



Registration Instructions for Pro Hac Vice Attorneys

Out-of-state attorneys admitted pro hac vice may register to use the Colorado Courts E-Filing system. See *C.R.C.P. Rule 221*; *C.R.C.P. Rule 121, §1-26(3)(a)*; and *C.R.C.P. 305.5(c)(1)*.

Before registering to use the system, out-of-state attorneys not licensed to practice law in Colorado must first be admitted pro hac vice and have a court order approving such admission. Motions for pro hac vice admission must be filed through your Colorado attorney sponsor.

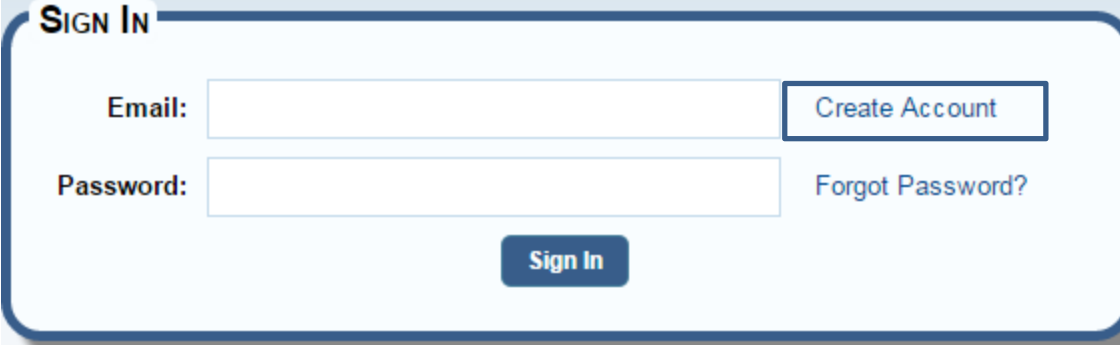
Once you submit your pro hac vice motion and a judge enters an order granting it, follow the steps below to register.

Step 1: Is your PHV organization currently registered?

If **Yes**, ask an administrator in the organization to select the Add User option under the Administrator tab.

If **No**, continue registering from the Login screen below

Visit <https://www.jbits.courts.state.co.us/efiling/web/login.htm> and click "Create Account."

A screenshot of a web login interface. The title "SIGN IN" is in the top left corner. Below it are two input fields: "Email:" and "Password:". To the right of the "Email:" field is a button labeled "Create Account". To the right of the "Password:" field is a link labeled "Forgot Password?". At the bottom center is a blue button labeled "Sign In".

SIGN IN

Email: [Create Account](#)

Password: [Forgot Password?](#)

[Sign In](#)

Step 2: Select your account type as Pro Hac Vice.

Select your account type:

- Law Firm** Firm or sole practitioner licensed to practice law in Colorado.
- Government Agency** City, county, state, and federal agencies.
- Private Agency** 3rd Party Filer or collection agency partnered with a Colorado law firm.
- Pro Hac Vice** Out-of-state attorney admitted to practice with a Colorado attorney sponsor.
- Self-Represented** Persons representing themselves in small claims cases only.

Step 3: Enter the Organization Name. Fill out the remaining required fields (*) and click "Continue" at the bottom of the page.

Enter your business information

*Required Field

*Organization Name: Private Agency Name

*Address: 12345 Private Agency Drive

*City: Anytown

*State/Province: Colorado

*Zip Code: 80203

*Country: United States

*Phone Number: 3031234567

*Enter text from below: vapupbj

v a p u p b j

- Step 4:** Enter the First Name, Last Name and Email of the new user in this business.
- Select to identify this user as an administrator and/or billing contact.
 - Press the Add User button. The name will populate the table below.
 - Continue adding users as needed.
 - Press the Register Button.

Add users to your business

(At least one user must be designated as an administrator and one user must be designated as a billing contact)

*Required Field

*First Name:

Middle Name:

*Last Name:

Suffix:

*Email:

This person is authorized to be an administrator for your organization.

This person is authorized to be a billing contact for your organization.

