The seal of the Supreme Court of the State of Ohio is a large, light-colored circular emblem in the background. It features a central sunburst with rays extending to the top edge. Below the sunburst is a landscape with a river and hills. The text "THE SUPREME COURT OF THE STATE OF OHIO" is written around the perimeter of the seal.

Pro Hac Vice Attorney Portal User Guide

**Supreme Court of Ohio
Office of Bar Admissions**

(614) 387-9352

prohacvice@sc.ohio.gov

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Creating Accounts for New Registrants

Both new and existing users start at the following URL: <https://supremecourt.ohio.gov/ProHacVice/>

New users should complete the following:

- 1) Select the [I have not registered an Ohio PHV account] button to access the account creation form.

Log In

If you have previously registered as an Ohio Pro Hac Vice (PHV) user, please enter your credentials below to log in.

PHV Number:

PHV Number

Password:

Password

Show Password

Login Reset Fields

Please login.

Forgotten password or PHV number I have not registered an Ohio PHV account.

- 2) The *Create an Ohio Pro Hac Vice Account* page opens. Every field on this screen (except Middle Name) is a required field.

First Name: First Name

Middle Name: Middle Name

Last Name: Last Name

Social Security Number:

Office Address: Office Address

City: City

State: State

Zip Code: Zip Code or Postal Code

Email Address: example1@email.com

Residence Address: Residence Address

City: City

State: State

Zip Code: Zip Code or Postal Code

Phone: 614-555-1234

Enter New Password: New Password

Confirm Password: Confirm Password

Create Account Reset Fields Cancel

Copy to Residence

Help with the *Create an Ohio Pro Hac Vice Account* page

The following rules/functionality explanations will answer most questions users may have on this page:

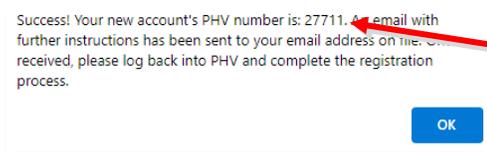
- 1) As listed above, almost all fields are required. If a user clicks [Create Account] prior to populating all of the required fields, the following error message will appear under each missed field. Once all required fields are populated, the form will submit as expected.
- 2) Two fields require unique identifiers: *Social Security Number* and *Email Address*.

- a. **Social Security Number:** If an SSN already exists on another account, an error message will display directing the user to log in to the existing account.
 - b. **Email Address:** Like SSNs, all email addresses must be unique. If the user enters an email address already tied to another account, an error message will display indicating a new email address is required.
- 3) **Copy to Residence:** Clicking the [Copy to Residence] button allows the user to repeat the address information from the Office Address section to the Residence Address section. If a user clicks this button but decides they want to enter different information for the residence, they can delete the information in each residence address field and retype the correct information.
 - 4) **Password:** The rules for password creation are listed on the screen, and the password must include at least two of the features on the list.

Next Steps After New Account Creation

After clicking [Create Account], the following activities occur:

- 1) **Success message:** A success message, which appears at the top of the screen, provides the newly created PHV number. As indicated in the message, an email is sent to the email address on file providing further instructions.



The PHV number is provided both here in the success message and again in the *Pro Hac Vice User Info* email.

- 2) **Pro Hac Vice User Info email:** This email provides the PHV number and instructions to complete the registration process with links to relevant items.

Login Procedures for Existing Users

All existing and new users will begin at this URL: <https://supremecourt.ohio.gov/ProHacVice/>

Log In

If you have previously registered as an Ohio Pro Hac Vice (PHV) user, please enter your credentials below to log in.

PHV Number:

Password:

Show Password

Please login.

Upon log in, users will periodically be diverted to their *Account Information* to verify that the information is current.

Help with the *Login* screen

- 1) **PHV Number:** The account number is the 5-digit numerical portion of the Registration Number.
Example: Registration Number: PHV-27712-2024
 PHV Number: 27712
- 2) **Password:** Checking the 'Show Password' checkbox displays an unmasked version of the password.

