Ohio Pro Hac Vice Registration

Gov. Bar R. XII

Out-of-state attorney (movant) files application for PHV registration and $500 fee with the Supreme Court of Ohio Office of Bar Admissions.

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Movant emails an Affidavit of Applicant to prohacvice@sc.ohio.gov.

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Movant receives certificate of PHV registration from Office of Bar Admissions.

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Movant files motion for permission to appear pro hac vice, Affidavit of Out-of-State Attorney, and copy of PHV certificate with local tribunal.

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Tribunal rules on motion.

GRANTED

Movant permitted to appear pro hac vice.

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Movant files Notice of Permission to Appear pro hac vice in their online account and uploads a copy of tribunal order.

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Notice of Permission to Appear pro hac vice filed with Office of Bar Admissions within 30 days of tribunal order?

NO →

Automatic exclusion from practice in Ohio. Contact Office of Bar Admissions to discuss requirements to petition for reinstatement.

YES →

Permission to appear PHV good until end of calendar year.

→

Case pending at end of calendar year?

NO →

No renewal requirements; movant notifies Office of Bar Admissions proceeding has concluded by updating their online account and filing a copy of the tribunal order concluding the matter or granting their withdrawal.

YES →

Movant submits renewal of PHV registration, $500 fee, and Affidavit of Applicant to Office of Bar Admissions.

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Office of Bar Admissions receives renewal and fee by Jan. 31?

NO →

Automatic exclusion from practice in Ohio. Contact Office of Bar Admissions to discuss requirements to petition for reinstatement.

YES →

PHV appearance in proceeding may continue during new calendar year.

DENIED

Movant may not appear in proceeding.