



**Office of Professional Regulation**  
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December 2016

## ***Tutorial for Pro Hac Vice Registration and Fee Payment***

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### **Introduction**

An out-of-state attorney desiring to appear pro hac vice in an Iowa case is required to access the Office of Professional Regulation (OPR) / Supreme Court Commissions (SCC) web site, submit certain personal information to fill pertinent fields in the lawyer database, and pay a fee of \$250 that will be deposited in the Client Security Trust Fund. The registration and fee payment allow the attorney to *apply* to appear pro hac vice in Iowa cases, subject to the limits and requirements of Iowa Court Rule 31.14, for a period of up to five years from the date of registration. Attorneys who register and pay the fee appear in the SCC database with the status of "Pro Hac Vice."

Registration is recorded with an expiration date of five years. Once that five year period has expired, the attorney is permitted to submit a new registration and fee payment and acquire a new five year period in which to make pro hac vice applications. All registrations - the first one with its expiration date, and any subsequent registrations with their expiration dates - are visible in the database to persons searching the pro hac vice registrations.

### **General Instructions on Using Professional Regulation Site**

**Browser:** The site has been tested most extensively using Internet Explorer as a browser. Firefox, Slimbrowser, Opera and other browsers should function also, but have not been tested as extensively.

**Screen Size:** The optimum screen resolution for viewing and using the web pages on the site appears to be 1024 by 768, with your text size set at medium in Internet Explorer. It is possible to use the web pages on the site at a screen resolution of 800 by 600 if your text size is set at the smallest setting, but you will find it necessary to scroll left and right to view and use some of the pages. If you find a page display slightly jumbled or not completely visible, this is an indication that you need to reduce your text

size or boost your screen resolution.

Screen Narratives: Narrative instructions are provided for most web pages, generally at the bottom of the page. In addition, many functions have an initial instruction or advisory page that will be presented before you actually begin the process. A careful reading of these narratives, especially the first time you perform a function, may assist you.

Payment of Fees: The fee associated with registrations is payable at the time a registration is submitted. The SCC/OPR web site will accept payment by credit card (Mastercard, Visa, Discover) or by eCheck. You will want to have your credit card or bank routing number and bank account number available when you file your applications.

If You Want to Stop a Process : At any time you can halt a process you are attempting to complete on the site and return to the menu of options available to you, by clicking on the entry “My Account Page for Sponsor” where it appears on the menu on the left side of your screen.

If You Need Help: General assistance with logging in to the site, password changes, misplaced or forgotten passwords, or the payment mechanism, is available during normal business hours at the Office of Professional Regulation at 515-725-8029.

## Registering as a Pro Hac Vice Attorney

The address for the SCC/OPR web site is: <http://www.iacourtcommissions.org>

To access the site, just open up Internet Explorer or another web browser, and type or paste this web address into the address window. A popup notifying you that you are accessing a nonsecure page may appear - just answer that you want to proceed, and the front page of the SCC/OPR web site should open.

To start the registration process, click on the item “Register as Pro Hac Vice Attorney” where it appears in the box captioned “Pro Hac Vice Attorneys”

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Username/Account ID:

Password:

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[New Pro Hac Vice Attorney Registration](#)

[Apply To Be A CSR](#)

[New CLE Sponsor Registration Request](#)

[New CLE Sponsor Contact Registration](#)

[New IOLTA Contact Registration](#)

[New Law Firm Contact Registration](#)

[Contact Us](#)

### Step 1 - Register as Pro Hac Vice Attorney

This process permits out-of-state attorneys who desire to appear in an Iowa case under Iowa Court Rule 31.14 (the pro hac vice rule), to register with the Office of Professional Regulation (OPR) and pay a fee of \$250. Registration and payment of the fee are conditions precedent to an application to appear pro hac vice before an Iowa court or administrative agency. Out-of-state attorneys for purposes of rule 31.14 include an attorney licensed in another US state, territory, or the District of Columbia, or a foreign legal consultant registered in another US state, territory, or the District of Columbia.

An out of state attorney desiring to appear pro hac vice in an Iowa case is required to submit the information requested during the next step (Step 2) and then pay a fee of \$250 that is deposited in the Client Security Trust Fund. The registration and fee payment allow the registering attorney to apply to appear pro hac vice in Iowa cases, subject to the limits and requirements of Iowa Court Rule 31.14, for a period of up to five years. Attorneys who register and pay the fee appear in the OPR database with the status of "Pro Hac Vice." They do not have any annual reporting or continuing legal education (CLE) responsibilities. The database of attorneys who have registered and paid the fee is searchable using the attorney search capabilities on the Supreme Court Commissions / Office of Professional Regulation (SCC/OPR) web site.