Obtaining Forgotten PHV Credentials

If an account holder forgets their PHV Number or password, there is a self-service option on the login page.

- 1) Click the [Forgotten password or PHV number] button.

Log In

If you have previously registered as an Ohio Pro Hac Vice (PHV) user, please enter your credentials below to log in.

PHV Number:

Password:

Show Password

Please login.

- 2) The *Password Reset Method* screen opens. Enter the Office Email Address on file and click [Continue]. **Note:** While users may have two email addresses on file, only the Office Email Address works for this lookup.
- 3) If the email address exists, the screen will display the corresponding PHV Number for that user.

Password Reset Method

Search for your PHV account by email address.
We will send a password reset emails to that email account.

If you no longer have access to the email address on file, please contact the Office of Bar Admissions at 614.387-9352.

Email Address:
.com

Select	PHV Number	Email	Attorney Name
<input type="button" value="Send Reset Email"/>	27712	<input type="text" value=""/> .com	Atticus Finch

- 4) If the user has forgotten the password, click [Send Reset Email] to begin the password reset process.
- 5) The email will be sent to the Office Email Address and, if available, the Residential Email Address.

- 6) After opening the email, click “[Follow this link](#)” to reset the password. Note that the link is only valid for two hours.
- 7) The *Reset an Ohio Pro Hac Vice Account Password* screen opens.
- 8) After populating the password in both fields and clicking [Reset Password], the application displays a confirmation message and then returns to the *Login* screen. The user can immediately log in with the new password.

Help with the *Password Reset* screen

- 1) The new password must abide by the same rules as when initially creating a password. These rules are displayed prominently on the password reset screen.
- 2) If the user no longer has access to the email addresses on file, contact the Office of Bar Admissions at (614) 387-9352 to verify your identity and update your contact information. Once the email address has been updated, the user can follow the password reset process.

Reviewing and Updating Account Information

New users and users who have not logged in within the last six months will automatically be funneled to the *Account Information* module. Alternatively, users may select *Account Information* from the *Home* screen.

Navigating Through the *Account Information* Screens

The *Account Information* module has four screens:

- 1) General Information
- 2) Residential Address
- 3) Office Address
- 4) Jurisdictions of Licensure

If this is the first time a user has logged into their account, they must file through each of the screens before exiting back to the *Home* screen. To do so, the user will complete the following steps:

- 1) On the *General Information* screen, the user is permitted but not required to update any field except the Social Security Number. To move to the next screen, click [Next].

General Information

Title:

First Name:

Middle Name:

Last Name:

Suffix:

Social Security Number:

Next

Note: The attorney's Social Security Number is a required field and there is no way to bypass this requirement. The number is only collected as a unique account identifier and is stored in a masked format, so staff at the Supreme Court of Ohio do not have access to the complete number.

2) On the *Residential Address* screen, the user is permitted but not required to update all fields. Required fields should already be populated, however, if any of these are not populated, an error message will indicate which field is missing and the user will not be able to move to the next screen. To move to the next screen, click [Next]. (Note: A [Back] button is available as well).

3) On the *Office Address* screen, the user is permitted but not required to update all fields. Required fields should already be populated, however, if any of these are not populated, an error message will indicate which field is missing and the user will not be able to move to the next screen. To move to the next screen, click [Next]. (Note: A [Back] button is available as well).

Note: The address listed on the *Office Address* screen will appear in the public PHV directory.

4) On the *Jurisdictions of Licensure* screen, the user must add at least one jurisdiction. To add a jurisdiction:

a. Click the [Add Jurisdiction] button.



