

Pro Hac Vice Admission

Ashley Barebo

PRO HAC VICE

- Latin for "this time only," the phrase refers to the application of an out-of-state lawyer to appear in court in a particular case even though he/she is not licensed to practice in the state where the case is pending.

WEST VIRGINIA STATE COURTS

- *Pro hac vice* admission is required in every case in which the applicant seeks to act as counsel.
- Rule 8.0 of West Virginia's Rules for Admission to the Practice of Law governs *pro hac vice* admission
- www.mywvbar.org

*Note: all out of state lawyers in a case must be registered before you can submit case information.



The West Virginia State Bar Membership Portal

Ashley Nichole Barebo
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- Members
- Firms
- Fastcase
- CLE
- Events
- Pro Hac Vice
- Search
- Contact Us

Welcome to the WV State Bar Membership Portal

Membership Dashboard

Member Profile

Ashley Nichole Barebo
 Email Address: [Redacted]
 Phone Number: [Redacted]

Ashley Nichole Barebo
 Email Address: [Redacted]
 Phone Number: [Redacted]

[View/Update Member Profile](#)

[Change Password](#)

FRD & IOLTA Compliance

Financial Responsibility Disclosure (FRD)

Exempt from FRD: No
 Malpractice Insurance: Yes
 Submission Date: 08/15/2016

Interest on Lawyer Trust Accounts (IOLTA)

Exempt from IOLTA: No
 Account Existence:
 Submission Date: 08/15/2016

[Edit Compliance Information](#)

CLE Compliance

Reporting Period: 2016
 Total Credits: 7.20
 Compliance Total Met: Yes

Reporting Period: 2018
 Total Credits: 8.00
 Compliance Total Met: No

[View CLE Transcript](#)

[Submit Credit](#)

Current Reporting Period: July 1, 2016 - June 30, 2018
 Deadline to report: July 31, 2018



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Membership Portal

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Welcome to the WV State Bar Membership Portal

- Pro Hac Vice Admission Case List
- Submit New Pro Hac Vice**
- Out-of-State Lawyer Directory Search

Member Profile

Ashley Nichole Barebo
 Email Address: [Redacted]
 Phone Number: [Redacted]

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 Email Address: [Redacted]
 Phone Number: [Redacted]

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[Change Password](#)

FRD & IOLTA Compliance

[Financial Responsibility Disclosure \(FRD\)](#)

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[Submit Credit](#)

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 Deadline to report: July 31, 2018

Enter the Civil Action Number related to the individual case. Do not use a Master Case Number, Mass Litigation or Class Action Number. If you do not have a case number do not complete this form until one is provided to you.

Civil Action Number *

The email address where further information regarding the case can be sent to.

Email Address *

Case Tribunal *

Judge *

Search for the judge using Last Name, First Name or by email address. If you are filing with the Supreme Court user Perry, Rory. For the Human Rights Commission, Public Service Commission or any of the 55 Magistrate Courts, use "Clerk," and then enter the commission or court name.

Case Submission Date 01/01/2017

FILE ATTACHMENT

Attach a copy of the Pro Hac Vice motion and verified statement filed with the tribunal here. Motions and/or verified statements which are not signed cannot be accepted. All documents submitted will become public. If any information should not be made public, please redact or contact Executive Director, Anita Casey at caseya@wvbar.org. Up to 3 files may be uploaded. File Size Limit: 6MB

File Attachment 1 *

File Attachment 2

File Attachment 3

APPLICATION

Must Include:

- the action, suit, proceeding or other matter which is the subject of the application;
- the name, address and telephone number of the registration or disciplinary agency of all state courts, the District of Columbia or of the country in which such person is admitted, and the out-of-state lawyer's unique bar registration number for each jurisdiction in which the out-of-state lawyer is admitted;
- the name and address of the member of The West Virginia State Bar who will be a responsible **local counsel** in the matter;
- all matters before West Virginia tribunals or bodies in which such person is or has been involved in the preceding 24 months, including all matters in which the applicant has practiced on a temporary basis;
- all matters before West Virginia tribunals or bodies in which any member of the **petitioner's firm, partnership, corporation or other operating entity** is or has been involved in the preceding 24 months;

- a representation by the applicant for each State, the District of Columbia or any other country where said applicant has been admitted to practice, stating whether the applicant is in **good standing** with the bar of every such jurisdiction and that he or she has not been disciplined in any such jurisdiction within the preceding 24 months;
- an agreement to comply with all laws, rules and regulations of West Virginia state and local governments, where applicable, including taxing authorities and any standards for pro bono civil and criminal indigent defense legal services;
- local counsel's agreement to participate in the matter evidenced by the local attorney's endorsement upon the verified statement of application, or by written statement of the local attorney attached to the application; and
- a non-refundable **application fee** of **\$350.00** payable to the West Virginia State Bar for each individual applicant in each individual *pro hac vice* admission for each separate case before a tribunal. The application, as well as the motion for admission, shall include a verified statement that the application fee has been paid.

