

# NOTICE TO:

Applicants seeking *Pro Hac Vice* Admission in Texas

Carefully review the instructions on the cover page of the Application. Applications will be rejected and returned if:

1. the form is in any format other than the format available on the Board's website, including, but not limited to, scanned or recreated versions of BLE forms;
2. any question is left blank (use "n/a" as appropriate);
3. any form dated March 2011 or before;
4. the form does not bear Applicant's original signature;
5. the form does not bear an original notary signature and/or notarial seal;
6. the form bears notarization dated more than 90 days before the date received by the Board;
7. Applicant is not associated with a licensed Texas attorney;
8. the TX Bar Card Number for the Texas Attorney is not included;
9. Applicant is a Texas resident;
10. Case is to be presented in a Federal Court;
11. the fee or the Fee Waiver/Reduction Request Form, as appropriate, is not included;
12. more than one Cause/Case Number is listed;
13. the Texas Court of Record, court number, or the location of the court as set out in the case style is left blank, or is incomplete;
14. any language of the Application is altered; and/or
15. Applicant's date and year of licensure, statement regarding status of license and/or license or bar card number is not included as required in Question 1.

Board of Law Examiners  
Appointed by the Supreme Court of Texas

**APPLICATION FOR PRO HAC VICE ADMISSION**

*(For all non-resident attorneys requesting permission to participate in proceedings in a Texas Court)*

*Use this application if you are an attorney who resides and is licensed to practice law in another state, who is not a member of the State Bar of Texas, and you are seeking to participate in a Texas state court proceeding.*

**Read Rule XIX, which became effective September 1, 2003, of the current *Rules Governing Admission to the Bar of Texas*, and the applicable statutory provisions found in Texas Government Code, Sec. 82.001 *et seq.*, all of which are contained in the Board of Law Examiners' (Board) rulebook before submitting this application.** The rulebook is available in downloadable format on the Board's website, [www.ble.state.tx.us](http://www.ble.state.tx.us). We also suggest reading the *Texas Disciplinary Rules of Professional Conduct*, posted at [www.texasbar.com](http://www.texasbar.com), "About the State Bar," "Rules and Procedures."

**Filing this form and fee is the mandatory first step in your request for permission to participate in proceedings in a Texas Court. The next step is to file a sworn motion, in compliance with Rule XIX of the current *Rules Governing Admission to the Bar of Texas*, in the Texas Court in which you request to participate, which must be accompanied by the acknowledgment letter you will receive from the Board. The decision to grant or deny your application is ultimately made by the Texas Court in which you request to participate. For purposes of compliance with this Rule and Texas Government Code Sec. 82.0361, proceedings filed under a new cause number in any Texas Court, including all appellate courts, are considered new proceedings and are subject to a new application and fee.**

Carefully follow these instructions and complete this form.

No alterations may be made to the text or wording of this application. If alterations are found, the application will be denied and your fees forfeited.

Before you file your application, verify that you have fully responded to all items and questions, leaving no blanks. **If the item or question is inapplicable, write "N/A."**

Your application will not be considered filed and may be returned to you if it is incomplete. Examples of incompleteness include, but are not limited to, the following:

- a. failure to provide any information required, including names, complete addresses, telephone numbers, or zip/postal codes;
  - b. **failure to answer any question;**
  - c. failure to send in the required fee or Fee Waiver/Reduction Request form, as appropriate;
  - d. any signature notarized more than 90 days before the date received by the Board;
  - e. alteration of any language of the application;
  - f. failure to sign any document requiring your signature;
  - g. failure to have your signature notarized, to include notary's signature, expiration date and official seal, where required; and/or
  - h. any document that has been recreated or scanned.
1. **Filing Fees:** Make your check, money order, or bank cashier's check payable in the full amount due to the BOARD OF LAW EXAMINERS (NOT to the State Bar of Texas). Each application requires a **filing fee of \$250.00**. A separate application must be filed for each non-resident attorney. Do not postdate your check. An application is not considered filed until all fees are received in the Board's office. If your personal check for fees is returned for insufficient funds or is otherwise dishonored by your bank, you will be assessed a returned check charge. All fees due after that time must be paid by bank cashier's check or money order. **There is no refund of fees if you withdraw your application or do not meet all requirements for admission.** Persons seeking to represent an indigent person may qualify for a waiver or reduction of the filing fee upon completing and filing the "Fee Waiver/Reduction Request for *Pro Hac Vice* Applicants" form downloadable from the Board's website.