- i. The *Add Your Next Jurisdiction* screen opens. The Jurisdiction Name, License Number, and Admitted Date fields are required. If any of these fields are missing, PHV will display an error message.
- ii. The attorney must list every state jurisdiction in which they have ever been admitted to practice law. If the attorney has resigned, retired, or become inactive, the attorney should enter the date of that occurrence.

b. Click [Save] to save the jurisdiction.

c. The screen returns to the *Jurisdictions of Licensure* with the newly added jurisdiction listed in the grid. From this screen, the user may:

- i. Add an additional jurisdiction by clicking [Add Jurisdiction].
- ii. Edit an existing jurisdiction by clicking [Edit].
- iii. Delete an existing jurisdiction by clicking [Delete].

The screenshot shows the 'Jurisdictions of Licensure' screen with a table. The table has columns: Edit, Delete, Jurisdiction Name, License Number, Admitted Date, Inactive Date, Resignation Date, and Retirement Date. The first row contains the following data: Edit, Delete, Alabama, 1111, 07/15/1960, N/A, N/A, N/A. The 'Edit' and 'Delete' buttons for the Alabama row are highlighted with a red box. Below the table, there are buttons for 'Add Jurisdiction', 'Back', and 'Home'.

Edit	Delete	Jurisdiction Name	License Number	Admitted Date	Inactive Date	Resignation Date	Retirement Date
Edit	Delete	Alabama	1111	07/15/1960	N/A	N/A	N/A

d. Once every state jurisdiction of licensure is present, the user may return to the *Home* screen. **Note:** The attorney must have at least one active jurisdiction of licensure to be eligible for pro hac vice admission.

Help with the *Account Information* Module

- 1) **Social Security Number:** The SSN field is a new requirement for PHV registration. Thus, when every existing user accesses the new PHV portal for the first time, they will be required to enter their SSN. The SSN is masked (Supreme Court of Ohio staff will not have access to the complete number) and the information is not stored for any reason other than account verification.
- 2) **Email Addresses:** Email addresses must be unique. This includes both email addresses between accounts and within a single account. If the user attempts to list an email address that has already been used, an error will appear. **Note:** Only the office email address is required, but listing a residential email may be helpful in the event that account recovery is needed.

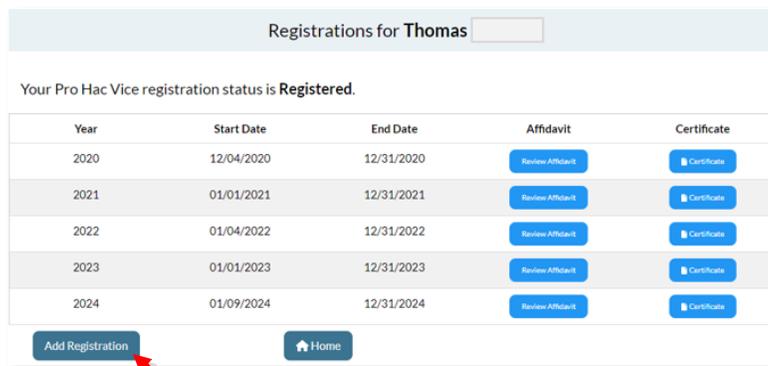
Completing Registration

The *Registration* module may be accessed through the *Home* screen by clicking the *PHV Registration* icon. **Note:** Access to the Registration module may be limited depending on the time of year (registrations for the upcoming year are only available beginning in mid-December) or depending on the attorney's account status. If an attorney is in "Excluded" status, they must submit a Petition for Reinstatement prior to being able to register.



Understanding the Registration Grid

- 1) After clicking the *PHV Registration* icon, the screen opens to the *Registrations* list. This houses all registrations for a user and includes a downloadable version of the Affidavit of Applicant that was submitted for each registration as well as the Certificate of Pro Hac Vice Registration, if available.



Registrations for **Thomas**

Your Pro Hac Vice registration status is **Registered**.