*The West Virginia State Bar also accepts the *Pro Hac Vice* Statement of Visiting Attorney required to be filed by the United States District Courts for the Northern and Southern Districts of West Virginia in lieu of the Application.



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Step 2 - Local Attorney Information

Thank you. Your information has been saved.

Rule 8.0 of the Rules for Admission to the Practice of Law requires that an active member of the State Bar, who is in good standing as of the date of submission, be listed as local counsel.

[Continue to Step 3](#)

[Go back to Step 1](#)

Click on 'Add New Local Attorney to Case' to search for local attorneys by entering the members last name, first name. Then select the name of the member in the drop down box and click save to proceed to the next step.

No records of type 'Local Attorney Information' found.

[+ Add Local Attorney to Case](#)

[Continue to Step 3](#)

[Go back to Step 1](#)

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Toll Free: 866-989-8227 | Phone: 304-553-7220

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Step 2 - Local Attorney In

Rule 8.0 of the Rules for Admission to the Practice of Law requires that an active member of the State Bar, who is in good standing as of the date of submission, be listed as local counsel.

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No records of type 'Local Attorney Information' found.

Add Local Attorney to Case

Rule 8.0 of the Rules for Admission to the Practice of Law requires that an active member of the State Bar, who is in good standing as of the date of submission, be listed as local counsel.

Click on 'Add New Record' to search for local attorneys by entering the members last name, first name. Then select the name of the member in the drop down box and click save.

Local Attorney *

Save Cancel

Continue to Step 3 Go back to Step 1

in the drop down box and click save to

Continue to Step 3 Go back to Step 1



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Step 2 - Local Attorney Information

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Local Attorney

Ashley Nichole Barebo	View Edit Delete
-----------------------	--

[Add Local Attorney to Case](#) [Continue to Step 3](#) [Go back to Step 1](#)



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[Log out](#)



Step 3 - Out-of-State Lawyer Information

Thank you. Your information has been saved.

Click on 'Add New Out-of-State Lawyer' to search for out-of-state lawyers by entering that lawyers last name, first name. Then click save to proceed to the next step

NOTE: All out-of-state-lawyers must be listed in order for submission to be accepted.

[Continue to Step 4](#)

[Go back to Step 2](#)

No records of type 'Visiting Attorney Information' found.

[Add Out-of-State Lawyer to Case](#)

[Continue to Step 4](#)

[Go back to Step 2](#)

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Step 3 - Out-of-State Lawyer Information

Click on 'Add New Out-of-State Lawyer' to search for out-of-state lawyers by entering that lawyers last name first name. Then click save to proceed to the next step.

NOTE: All out-of-state-lawyers must be listed

i No records of type 'Visiting Attorney Information' found.

+ Add Out-of-State Lawyer to Case

Continue to Step 4

Go back to Step 2

Search for Out-of-State attorney by entering the last name, first name.

Out-of-State Attorney Information *

Save Cancel

Continue to Step 4

Go back to Step 2

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Pro Hac Vice - Case Payment

Thank you. Your information has been saved.

Welcome Ashley Nichole Barebo. ([Not Ashley Nichole Barebo, or want to do this for a different person?](#))

A fee of three-hundred fifty dollars (\$350) per attorney per case shall be paid to The West Virginia State Bar for each individual applicant in each individual pro hac vice admission.

Number of Out-Of-State Lawyers x \$ 358.00
 \$350 + \$8 processing fee = \$358

Total Amount **\$ 358.00**

Email Address *

Case Details

Civil Action Number **16-C-616** ([Use existing organization](#))
 Organization details have been pre-filled for you. If this is not the organization you want to use, click "Enter a new organization" above.

Email *

Payment Options

Payment Method Pay by Credit Card I will send payment by check

FEES

- There is an initial fee of \$350 to be paid to The West Virginia State Bar for each individual applicant in each individual *pro hac vice* admission.
- There is also an annual fee of \$350 which must be paid by out-of-state lawyers admitted *pro hac vice* for one year or more in one or more cases.
 - The annual fee is charged per lawyer, not per case.
 - The West Virginia State Bar will provide an annual statement of fees due to each out-of-state attorney after the initial application fee required in Rule 8(c) is submitted.
 - Failure to pay the annual fee within thirty days of the due date in any annual statement will result in termination of the *pro hac vice* admission. Out-of-State lawyers will be notified via email 30 days prior to the annual fee being due.

