



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 separate petition for the *pro hac vice* admission must be filed with the requisite filing fee in the Supreme Court.
- 2) The petition must be filed by an attorney who is an active member of the Virgin Islands Bar in good standing for the attorney who seeks *pro hac vice* admission.
- 3) The moving attorney must also submit an Affidavit in Support of the petition being filed.
- 4) The attorney seeking *pro hac vice* admission must complete a 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.
- 5) All questions on the *pro hac vice* questionnaire must be completed. If a question is inapplicable, so state.
- 6) 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.
- 7) The attorney seeking *pro hac vice* admission must submit a receipt from the Virgin Islands Bar Association showing that he/she has paid his/her bar dues in satisfaction of V.I.S.CT. Ct R. 201(a)(4)
- 8) The attorney seeking *pro hac vice* admission must submit official documentation certifying that payment has been to the Virgin Islands Department of Licensing and Consumer Affairs in satisfaction of V.I.S.CT. Ct R. 201(a)(4).