Year	Start Date	End Date	Affidavit	Certificate
2020	12/04/2020	12/31/2020	Review Affidavit	Certificate
2021	01/01/2021	12/31/2021	Review Affidavit	Certificate
2022	01/04/2022	12/31/2022	Review Affidavit	Certificate
2023	01/01/2023	12/31/2023	Review Affidavit	Certificate
2024	01/09/2024	12/31/2024	Review Affidavit	Certificate

[Add Registration](#) [Home](#)

If a user has an available registration option (ex. they have not registered yet this year), the [Add Registration] button will be displayed below the list. If they have already registered for all available

registration options, the list will display, but the [Add Registration] button will not. For Excluded users, visit [Specific Instructions for Excluded Users](#).

Completing the Registration Form

- 1) From the *Registrations* page, click [Add Registration].
- 2) The *Add Registration* form opens.

Section 1: General Registration Information

Add Registration for Atticus Finch

Your Pro Hac Vice registration status is Not Registered.

▲ Note: In order to register, you will need to submit a properly executed [Affidavit of Applicant](#).

Registration Type:	<input type="text" value="New"/>	Year:	<input type="text" value="2024"/>
Start Date:	<input type="text" value="2024-10-31"/>	End Date:	<input type="text" value="2024-12-31"/>
Comments:	<input style="width: 100%;" type="text"/>		
Affidavit:	<input type="button" value="Choose Affidavit File"/>		

- 1) **Year:** This defaults to the oldest year available for registration. If more than one year is available, the user may click the drop-down button to select a specific year.
- 2) **Comments:** This is an optional field. **Note:** If you have an urgent request, do not list it in the comment field, you must call the Office of Bar Admissions at (614) 387-9352.
- 3) **Affidavit:** Click [Choose Affidavit File] and follow the upload instructions. The user cannot submit a registration form without attaching a file. **Note:** A link to the blank affidavit form is available at the top of the screen in the yellow banner.

Section 2: Certify Statements

I certify that:

- I am admitted to the practice of law in the highest court of a state, commonwealth, territory, or possession of the US or the District of Columbia, or admitted to practice in the courts of a foreign state, and am in good standing in said jurisdiction(s).*
- I have not taken and failed the Ohio bar exam, been denied admission without examination, or had an application for admission in Ohio denied on character and fitness grounds pursuant to Gov.Bar R. I within the last five years.*
- I will comply with the applicable statutes, law, and procedural rules of the State of Ohio, and the rules, policies, and procedures of the tribunal before which I seek to practice, and will be familiar with and comply with the Ohio Rules of Professional Conduct and the Rules for the Government of the Bar.*

To be eligible for PHV admission, the attorney must be able to certify that all three statements are accurate. Users must place a check next to each in order to submit the form.

Section 3: Select Statements

Select all that apply:

- I do not reside in Ohio and am not regularly employed at an office in Ohio.
- I am registered for corporate status in Ohio pursuant to Gov.Bar R. VI, Section 6.
- I reside in Ohio but lawfully practice from offices in one or more other states.
- I maintain an office or other systematic and continuous presence in Ohio pursuant to Prof. Cond. Rule 5.5(d)(2).
- I have permanently relocated to Ohio in the last 120 days and am currently an applicant pending admission under Gov. Bar R. I.

The user should select all of the statements that apply to them. At least one statement is required, and the selected statements should not conflict with one another.

Section 4: Payment Options

Choose one:

- I will submit the annual registration fee of \$500 to the Supreme Court of Ohio.
- I represent an amicus curiae in support of an indigent defendant in a criminal matter and request a waiver of the annual registration fee.

The user must select a payment option in order to submit the registration form. The payment options are as follows:

- 1) **Credit Card:** The *Payment Information* window will appear, and all fields are required.

Payment Information

This fee, \$500, have been assessed for this registration:

Card Holder

Card Number

Expiration (mm/yy)

CVV/CSV

- 2) **Amicus Curiae Waiver:** The *Fee Waiver Information* window will appear, and all fields are required. This option is only available to attorneys who meet the requirements of Gov. Bar R. XII, Sec. 2(A)(5).