Transfer of Venue and Appeal

- The out-of-state lawyer's *pro hac vice* admission shall be deemed to **continue** in the event the venue in the case or proceeding is transferred to another tribunal;
- If the case or proceeding is appealed to the Supreme Court of Appeals of West Virginia or an extraordinary proceeding is brought in the Supreme Court of Appeals of West Virginia, the out of state lawyer's *pro hac vice* admission **shall not be deemed to continue** in that tribunal, and the out-of-state lawyer must make a separate application for admission *pro hac vice* before the Supreme Court of Appeals.

Conclusion/Dismissal of Case

- Log in to www.mywvbar.org
- On your *pro hac vice* dashboard under the “actions” column select “Close Case”
- Attach dismissal order and click save.



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Notice of Conclusion of a Proceeding

Civil Action Number 16-C-616

Attach a file that includes the dismissal order or documentation that confirms the closure of the case.

Notice of Conclusion or Withdrawl

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SOUTHERN DISTRICT OF WEST VIRGINIA

- Governed by **LR Civ P 83.6**
- The Visiting Attorney must have a Sponsoring Attorney who must be a member of the bar of this court, have an office for the practice of law in West Virginia, and practice law primarily in West Virginia.
- The Visiting Attorney shall file with the clerk, at or before his or her initial appearance (including signing a pleading), the **Statement of Visiting Attorney**, and shall pay the Visiting Attorney fee.
- No motion to appear as a Visiting Attorney is required.

Statement of Visiting Attorney

- District Court
 - <http://www.wvsd.uscourts.gov/pdfs/VisitingAttyStatement.pdf>
- Bankruptcy Court
 - http://www.wvsd.uscourts.gov/pdfs/BK_Statement.pdf

Fees

- The Visiting Attorney fee, payable to the Clerk, is **\$50** per appearance.
- In addition to the district court visiting attorney fee, the visiting attorney is also responsible for the payment of the **West Virginia State Bar *pro hac vice* fee** imposed by the Supreme Court of Appeals of West Virginia.
 - This fee is payable to the West Virginia State Bar and is not payable to the Clerk of the District Court. The fee **must be paid to the West Virginia State Bar prior to the filing of the Statement of Visiting Attorney** form with the District Court.

NORTHERN DISTRICT OF WEST VIRGINIA

- Governed by **LR Gen P 83.02**
- The Visiting Attorney must have a Sponsoring Attorney who must be a member of the bar of this court, have an office for the practice of law in West Virginia, and practice law primarily in West Virginia.
- 3 requirements:
 - (1) Provide the Court a verified statement of application for *pro hac vice* admission;
 - (2) Pay a fee of \$200 per case to the Clerk of Court for the United States District Court for the Northern District of West Virginia;
 - (3) Certify that the applicant has paid to the West Virginia State Bar the *pro hac vice* fee required by the Rules of Admission for the West Virginia State Bar.

Verified Statement of Application

- Must Include:
 - the action, suit, proceeding or other matter that is the subject of the application;
 - the name, address and telephone number of the registration or disciplinary agency of all state courts, the District of Columbia or of the country in which such person is admitted;
 - the name and address of the member of the West Virginia State Bar who will be a responsible local attorney in the matter;
 - all matters before West Virginia tribunals or bodies in which such person is or has been involved in the preceding (24) twenty-four months, unless such person is admitted to practice in West Virginia;
 - all matters before West Virginia tribunals or bodies in which any member of applicant's firm, partnership, corporation or other operating entity is or has been involved in the preceding twenty-four (24) months, unless such person is admitted to practice in West Virginia;
 - a representation by the applicant for each state, the District of Columbia or any other country where the applicant has been admitted to practice, stating that the applicant is in good standing with the bar of every such jurisdiction and that he or she has not been disciplined in any such jurisdiction within the preceding twenty-four (24) months; and
 - an agreement to comply with all laws, rules and regulations of West Virginia state and local governments, where applicable, including taxing authorities and any standard for pro bono civil and criminal indigent defense legal services;

Application for Admission and Order

- <http://www.wvnd.uscourts.gov/sites/wvnd/files/Pro%20Hac%20Vice%20Form%20and%20Order%209.2.2015.pdf>

QUESTIONS?