Ohio Pro Hac Vice Registration

Gov. Bar R. XII

Out-of-state attorney (movant) submits PHV registration application, along with Affidavit of Applicant and $500 fee, in the PHV portal.

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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 notifies Office of Bar Admissions about their case involvement by selecting *File Notice of Permission* in the PHV portal and submitting the required case information.

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Notice of Permission to Appear pro hac vice filed in PHV portal within 30 days of tribunal order?

YES → Permission to appear PHV good until end of calendar year.

→ Case pending at end of calendar year?

YES → Movant submits renewal of PHV registration, $500 fee, and Affidavit of Applicant in PHV portal.

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

YES → PHV appearance in proceeding may continue during new calendar year.

NO → *Automatic exclusion from practice in Ohio. In the PHV portal,* File Petition *for failing to timely renew. Do not resume practice of Ohio law until your status is corrected.*

NO → No renewal requirements; movant notifies Office of Bar Admissions proceeding has concluded by updating their case info in the PHV portal and filing a copy of the tribunal order concluding the matter or granting their withdrawal.

NO → *Automatic exclusion from practice in Ohio. In the PHV portal,* File Petition *for failing to timely file a Notice of Permission. Do not resume practice of Ohio law until your status is corrected.*

DENIED

Movant may not appear in proceeding.