



SUPREME COURT OF THE VIRGIN ISLANDS

Checklist for filing a *Pro Hac Vice* Petition

The following procedures should be followed when submitting a Petition for *Pro Hac Vice* Admission:

- 1) A petition for *pro hac vice* admission with a certificate of service and proposed order must be filed by an active member of the Virgin Islands Bar who is regularly admitted and is in good standing for the attorney who seeks *pro hac vice* admission.
- 2) The moving attorney must also submit an Affidavit in Support of the petition being filed.
- 3) The attorney seeking *pro hac vice* admission must complete the Questionnaire for an Attorney Seeking Admission *Pro Hac Vice* Before the Supreme Court of the Virgin Islands and the Superior Court of the Virgin Islands.
- 4) All questions on the *pro hac vice* questionnaire must be completed. If a question is inapplicable, please state. Failure to complete the questionnaire in its entirety will delay the furtherance of the *pro hac vice* admission.
- 5) The attorney seeking *pro hac vice* admission must submit current Certificates of Good Standing from the highest court in all jurisdictions in which they have been admitted, evidencing the status of his/her bar membership in the respective jurisdictions. Certificates of Good Standing must be dated no more than sixty (60) days prior to the date the application for *pro hac vice* admission is submitted.
- 6) Filing fee of \$100.00 and Committee of Bar Examiners Administrative Payment of \$250.00 can be paid through the Virgin Islands Judiciary Electronic Filing System (VIJEFS) or as a certified check or money order payable to “**Supreme Court of the Virgin Islands.**” Moreover, while Supreme Court Rule 201(d)(4) provides that applications for multiple *pro hac vice* admission may be consolidated and submitted as a single application when they involve related matters, “[a]pplicants for subsequent *pro hac vice* admissions must pay a separate filing fee and administrative fee for each matter for which they seek *pro hac vice* admission, even if the same application seeks admission for multiple matters.”
- 7) The attorney seeking *pro hac vice* admission must pay separate bar dues directly to the Bar Association on a per case basis, for each *pro hac vice* admission is a distinct and separate admission to the Bar. A receipt evidencing proof of payment must be submitted with the application in satisfaction of VISCR 201(a)(4).