Registration has an expiration date of five years. Once that five year period has expired, an out-of-state attorney may submit a new registration and fee payment and acquire a new five year period in which to make pro hac vice applications. All registrations - the first one with its expiration period, and any subsequent registrations with their expiration dates - are visible in the database to persons searching the pro hac vice registrations.

When the written test is passed and verification is made of your RPR test, you will be notified by the Board of your certification date. Your CSR certificate will be mailed to you.

Click "Continue" if you want to continue to Step 2 to register, or "Back to Front" Page to return to the SCC/OPR front page.

Read the instructions noted on "Step 1 – Register as Pro Hac Vice Attorney" page, then click [Continue] to proceed to the registration utility.

### Step 2 - Register as Pro Hac Vice Attorney

Your business address, business city, business state and business telephone number will be made available to the public via the public data interface. Home address is never shared with the public.

All fields are required.

**First Name:**   
**Middle Name:**   
**Last Name:**   
**Suffix:**   
**SSN:**   
**Business Address 1:**   
**Business Address 2:**   
**Business Address 3:**   
**Business Country:**   
**Business City:**   
**Business State:**   
**Business Province:**   
**Business Zip/Postal Code:**   
**Zip Plus 4:**   
**Firm Name:**   
**Position in Firm:**   
**Date Of Birth (mm/dd/yyyy):**   
**Business Phone Number:**  Ext   
**Business Fax Number:**   
**Home Address 1:**   
**Home Address 2:**   
**Home Address 3:**   
**Home Country:**   
**Home City:**   
**Home State:**   
**Home Province:**   
**Home Zip/Postal Code:**   
**Zip Plus 4:**   
**Address to use for Correspondence:**  Home  Business  
**Email Address:**

This process allows a lawyer to update his or her address, telephone, employment and other relevant information as it appears on the records of the Commission on Continuing Education and the Client Security Commission. This information is used by staff at the commissions' office to maintain contact with Iowa lawyers for reporting and other purposes. A limited portion of this information, consisting of data already in the public domain, is made available to the public.

You will be shown a proof of the information you submitted. Please review the information for accuracy. If some of the data is incorrect, please click on the "Back" button to return to the previous page and make corrections. Once all of the information is correct, click on the "Submit" button.

**Step 2 - Register as Pro Hac Vice Attorney**  
 Please review the following information. If some of the data is incorrect, please click on the 'Back' button to go the previous page and correct the data. If all of the following information is correct, please click on the 'Submit' button.

**Name:** John Howard Jones III  
**SSN:** xxx-xx-5000  
**Business Address:** 34 Avenue G  
**Business Address 2:**  
**Business Address 3:**  
**Business Country:** United States  
**Business City:** Center City  
**Business State:** Iowa  
**Business Province:**  
**Business Zip/Postal Code:** 50699  
**Zip Plus 4:** 3500  
**Firm Name:** Jones Firm  
**Position in Firm:** Partner  
**Date Of Birth:** 12/01/1980  
**Business Phone Number:** 319-345-2984 ext.  
**Business Fax Number:**  
**Home Address 1:** 36 Avenue G  
**Home Address 2:**  
**Home Address 3:**  
**Home Country:** United States  
**Home City:** Center City  
**Home State:** Iowa  
**Home Province:**  
**Home Zip/Postal Code:** 50699  
**Zip Plus 4:** 3500  
**Address to use for Correspondence:** Home  
**Email Address:** phwieck@gmail.com

A fee of \$250 is due with your pro hac vice registration. The fee payment screen will appear as shown to the right.

This page allows you to enter your contact information, including an email address, and then select a method for payment of the fees due.

Select the payment method you desire using the selection box shown in the "Payment Method" section of the page. You will then be shown the specific page associated with your choice of payment method.

**Make a Payment**

My Payment

State of Iowa TEST site  
Amount Due \$445.00

Payment Information

Frequency One Time  
Payment Amount \$445.00  
Payment Date Pay now

Contact Information

First Name   
 Last Name   
 Company (Optional)   
 Address 1   
 Address 2 (Optional)   
 City/Town   
 State/Province/Region   
 Zip/Postal Code   
 Country   
 Phone Number   
 Email Address   
[Become a Registered User](#)

Payment Method

Payment Method Select

powered by **USbank**

[Customer Service](#) | 
 [Help](#) | 
 [Privacy Policy](#) | 
 [Security](#)

If you select payment by credit card, the payment method portion of the screen will expand as shown to the right. The credit card payment screen that allows payment by MasterCard, Visa, or Discover credit cards.