Fee Waiver Information

Name of Amicus Curiae:

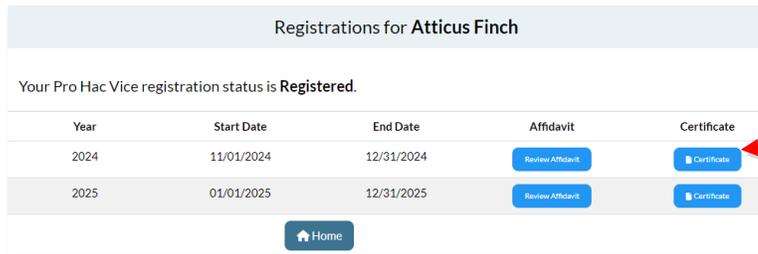
Case Caption:

Case Number:

Once the payment information is complete, click [Submit] on the *Registration Form*. As long as no errors are detected, the form closes and returns the user to the *Registrations* list.

Next Steps After Registering

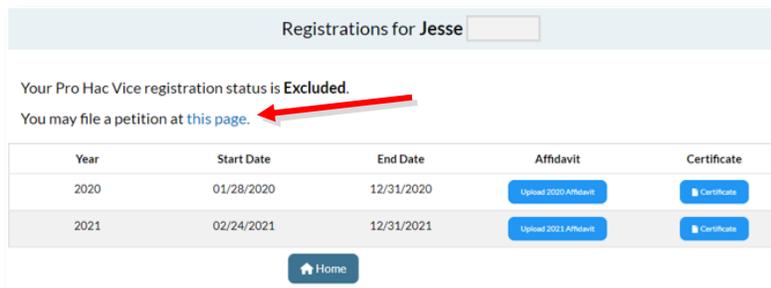
- 1) The *Registrations* list will now include the new registration and the attorney's status will be updated. The affidavit submitted with the registration will also be available for download.
- 2) An email will be sent to the attorney confirming the submission of a registration application.
- 3) After the Office of Bar Admissions approves an application, a Certificate of Pro Hac Vice Registration is emailed to the applicant and a downloadable copy will be added to the *Registrations* list.



Year	Start Date	End Date	Affidavit	Certificate
2024	11/01/2024	12/31/2024	Review Affidavit	Certificate
2025	01/01/2025	12/31/2025	Review Affidavit	Certificate

Special Instructions for Excluded Users

While a user is in an Excluded status, they are unable to complete a registration application until a Petition for Reinstatement is submitted.



Year	Start Date	End Date	Affidavit	Certificate
2020	01/28/2020	12/31/2020	Upload 2020 Affidavit	Certificate
2021	02/24/2021	12/31/2021	Upload 2021 Affidavit	Certificate

Clicking the petition link opens the *Petition for Reinstatement* page. If the user failed to timely renew their PHV registration, they will automatically be routed to the registration screen after submitting that petition and can submit the required registration(s). For more information on petitions, see [Submitting Petitions](#).

If the user submitted registrations along with their petition, a registration notification email is sent for each registration (as explained in [Next Steps After Registering](#)). Once the Office of Bar Admissions processes the petition, an email is sent to the applicant. If approved, the user's status will change, and they regain full functionality in the portal.

Help with the Registration Form

- 1) **Affidavit:** The affidavit is required in order to submit the registration. If needed, a link to the affidavit form is available in the yellow banner at the top of the *Registration Form*.



Add Registration for Atticus Finch	
Your Pro Hac Vice registration status is Not Registered .	
Note: In order to register, you will need to submit a properly executed Affidavit of Applicant .	

- 2) Once a registration is submitted, the user cannot change the attached affidavit. In that case, users can send a copy of the correct document by email to prohacvice@sc.ohio.gov.

Filing Notices of Permission

The *Notice of Permission* module may be accessed through the *Home* screen by clicking the *File Notice of Permission* icon.



