

## Pro Hac Vice Instructions

To the original Certificate of Compliance for Pro Hac Vice Admission, completed and signed by the out-of-state attorney, attach the following:

1. An original, recent (dated within the last three months) Certificate of Good Standing from the Bar association or highest court in the out-of-state attorneys home jurisdiction;
2. A certificate of insurance covering the out-of-state attorney's practice of law in this state and providing professional liability insurance which should include policy terms and deductible amount;

The Certificate of Compliance will be acknowledged and returned by email to the Oregon attorney within 3-5 business days. The acknowledged Certificate of Compliance should then be attached to your motion and order to the court. If you require further assistance, please contact the Oregon State Bar's Regulatory Services at [regsvcs@osbar.org](mailto:regsvcs@osbar.org).

**Please remember to forward to Regulatory Services a copy of the order granting pro hac vice admission when you have received it back from the court.**

In re: \_\_\_\_\_ )  
Name of Out-of-State Attorney )

**Certificate of Compliance  
For Pro Hac Vice Admission**

I, \_\_\_\_\_ (print name), am an attorney in the State of \_\_\_\_\_ and I intend to seek *pro hac vice* admission in accordance with ORS 9.241 and UTCR 3.170 in the following Oregon court action or proceeding:

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

Court: \_\_\_\_\_ Case No.: \_\_\_\_\_

I certify that (check all that apply):

- I am an attorney in good standing in the State of \_\_\_\_\_, as evidenced by the attached good standing certificate issued by the licensing authority in that state.
  - I am not subject to any pending disciplinary proceedings in any jurisdiction; **or**
  - I am subject to pending disciplinary proceedings in another jurisdiction, the nature and status of which are described in an attachment to this certificate.
- I intend to associate in the above-referenced action or proceeding with \_\_\_\_\_, OSB No. \_\_\_\_\_, an active member in good standing of the Oregon State Bar, who will participate meaningfully in the matter.
- I will comply with applicable statutes, laws, and procedural rules of the State of Oregon; be familiar with and comply with disciplinary rules of the Oregon State Bar; and submit to the jurisdiction of the Oregon courts and Oregon State Bar with respect to acts and omissions occurring during my *pro hac vice* admission.
- My private law practice activities in Oregon are covered by professional liability insurance substantially equivalent to the Oregon State Bar Professional Liability Fund plan, as evidenced by the attached certificate of insurance coverage.
- I agree, as a continuing obligation of *pro hac vice* admission, to notify the trial court promptly of any changes in my insurance coverage, or my admission or disciplinary status in any other jurisdiction.
- I will provide to the Oregon State Bar a copy of the order admitting me *pro hac vice* in the above-referenced matter when such an order is granted. In the event *pro hac vice* admission is revoked for any reason, I will promptly notify the Oregon State Bar.
- I submit \$500 to the Oregon State Bar as payment of the *pro hac vice* fee established by ORS 9.241 and the rules of the Oregon Supreme Court. I acknowledge that this fee is for a period of twelve months from the date of the Acknowledgment of Receipt issued below, and that an additional fee of \$500 will be required in order for me to continue my *pro hac vice* admission in the matter for every twelve-month period thereafter.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

**X** \_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_ Bar No.: \_\_\_\_\_  
(Home Jurisdiction)

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_  
FAX: \_\_\_\_\_  
Email: \_\_\_\_\_

**Acknowledgment of Receipt**

As Director of Regulatory Services of the Oregon State Bar, I acknowledge receipt from the above-named out-of-state attorney of the Certificate of Compliance for Pro Hac Vice Admission and attachments, and the \$500 fee for pro hac vice appearance in the above-referenced Oregon action or proceeding. The fee is for a period of twelve months from the date of this acknowledgment.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

SEE MATERIALS ATTACHED:

\_\_\_\_\_  
Troy Wood, Regulatory Counsel