

North Carolina Industrial Commission Procedures for *Pro Hac Vice* Admissions (Limited Practice of Out-of-State Attorneys)

Please note the following procedures regarding *pro hac vice* admission motions filed and fees to be paid for proceedings before the North Carolina Industrial Commission:

1. The North Carolina Responsible Attorney or the out-of-state attorney shall file a Motion with the Executive Secretary of the North Carolina Industrial Commission for the out-of-state attorney to practice before the Commission, as per the requirements stated in N.C. Gen. Stat. § 84-4.1. Exceptions include the following:
 - If the pertinent claim is set for hearing before or pending decision by a Deputy Commissioner or the Full Commission, the *pro hac vice* motion shall be filed with the Deputy Commissioner or chair of the Full Commission panel, respectively.
 - If the *pro hac vice* motion is filed in a case involving a form application regarding a death claim, the motion shall be filed with the Director of Claims Administration.
 - If the *pro hac vice* motion is filed in a case involving a stipulated Opinion and Award regarding a death claim, the motion shall be filed with the Chief Deputy Commissioner.
2. Attorneys must provide all of the information required by N.C. Gen. Stat. § 84-4.1 in the Motion in order to be admitted. The Motion must include a proposed Order. Please see the sample proposed Order available on the Commission's website.
3. After the Executive Secretary issues an Order granting the motion for admission to practice before the Commission, the North Carolina Responsible Attorney should submit the *Pro Hac Vice* Admission Registration Statement, accompanied by a \$25 check made payable to the NC State Bar and a copy of the Commission's Order, to the North Carolina State Bar within 30 days. Please see: www.ncbar.com for further details.
4. In addition to the \$25 fee paid to the State Bar, a fee of \$200 (increased from \$100, effective July 1, 2007) shall be paid to the General Court of Justice (accompanied by a copy of the Commission's Order for reference) at the following address:

Administrative Office of the Courts
Attention: Kesha Howell
PO Box 2448
Raleigh, NC 27602
Telephone #: 919 890-1066
5. **DO NOT SEND CHECKS OR MONEY TO THE INDUSTRIAL COMMISSION.** Any checks sent to the Industrial Commission will be returned, resulting in a delay in the admission process.
6. Finally, the North Carolina Responsible Attorney or the out-of-state attorney should then file a statement with the North Carolina Industrial Commission documenting the payment of these two fees and the submission of the *Pro Hac Vice* Admission Registration Statement to the NC State Bar.