Only registered users may file a notice of permission. Registered users are taken to the *Add a Notice of Permission* page to add the case information. Every field is required, and the user must upload a copy of the timestamped court order granting their appearance in the matter.

Note: If a matter that the attorney has already been appearing pro hac vice in is appealed, do not add the appellate matter by Filing a Notice of Permission, instead see the instructions for [Appealing a Case](#).

After all the fields are populated, click [Save]. The user will automatically be routed to the *Cases on File* page. See the [Editing Cases on File](#) section for more information on editing existing case information.

Editing Cases on File

The *Cases on File* screen opens automatically after a user saves a new notice of permission, and it can also be accessed from the *Home* screen by clicking the *Cases on File* icon.



All users, regardless of status may access *Cases on File*. However, the available functionality on this screen depends on status. Registered users may edit a case on file or add a notice of permission on this screen. All other users will have view-only access, and the "Edit" and "Add" buttons will be grayed out.

Clicking [Add Notice of Permission] takes the user back to the *Add Notice of Permission* screen. Instructions for that section may be found in the [Filing Notices of Permission](#) section.

Uploading an Order Granting Withdrawal/Conclusion

Attorneys who have appeared pro hac vice in an Ohio matter are required to notify the Office of Bar Admissions by the end of the renewal window (January 31) if a matter that they appeared in has concluded or if they were granted permission to withdraw. To do so, the user must:

- 1) Click [Edit].
- 2) From the Edit screen, find the 'Upload Withdrawal/Conclusion Order' field and click [Choose File].

Case Caption
Sit vs Stand

Year Started
2024

Case Status
Ongoing

Upload Withdrawal/Conclusion Order
Choose File No file chosen

Case Appealed

Save Edits Cancel

- 3) A date field will then populate below the document upload. Enter the date of the order granting the attorney's withdrawal or the conclusion of the matter in the date field. **Note:** This must be the date that the court granted the request, not the date of the motion.

Upload Withdrawal/Conclusion Order
Choose File PHV.pdf

Withdrawal/Conclusion Date
mm/dd/yyyy

Case Appealed

Save Edits Cancel

- 4) Click [Save Edits] to complete the process.
- 5) The case status will change from 'Ongoing' to 'Concluded' and the court order can be downloaded.

Cases on File for Atticus Finch

Your Pro Hac Vice registration status is Registered.

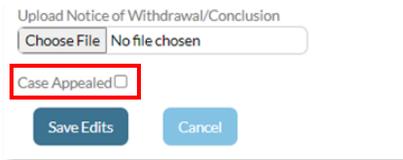
Edit	Case Number	Tribunal Name	Case Caption	Year Started	Status	Status Date	Documents for Download
edit	60-4321	Hamilton Municipal Court	Robinson vs Ewell	2024	Concluded	11/01/2024	Court Order Notice of Withdrawal/Conclusion

[Add Notice of Permission](#) [Home](#)

Appealing a Case

When a case that an attorney has already appeared pro hac vice in is appealed, the user should:

- 1) Click [Edit] next to the case that has been appealed.
- 2) Scroll to the bottom of the screen and place a checkmark in the 'Case Appealed' checkbox.



The screenshot shows a dialog box titled "Upload Notice of Withdrawal/Conclusion". At the top, there is a "Choose File" button and the text "No file chosen". Below this, the "Case Appealed" checkbox is highlighted with a red box. At the bottom of the dialog, there are two buttons: "Save Edits" and "Cancel".

- 3) Several additional fields open. All fields are required, including uploading the appellate court order.
- 4) Click [Save Edits] to complete the process and return to the *Cases on File* screen.
- 5) The original case will show a status of 'Appealed'.
- 6) The appellate case will be added to the list and have a status of 'Ongoing'. **Note:** The appellate case does not count against the allotment of three new cases per year under Gov. Bar R. XII, Sec. 2(A)(6).

