

CLERK OF THE DISTRICT COURT MANUAL

31.0 MISCELLANEOUS

Revised October 2006

31.1 LIMITED ADMISSION / PRO HAC VICE

Idaho Bar Commission Rule (IBCR) 222 states that only active members of the Idaho State Bar may enter appearances for a party; sign stipulations; receive payment; or enter satisfaction of judgment, decree, or order in Idaho. However, attorneys who are not active members of the Idaho State Bar may petition on Idaho court for permission to appear pro hac vice pursuant to the same rule.

Requesting Attorney's Duties:

The attorney requesting permission to appear pro hac vice must submit a Motion for Limited Admission at the court he/she wishes to appear at (An Order for Admission should be included for the judge's signature after payment of the fee to the Bar), with copies served to all parties of the action. A copy of the Motion is submitted to the Idaho State Bar, accompanied by the \$200.00 fee at:

Idaho State Bar
PO Box 895
Boise, Idaho 83702

Clerical Duties:

1. When the court receives the Motion for Limited Admission, the clerk can fax a copy of the motion to the IBCR Membership Administrator at (208) 334-2764, requesting to be notified when the fee has been paid by the attorney.
2. When notified that the fee has been paid, send the Order for Admission to the Judge for signature.
3. When the Order for Admission is signed, enter the attorney on ISTARs noting pro hac vice next to his/her name. Send the attorney copies of the notices of any future hearings, along with a copy of the signed Order for Admission.

Note: Questions concerning the requirements of IBCR 222 should be directed to the Idaho State Bar Membership Administrator at (208) 334-4500.

Any clerk that is adding an attorney to a case and sees pro hac vice next to the attorney's name will need to refer to the above protocol.

