



**UNITED STATES BANKRUPTCY COURT
DISTRICT OF CONNECTICUT**

CLERK'S ANNOUNCEMENT 2020-05

**NOTICE TO THE PUBLIC AND BAR REGARDING PROCEDURE CHANGE FOR
MOTIONS TO APPEAR *PRO HAC VICE* AND AMENDMENTS TO APPENDIX A
OF THE LOCAL RULES OF BANKRUPTCY PROCEDURE FOR
THE DISTRICT OF CONNECTICUT**

Please Be Advised and Take Notice:

Motions to Appear *Pro Hac Vice* before the United States Bankruptcy Court for the District of Connecticut must comply with United States District Court for the District of Connecticut Local Rule of Civil Procedure 83.1. **Effective August 1, 2020**, Sponsoring Attorneys must **electronically** file all Motions to Appear *Pro Hac Vice* before this Court. Payment of the \$200 filing fee for such motions shall also be paid electronically when the motion is filed.

To electronically file a Motion to Appear *Pro Hac Vice* in CM/ECF:

Under either the Bankruptcy or Adversary Menus, and then under the Motions/Applications menu, select the "Pro Hac Vice" event.

Three screen prompts will appear:

1. At the "select party" prompt, select the party (or create new party, if appropriate) on behalf of which the Visiting Attorney will appear.
2. Browse and attach the motion, affidavit and proposed order.
3. Enter the name of the Visiting Attorney.

Final docket text should read:

Motion to Appear Pro Hac Vice by Visiting Attorney Louis Brinkman Filed by Sponsoring Attorney, Susanne McCartney on behalf of Robert Lowe, Creditor. Fee Amount \$200. Fee to be Paid by Internet Credit Card. (Susanne McCartney)

The Filer will be immediately prompted to electronically pay for the motion. Failure to pay for the motion at the time of filing may result in the motion being denied.

**AMENDMENTS TO APPENDIX A: ADMINISTRATIVE PROCEDURES FOR
ELECTRONIC FILING - REVISION DATE: AUGUST 1, 2020**


1(d) Conventional Filing Authorized. Subsection (4) is deleted. The remaining subsection numbering is adjusted to compensate for the deletion of the Motions to Proceed *Pro Hac Vice* line item.

7(d) Size Limitations per Transmission is amended to update the maximum file size to 20 megabytes (from 10 MB).

In addition, typographical errors to the section numbering are corrected where the section numbers restarted after Section 9.

Other stylistic and formatting updates are made that did not otherwise affect the substance or content of the Administrative Procedures for Electronic Filing, not already referenced above. Note that the formatting changes also caused the Procedures to increase in page numbers from 9 pages to 10 pages.

July 27, 2020



Pietro Cicolini, Clerk of Court