2. **Filing of Application:** Mail or deliver your signed **original** application and required fees to the Board as follows:

**MAILING ADDRESS:**  
Board of Law Examiners  
P.O. Box 13486  
Austin, TX 78711-3486

**DELIVERY ADDRESS:**  
Board of Law Examiners  
205 West 14th Street, 5th Floor  
Austin, Texas 78701

The Board will acknowledge receipt of your application within 3 business days. The acknowledgment letter will serve as your proof of payment of the requisite fee and will need to be included with your written, sworn motion to the Texas Court in which you are requesting permission to participate. If you do not receive such an acknowledgment by that time, please contact the Board's office.

3. **Case/Cause Number:** List only one (1) case/cause number per application, as this crucial information will be included on the acknowledgement letter. Your application will be returned if you list more than one (1) case/cause number, or if you do not list a case/cause number.
4. **Texas Court of Record:** List only one (1) court or administrative body per application, as this crucial information will be included on the acknowledgement letter. **You must include the full, formal name of the court, the court number, and the location of the court as set out in the case style.**
5. **Certificate of Good Standing:** Formal Certificates of Good Standing are not necessary.
6. **List of Parties you are representing:** List **all** parties you are representing in this case. Provide a copy of the page(s) of a document that shows a complete list of your clients if list is voluminous.
7. **Complete List of All Parties:** List **all** Plaintiffs, Defendants, or other parties involved in this case. Provide a copy of the page(s) of a document that shows a complete list of the Plaintiffs, Defendants, or other parties if list is voluminous.

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**APPLICATION FOR PRO HAC VICE ADMISSION**

(For all non-resident attorneys requesting permission to participate in proceedings in a Texas Court)

NAME:  Mr.  Ms. \_\_\_\_\_  
Last First Middle Maiden

- - - - -  
Date of Birth Social Security No.\* Driver's License/I.D. No. Issuing State

**YOUR FIRM'S NAME & MAILING ADDRESS:** (All correspondence will be mailed to this address.)

\_\_\_\_\_  
Firm Name

Street Address/P.O. Box Ste. No. City State Zip

**YOUR FIRM'S PHYSICAL ADDRESS:**  Check here if same as above

Street Address Ste. No. City State Zip

- - - - -  
Office Phone Office Fax E-mail Address

**ACKNOWLEDGMENT LETTER should be faxed to:** NAME: \_\_\_\_\_ FAX: - -

**NAME & OFFICE ADDRESS OF TEXAS ATTORNEY TO BE ASSOCIATED IN THE TEXAS PROCEEDING:**

\_\_\_\_\_  
Name Firm Name (if applicable)

Street Address/P.O. Box Ste. No. City State Zip

- - - - -  
Office Phone Office Fax TX Bar Card No.

**CAUSE NUMBER:** \_\_\_\_\_

**TEXAS COURT OF RECORD:** \_\_\_\_\_

Name of Party or Parties you are representing.

Complete list of all parties.

\* The provision of your social security number is voluntary, pursuant to Sec. 7, Privacy Act of 1974. However, when this data is provided, the Board will use it in its verification to minimize errors of identity. The Board appreciates your furnishing this information on a voluntary basis.

1. List all state and federal jurisdictions in which you have been licensed or admitted to practice law, the date and year of licensure, a statement as to whether you are active and in good standing, and your license or bar card numbers, if applicable.

2. Within the past two years, have you appeared, or sought leave to appear, before a Texas Court and/or administrative body? If so, provide all cases/causes by cause number and caption/style in the space below. If not, answer "n/a."

3. List the city, county, and state of your residence at the time of filing this application.

4. Within the preceding five (5) years, have you been the subject of disciplinary action by the Bar or courts of any jurisdiction in which you are licensed? ..... YES  NO

If you answered "YES" to question 4, please provide details on the following Continuation Form.

5. Within the preceding five (5) years, have you been denied admission to the court of any state or to any federal court? ..... YES  NO

If you answered "YES" to question 5, please provide details on the following Continuation Form.

6. Are you familiar with the State Bar Act, the State Bar Rules, and the Texas Disciplinary Rules of Professional Conduct governing the conduct of members of the State Bar of Texas, and will you at all times abide by and comply with the same so long as such Texas proceeding is pending and you have not withdrawn as counsel therein?..... YES  NO

I have responded to all inquiries on this form fully and frankly, and all the information contained herein is true and correct. Further, having submitted the foregoing application using the Board's web version, no revisions or alterations have been made to the text or questions contained therein.

\_\_\_\_\_  
Signature of *Pro Hac Vice* Applicant

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

(Seal)

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Date Commission Expires

