



# The Florida Bar

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John F. Harkness, Jr.  
Executive Director

850/561-5600  
[www.FLORIDABAR.org](http://www.FLORIDABAR.org)

March 19, 2013

The Honorable Tim Smith, Chair  
E-Filing Authority Board  
P.O. Box 758  
Palatka, FL 32178-0758

Re: E-Filing By Attorneys Appearing *Pro Hac Vice*

Dear Mr. Smith:

As you are aware, e-filing is now voluntary and will soon become mandatory. In order to e-file, an attorney must register with the Portal. In order to register the attorney must have a number. As attorneys appearing *Pro Hac Vice* are not members of The Florida Bar, they must be assigned a number to use to register with the Portal. The Florida Bar will be assigning the numbers.

Florida Rule of Judicial Administration 2.510 requires an out-of-state attorney wishing to appear in a Florida case to be granted permission by the court where the case is pending by filing a Motion to Appear *Pro Hac Vice*. The original Motion is filed with the appropriate court. A copy of the Motion is sent to The Florida Bar. Once The Florida Bar receives and processes the Motion, the movant will be sent a letter with their PHV number. PHV numbers will not be given out over the telephone. The attorney will use that number to register with the Portal and e-file future pleadings. The Florida Bar will not be ruling on the Motion as that is the purview of the judge. The Florida Bar is merely assigning a PHV number for filing purposes. The PHV number is not a Florida Bar number and may not be used to appear in cases when not authorized by the court. Until the attorney receives their PHV number, all pleadings will be e-filed by the local attorney designated in the Motion.

The Florida Bar began assigning PHV numbers in late February. Numbers were sent to all attorneys who filed a Motion the week beginning February 25, 2013. Letters were also sent to attorneys who filed a Motion from January 1, 2010, to the present as it is possible their case is still pending. The Florida Bar did not send letters to attorneys who filed a motion prior to January 1, 2010. If the attorney still has a pending case and needs a number, a number will be assigned.

If your office receives telephone calls from out-of-state attorneys who need a PHV number to access the Portal please refer them to 850-561-5840. They can speak to anyone at that telephone number. They do not need to speak to me. We will explain the process and assign a number.

# THE FLORIDA BAR

Thank you for your assistance in this project. If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lori S. Holcomb', with a long horizontal flourish extending to the right.

Lori S. Holcomb  
Director, Client Protection

LSH/mdw