Limits for Cases on File

Users are limited to three (3) new cases per year pursuant to Gov. Bar R. XII, Sec. 2(A)(6). When the limit is reached, the following changes will occur:

- 1) A message will appear on the *Case on File* screen letting the user know they have reached their limit. **Note:** Users are still able to add an appeal to an existing case by selecting the 'Case Appealed' checkbox on the *Edit* screen. See [Appealing a Case](#) for more information.
- 2) The [Add Notice of Permission] button on the *Cases on File* screen is grayed out.
- 3) The *File Notice of Permission* icon on the *Home* screen is no longer accessible.



The screenshot shows the "Cases on File for Marcus Mumford" screen. At the top, it says "Your Pro Hac Vice registration status is Registered." Below this is a table with the following columns: Edit, Case Number, Tribunal Name, Case Caption, Year Started, Status, Status Date, and Documents for Download. The table contains three rows of cases. Below the table, there is a red message: "You have submitted your allotted 3 cases for calendar year. If you need further assistance, please contact the Supreme Court of Ohio Office of Bar Admissions at 614-387-9352." A red arrow points to this message. There is also a "Home" button and a grayed-out "Add Notice of Permission" button.

Edit	Case Number	Tribunal Name	Case Caption	Year Started	Status	Status Date	Documents for Download
Edit	21-2323	Adams County Court	Now vs Later	2024	Ongoing	02/02/2024	Court Order
Edit	24-5555	Crawford County Municipal Court	Here vs There	2024	Ongoing	03/03/2024	Court Order
Edit	23-1234	Harrison County Court	Round vs Square	2024	Ongoing	04/04/2024	Court Order

Submitting Petitions

Petitions for Reinstatement are required when an attorney has been excluded due to their failure to comply with the requirements of Gov. Bar R. XII. Once an attorney has been excluded, a letter will be sent to each local court that the attorney has appeared in, informing them of the attorney's ineligibility. The attorney will remain excluded from the practice of law in Ohio until they submit a petition, and it is approved by the Office of Bar Admissions. Once a petition is approved, a letter will be sent to the local courts of record for that attorney notifying them of the attorneys return to compliance.

To complete a petition, the user clicks the *File Petition* icon on the *Home* screen.



The Petition for Reinstatement screen opens. There are three petition types to choose from. Select the correct petition for the specific circumstances by clicking the radio button, populate all required fields, and click the [Submit] button. The user receives a 'Success' message indicating the petition was submitted

Failure to File a Notice of Permission Within 30 Days

The 'Failure to file a Notice of Permission within 30 days' form requires:

- 1) A description of the reason for failing to timely file.
- 2) Upload for the Notice of Permission (required), and a link to the form is included.
- 3) Upload for the order granting the attorney permission to appear (required).
- 4) Upload for the order dismissing the case or granting the attorney's withdrawal, if applicable.

Failure to Timely Renew Pro Hac Vice Registration

The 'Failure to timely renew pro hac vice registration' form requires:

- 1) A description of the reason for failing to timely file.
- 2) Upload for the signed and notarized Affidavit of Applicant (required).

Failure to Provide Timely Notice of Withdrawal/Conclusion

The 'Failure to provide timely notice of withdrawal/conclusion' form requires:

- 1) A description of the reason for failing to timely file.
- 2) Upload for the order dismissing the case or granting the attorney's withdrawal (required).

Next Steps After a Petition Is Submitted

If the user submitted registrations for missing years along with their petition, a registration notification email is sent for each registration period (as explained in [Next Steps After Registering](#)).

Once the Office of Bar Admissions processes the petition, an email is sent to the applicant. If approved, the user's status will change, and they will regain full functionality in the portal.

Accessing Additional Resources

For additional resources, the user may select the Resources icon from the *Home* screen. This is a direct link to [Pro Hac Vice Registration » Supreme Court of Ohio](#).

