

# PRO HAC VICE

RULES AND REQUIREMENTS

TENNESSEE BOARD OF PROFESSIONAL RESPONSIBILITY

# WHAT is Required of an Attorney requesting Pro Hac Vice

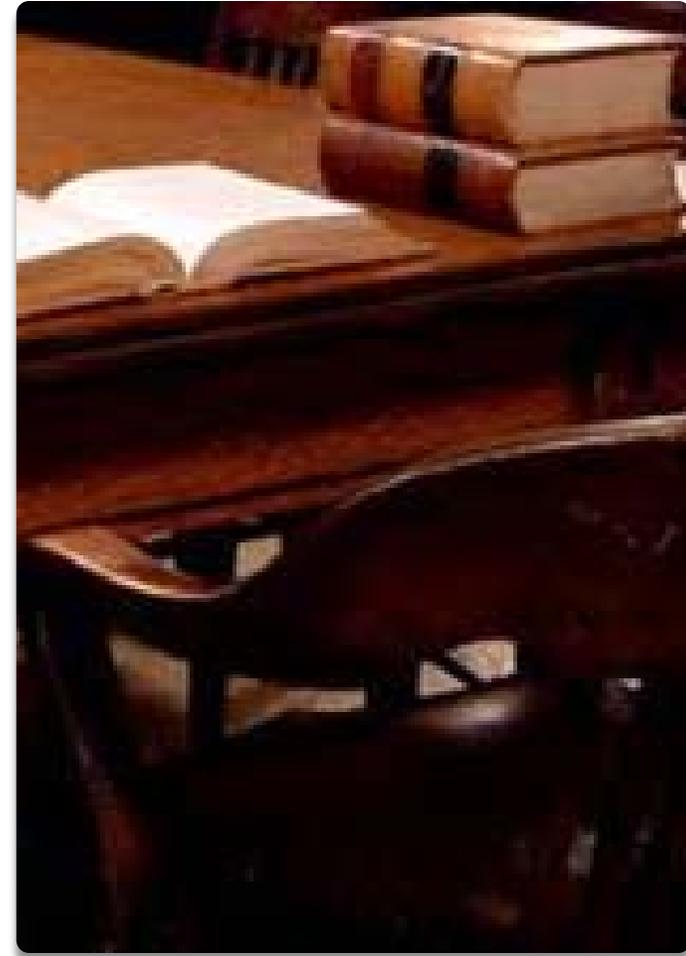
## RECAP of the DOCUMENTS REQUIRED

- ▶ Copy of the motion for *pro hac vice* admission
- ▶ Copy of the affidavit of the attorney seeking admission, including any registration or identifying number associated with the lawyer's licensure
- ▶ Copy of the Certificate of Good Standing from the court of last resort of the licensing jurisdiction in which the applicant currently practices
- ▶ Check for \$170 for the fee

# NOT all Attorneys qualify for Pro Hac Vice

## Who doesn't qualify...

- 1) A Tennessee licensed attorney who resides in Tennessee.
- 2) An attorney who has made *pro hac vice* appearances a regular practice.
- 3) An attorney who does not meet the required rules per Rule 19.
- 4) An attorney NOT in good standing in any jurisdiction.
- 5) An attorney's conduct raises reasonable doubt that they will comply with applicable Rules of Professional Conduct.



# Frequently Asked Questions about PHV

- ▶ **When is the attorney required to pay the fee and send documents to the Board of Professional Responsibility?**

At **or before** the time the motion for *pro hac vice* admission and supporting documents are filed with the court before which admission is sought.

- ▶ **What if an attorney is listed on the Board's web site under "*pro hac vice* attorneys"? Does that mean he or she has been admitted *pro hac vice*?**

Pro hac vice admission is granted **only** by the trial and appellate courts and **not** by the Board of Professional Responsibility and is pending until granted by the court. Listings on the Board's website for *pro hac vice* attorneys indicate only that application has been made to the court and the applicant is in compliance with Supreme Court Rule 19(f) for the calendar year indicated.

- ▶ **Will the attorney's *pro hac vice* compliance lapse on January 1st?**

Per Rule 19 of the Tennessee Supreme Court, attorneys seeking admission *pro hac vice* must register with the Board of Professional Responsibility for each calendar year as long as their case continues.

# Frequently Asked Questions about PHV

- ▶ **Will the attorney receive written confirmation that he is in compliance with Rule 19(f) as it relates to the Board of Professional Responsibility?**

No. They may go to our website at [www.tbpr.org/Attorneys/ProHacViceSearch/](http://www.tbpr.org/Attorneys/ProHacViceSearch/) and check their listing. It may be best to pull up the listing and print that page to show compliance.

Also, the Board of Professional Responsibility does send a courtesy reminder to the attorney around December of each year notifying them to either pay the next year's registration dues or notify the Board that the *pro hac vice* appearance is no longer needed (or the case has been closed or dissolved).

- ▶ **How often does the fee have to be paid?**

The fee is good for the calendar year in which it was paid and must be paid each calendar year as long as the case continues. No applicant for *pro hac vice* admission shall be required to pay more than one total fee in any one calendar year and each attorney must continue to pay the fee for each calendar year as long as the case continues.

- ▶ **Note:** An attorney seeking *pro hac vice* admission on additional cases is not required to pay the fee again, however, the applicant must still comply with the filing requirement.

All fees shall be waived if the lawyer will not charge an attorney's fee in the proceeding, however, the applicant must still comply with the filing requirement.

# IMPORTANT FACTORS of RULE 19

*Pro hac vice* admission is granted only by the courts and **not** by the Board of Professional Responsibility.

Listings on the Board's website for *pro hac vice* attorneys indicate only that application has been made to the court and the applicant is in compliance with Tennessee Supreme Court Rule 19(f) for the calendar year indicated.

Admission is pending until granted by the trial court.



# REVIEW of RULE 19 REQUIREMENTS



## Requirement 1

SUBMIT MOTION FOR ADMISSION,  
AFFIDAVIT and CURRENT LETTER OF  
GOOD STANDING TO BOTH THE COURT  
AND THE BOARD OF PROFESSIONAL  
RESPONSIBILITY

## Requirement 2

PAY THE REGISTRATION FEE OF  
\$170 TO THE BOARD OF  
PROFESSIONAL RESPONSIBILITY

## Requirement 3

CHECK THE STATUS OF YOUR  
APPLICATION WITH THE BOARD  
OF PROFESSIONAL RESPONSIBILITY  
TO ASSURE AN ACTIVE STATUS

# Tennessee Board of Professional Responsibility Contacts:



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## REGISTRATION

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