Last Name	First Name	Email	Administrator	Billing Contact	Remove User
Sample	Mary	mary.sample@email.org	N	Y	<input type="button" value="Remove"/>

[v2.3.4](#) | [Website Requirements](#) | [Accessibility](#) | [Privacy](#) | [Feedback](#) | [Contact Customer Support](#)

Step 5: Complete the Supplemental User Agreement for Pro Hac Vice Counsel at the end of these instructions. Be sure to include a PHV number on the agreement. For information about getting a PHV number, please contact the Colorado Supreme Court Attorney Registration Office at 303-928-7800. This Agreement must be signed by both you and your Colorado attorney sponsor.

Step 6: Create an e-mail to efilingsupport@judicial.state.co.us

A. Do you have an existing PHV account?

If **Yes**, please include the existing name of the PHV organization in the body of an email and attach (1) a scanned copy of the fully executed Supplemental User Agreement and (2) a scanned copy of the court order granting pro hac vice admission. The Customer Support Center will then complete your registration.

If **No**, please indicate in the body of the email that this is a new PHV request and attach (1) a scanned copy of the fully executed Supplemental User Agreement and (2) a scanned copy of the court order granting pro hac vice admission. The Customer Support Center will then complete your registration.

When the Support Center completes your registration, you will be able to electronically file and serve through the system using your Colorado attorney sponsor as the authorizer for all filings. Under the terms of the Supplemental User Agreement, you may only use the system to file and serve documents in the case in which the Court has issued an order granting you to appear pro hac vice.



COLORADO JUDICIAL DEPARTMENT
Colorado Courts E-Filing
SUPPLEMENTAL USER AGREEMENT FOR PRO HAC VICE COUNSEL
Last Updated: 12/03/2016

This Supplemental User Agreement is the mutual understanding of the Colorado Judicial Department (“Judicial Department”), _____ Pro Hac Vice Counsel (“PHV Counsel”), and the undersigned Colorado associate attorney (“Colorado Subscriber”) regarding the authorization of PHV Counsel and his or her personnel to file documents through the Colorado Courts E-Filing system.

- 1) The Colorado Subscriber hereby authorizes PHV Counsel to file court documents on its behalf through the Colorado Courts E-Filing system.
- 2) Colorado Subscriber and PHV Counsel understand that this Supplemental Agreement only authorizes PHV Counsel to file and serve documents through the Colorado Courts E-Filing system in Colorado state court proceedings in which both PHV Counsel and the Colorado Subscriber have complied with all provisions of Rule 221 of the Colorado Rules of Civil Procedure.
- 3) PHV Counsel shall pay all applicable Colorado Courts E-Filing Service Fees and Court Fees associated with the filing of documents on behalf of the Colorado Subscriber through the Colorado Courts E-Filing system.
- 4) If PHV Counsel fails to pay the fees specified in Section 3 of this Agreement, the undersigned Colorado Subscriber agrees to be responsible for payment. Failure to pay may result in but not be limited to the following penalties against PHV Counsel or Colorado Subscriber: account deactivation, interest and late fees, report to Attorney Regulation and/or legal action.
- 5) The Colorado Subscriber and PHV Counsel will be bound by the Colorado Courts E-Filing User Agreement located [here](#).
- 6) At the conclusion of the proceeding in which PHV Counsel has been admitted, or in the event PHV Counsel or Colorado Subscriber withdraws from the proceeding in which PHV Counsel has been admitted, PHV Counsel or Colorado Subscriber must terminate this Agreement. Subject to approval as provided below, Colorado Subscriber or PHV Counsel may terminate this Agreement by providing written notice to the Judicial Department. All fees must be paid to Colorado Courts E-Filing before the Judicial Department approves any termination hereunder.

If you agree with the terms of this Supplemental User Agreement, sign below, e-mail a scanned version of the signed original to efilingssupport@judicial.state.co.us, and retain the signed original on file.

[Pro Hac Vice Counsel]

Attorney Name Printed: _____

Colorado PHV Number: _____

Law Firm Name: _____

Law Firm Address

[Street Address]

[City, State, Zip]

Attorney Signature: _____

Date of Signature: _____

[Colorado Subscriber]

Attorney Name Printed: _____

Colorado Registration Number: _____

Law Firm Name: _____

Law Firm Address:

[Street Address]

[City, State, Zip]

Attorney Signature: _____

Date of Signature: _____