

## Instructions for Online Pro Hac Vice Registration in Ohio

- Go to the Pro Hac Vice Online Registration page on the Supreme Court of Ohio website
  - <https://www.supremecourt.ohio.gov/attorneys/pro-hac-vice-registration>
- At the Supreme Court of Ohio Login screen, create a new account or log in, whichever is applicable
- Enter the requested demographic information on the “Create New Pro Hac Vice Account” screen
- Select “Pro Hac Vice Registration” from the options on the left
  - Check the statements that apply
  - Complete credit card payment (Visa or MasterCard only) for the registration fee or request a fee waiver (only if representing an amicus curiae in support of an indigent criminal defendant)
  - Registration fee payments are nonrefundable
- Download the Affidavit form
  - Complete the Affidavit (it is a fillable form), print it, and have the Affidavit notarized (note that Ohio requires a notary stamp or seal on the Affidavit)
  - On the Affidavit, the state and county fields must indicate where the Affidavit is being notarized, not the state and county of the tribunal
  - Make a copy of the Affidavit for the applicant’s records
  - Mail the original, notarized Affidavit to:  
**Supreme Court of Ohio**  
**Office of Bar Admissions**  
**Attn: Pro Hac Vice Registration**  
**65 S. Front St., 5<sup>th</sup> Fl.**  
**Columbus, OH 43215-3431**
- After the online registration is complete and the Office of Bar Admissions receives the notarized Affidavit, the applicant will receive an email with a downloadable Certificate of Pro Hac Vice Registration. (If experiencing problems downloading the Certificate, check that JavaScript is enabled and any pop-up blocker is disabled. In the alternative, hold down the control key while clicking the download link.) A copy of this Certificate must be included with the motion for permission to appear pro hac vice the applicant files with the tribunal. Only the tribunal may grant an out-of-state attorney permission to appear in an Ohio proceeding. A standard motion for permission to appear pro hac vice is available on the Pro Hac Vice Admission webpage. An attorney may appear pro hac vice in a maximum of three new proceedings per calendar year.

- If the tribunal grants the applicant’s motion for permission to appear pro hac vice, the applicant must file a Notice of Permission to Appear Pro Hac Vice and a copy of the tribunal’s order granting permission with the Office of Bar Admissions **within 30 days**. To comply with this requirement, the applicant must:
  - Log in to his or her Pro Hac Vice Account;
  - Select “File Notice of Permission” and enter the requested information;
  - Upload a copy of the tribunal’s order granting permission to appear pro hac vice (in “Cases on File”).

*Failure to enter the Notice of Permission information and upload the tribunal’s order within 30 days will result in automatic exclusion from practice in Ohio. The automatic exclusion applies to all cases in which the out-of-state attorney was granted permission to appear pro hac vice.*

- Pro hac vice registration is effective until the end of the calendar year. The applicant must renew the registration if the Ohio proceeding continues into the next calendar year. The Office of Bar Admissions will send renewal notices in December. Renewal may be completed using the online pro hac vice registration system. The renewal deadline is January 31.
- NOTE: If the case is pending before the Supreme Court of Ohio, the out-of-state attorney must also comply with Rule 1.2 of the Supreme Court Rules of Practice. Completion of the pro hac vice registration requirements does not constitute compliance with Rule 1.2.