ohio proceedings involving “an adjudicative matter pending before a tribunal.”

- A tribunal is a “court, legislative body, administrative agency, or other body acting in an adjudicative capacity.
- Acting in an adjudicative capacity occurs when a “neutral official, after the presentation of evidence or legal argument by a party or parties, will render binding legal judgment directly affecting a party’s interests in a particular matter.”

What is the PHV Admission Process?

1. **Registration.** The attorney creates an online pro hac vice account with the Supreme Court of Ohio and submits a registration application and fee through that account.
2. **Affidavit of Applicant.** To complete their application, the attorney emails an Affidavit of Applicant to prohacvice@sc.ohio.gov.
3. **Certificate.** The Office of Bar Admissions reviews the application and, if appropriate, issues a Certificate of Pro Hac Vice Registration.
4. **Motion.** Once the certificate is issued, the attorney may file a motion to appear in a local matter.
5. **Notice of Permission.** The attorney must file a Notice of Permission to Appear in the attorney’s online pro hac vice account within 30 days after the local tribunal grants the motion to appear.
6. **Expiration.** Certificates are valid for the calendar year. Renewal is required if the attorney continues to appear in a matter as of Jan. 1 of the following year.

Important Dates

Jan. 1: Renewal of PHV certification is required if the attorney continues to appear in a matter as of this date.

Jan. 31: Deadline for timely renewal for attorneys with ongoing matters.

Mid-December: Annual PHV renewal window opens.

Dec. 31: Final day to appear in a matter without requiring renewal for the new calendar year.

What Must Be Filed With the Local Tribunal?

When seeking permission to appear in a local matter, an out-of-state attorney should file all of the following with the local tribunal.

- Motion for Permission to Appear Pro Hac Vice;
- Affidavit of Out-of-State Attorney;
- Certificate of Pro Hac Vice Registration issued by the Office of Bar Admissions;
- Any other document required by the local tribunal.

Document templates, a flowchart overview of the PHV process, and FAQ are available at www.supremecourt.ohio.gov.

What Steps Should the Local Tribunal Take?

If an out-of-state attorney files to appear pro hac vice in an Ohio matter, the local tribunal should:

1. Ensure the initial filing contains the required documents (motion to appear, Affidavit of Out-of-State Attorney, and Certificate of Pro Hac Vice Registration).

a. These documents must include:

- The attorney's address;
- Every jurisdiction in which the attorney has been licensed;
- A sworn statement that the attorney has never been disbarred and whether the attorney is currently under suspension or has resigned with pending discipline in any jurisdiction;
- A statement that the attorney has not been granted permission to appear in more than three Ohio proceedings in the current calendar year; and
- The name and registration number of an active Ohio attorney who is in good standing and has agreed to associate with the out-of-state attorney.

2. Determine the out-of-state attorney's eligibility.

- a. Evaluate the Certificate of Pro Hac Vice Registration for validity: A valid certificate (*Figure 1*) will contain:
- i. The Supreme Court of Ohio header;
 - ii. A watermark
 - iii. A registration number;
 - iv. and it will be issued by the Office of Bar Admissions.
- b. Check the attorney's admission status using the pro hac vice directory on the Supreme Court's website. Search by attorney name, then select to open more details.

The following statuses may appear:

- **Registered:** the attorney is compliant and eligible to appear in a matter.
- **Excluded:** the attorney is noncompliant and has been excluded from the practice of law in Ohio.
- **Not Registered:** the attorney is not registered for the current calendar year.
- **Ineligible:** the attorney does not qualify for pro hac vice admission in Ohio.
- **No PHV attorneys match your search filters:** the attorney has not completed registration.

c. Contact the Office of Bar Admissions with any questions.

3. If the out-of-state attorney has submitted the required documents and is eligible, the local tribunal has discretion to grant the motion to appear. If documents are missing or if the attorney is not eligible, the local tribunal must deny the motion.

4. Registrations are valid for the calendar year only. If a motion is filed late in the year and not decided until January, the attorney will be required to renew their registration for the new calendar year.

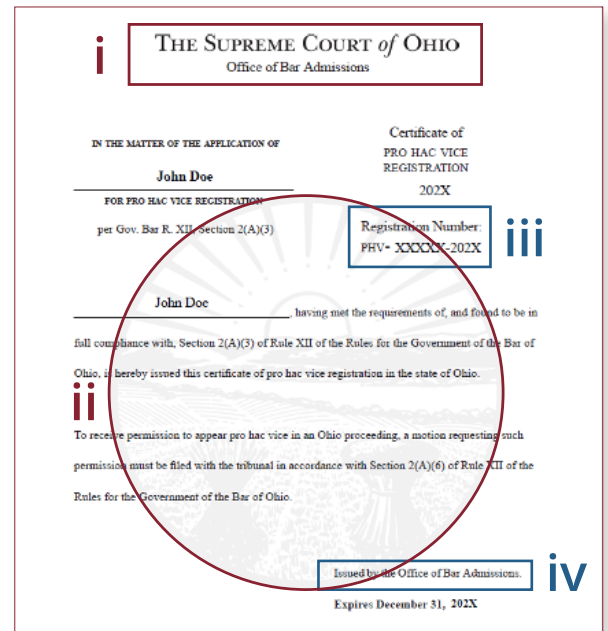


Figure 1

Questions? Contact:

Supreme Court of Ohio
Office of Bar Admissions
614.387.9352
prohacvice@sc.ohio.gov