



SUPREME COURT OF GEORGIA

Atlanta June 12, 2014
(Substitute Order)

The Honorable Supreme Court met pursuant to adjournment.
The following order was passed:

It is hereby ordered that Rule 4 of the Rules of the Supreme Court of Georgia be amended, among other things, to require that every application for permission to appear as counsel pro hac vice shall include a certification stating that a \$200 fee has been paid to the Georgia Interest on Lawyer Trust Account (IOLTA) of the Bar Foundation.

The amendment shall take effect on July 1, 2014, and shall apply to filings on or after that date.

The amended Rule 4 shall read as follows:

Rule 4. REQUIREMENTS FOR ATTORNEYS PRACTICING BEFORE THE SUPREME COURT. An attorney must be in good standing and admitted in the Supreme Court in order to make an appearance. An attorney who is not admitted to practice in Georgia and who is admitted and authorized to practice law in the highest court of another state, the District of Columbia, or a territory of the United States may appear pro hac vice in a particular case with permission of the Court as provided in subsection (h) below.

a. Application and Oath. Any active member of the State Bar of Georgia may be admitted to practice in this Court upon written application, and the certificate of at least two members of the Bar of this Court, attesting that the applicant is of good private and professional character.

The oath, which is required to be taken in open Court or before a Justice (see Rule 55 (2) regarding proper attire), and which shall be subscribed in a book to be kept by the Clerk and known as the "Roll Book," is as follows:

"I do solemnly swear (or affirm) that I will conduct myself as an attorney or counselor of this Court, truly and honestly, justly and uprightly, and according to law; and that I will support the Constitution of the State of Georgia and the Constitution of the United States. So help me God."

b. Fee. The non-refundable fee for admission is \$30, payable to the Clerk, Supreme Court of Georgia, who will issue a license under the seal of the Court.

c. Admission In Absentia. The Court allows active members of the State Bar of Georgia who reside out of the state to be admitted in absentia. Two items are required:

the Application for Admission and the Oath to be administered by an appellate judge or a judge of a court of record, with the admittee's signed affirmation and the judge's attestation. Mail the original forms to the Clerk. Upon receipt and verification of the original documents, the Clerk will mail the admittee a license evidencing admission to the Bar of this Court. The admittee must make an appointment with the Clerk's office to sign the attorney Roll Book upon return to Georgia.

d. Certificate of Good Standing. A certificate of good standing will be issued to members of the Supreme Court Bar upon written request if accompanied by payment of \$10. Instructions for ordering a certificate of good standing are located on the Court's website at www.gasupreme.us/purchase.

e. Withdrawal or Substitution of Counsel. Any withdrawal, discharge, or substitution of attorneys of record in the Court shall be communicated to the Court in writing via the e-file system and shall include the name and number of the case in this Court and the name and address of counsel's client. Telephonic or other immediate notification to the Court, in addition to written notification, is required where the withdrawal, discharge, or substitution occurs prior to oral argument in cases where oral argument has been requested. Counsel shall provide a copy of the notification to the client, substituted counsel, and opposing counsel, including the Attorney General where required by law.

f. Change of Contact Information. If during the pendency of any proceeding, counsel of record for any party change their business address, e-mail address, or telephone number, they shall update the information on the e-file system in "Update My Profile" and notify the Clerk by e-filed letter of this change and show service on opposing counsel. Upon receipt of the notification, the Clerk will confirm that the Court's docket has been updated. Failure of counsel to receive notice of Court action shall not be grounds to reinstate or reconsider any matter adverse to counsel or their party if counsel failed to properly update the e-file system and to notify the Court of any change of business address, e-mail address, or telephone number.

g. Pro Se Parties. The words "counsel" and "attorney" as used in these rules include pro se parties.

h. Pro Hac Vice Appearance. An attorney desiring to appear pro hac vice in a single case shall file an Application for Admission Pro Hac Vice before making an appearance in the case.

(1) The application, which shall be served on all parties, shall contain the following information:

- (a) a current certificate of good standing from the highest court of the out-of-state lawyer's jurisdiction;
- (b) the applicant's business address, e-mail address, and telephone number; and

(c) the name of the party or parties sought to be represented.

(2) The application may be made by the attorney requesting pro hac vice appearance or a member of the Bar of this Court on behalf of the attorney requesting pro hac vice appearance.

(3) Each time an Application for Admission Pro Hac Vice is submitted under this rule, the applicant shall send a check for \$200 payable to “IOLTA/Georgia Bar Foundation.” The check must be mailed directly to “The Georgia Bar Foundation, 104 Marietta Street, Suite 610, Atlanta, GA 30303.” The applicant must include a certification with their application stating, “I have submitted a check for \$200 to the Georgia Bar Foundation.”

(4) Persons seeking to represent an indigent party may qualify for a waiver of the fee, if at the time of filing the application, counsel files a statement that counsel is representing the client pro bono because of indigency.

(5) The Court will provide electronic filing access to attorneys granted pro hac vice admission.

i. Law Students and Law School Graduates. Law students authorized to practice under the Third-Year Practice Act, see Rules 91-96, or the Law School Graduate Rules, see Rules 97-103, may not make oral argument, but may co-author briefs, and shall indicate their status on the signature line.

j. Absences. Unlike the Uniform Rules for other courts, this Court does not grant leaves of absence. Counsel should make arrangements to monitor the case while absent. If appropriate to the pending matter, counsel may request an extension of time.

SUPREME COURT OF THE STATE OF GEORGIA
Clerk’s Office, Atlanta

I hereby certify that the above is a true extract from
the minutes of the Supreme Court of Georgia

Witness my signature and the seal of said court hereto
affixed the day and year last above written.

 Clerk