Payment Method

Payment Method: Credit/Debit Card

Card Number:

Expiration Date: Month:  Year:

Card Security Code:

Card Billing Address:  Use my contact information address  Use a different address

[Continue](#) [Cancel](#)

If you select payment by e\*Check, the payment method portion of the screen will expand as shown to the right. The bank payment screen allows direct payment from your bank account.

Payment Method

Payment Method: Checking or Savings

Sample Check: 1215  
 123 Main St.  
 Anytown, MO 12345  
 Bank Routing:  Bank Account:   
 Bank Number:  Number:   
 Personal Check [Business Check](#)

Bank Routing Number:


Bank Account Number:

Bank Account Type:  Checking  Savings  
 This is a business account

[Continue](#) [Cancel](#)

After you input your payment information, you will be shown a payment review screen. The payment review screen for a credit card payment is shown to the right. After you review and confirm the information on this screen, click on the [Confirm] button.

[Exit](#)

 *Electronic Payment Solutions*

### Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

**Payment Details**

Description: State of Iowa TEST site  
 State of Iowa TEST site  
 Payment Amount: \$445.00  
 Payment Date: 12/15/2014

**Payment Method**

Payer Name: Paul Wieck  
 Card Number: \*1111  
 Expiration Date: Jan-2015  
 Card Type: VISA  
 Confirmation Email: wieck@address.gov


**Billing Address**

Address 1: 111 E. Court Avenue  
 City/Town: Des Moines  
 State/Province/Region: Iowa  
 Zip/Postal Code: 50319  
 Country: USA

**Contact Information**

First Name: Paul  
 Last Name: Wieck  
 Address 1: 111 E. Court Avenue  
 City/Town: Des Moines  
 State/Province/Region: Iowa  
 Zip/Postal Code: 50319  
 Country: USA  
 Phone Number: 5157258029  
 Email Address: wieck@address.gov

[Confirm](#) [Back](#)

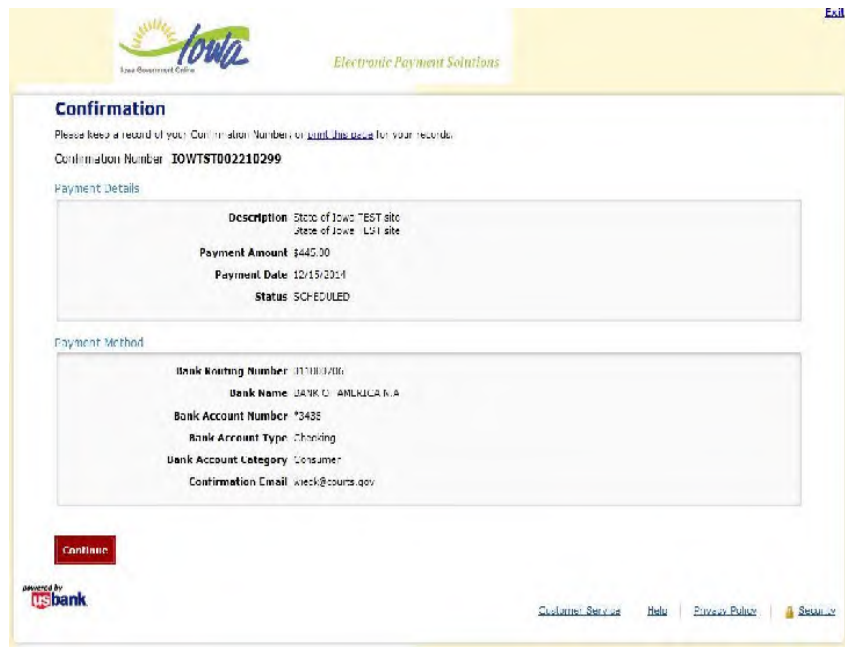
Presented by 

[Customer Service](#) | [Help](#) | [Privacy Policy](#) | [Security](#)

You then will be shown a payment confirmation screen. The payment confirmation screen for a bank account payment is shown to the right.

At the payment confirmation screen, you will be given an opportunity to print a copy of the payment confirmation screen to your local printer. A confirmation message also will be sent to the email address you specified in the contact information.

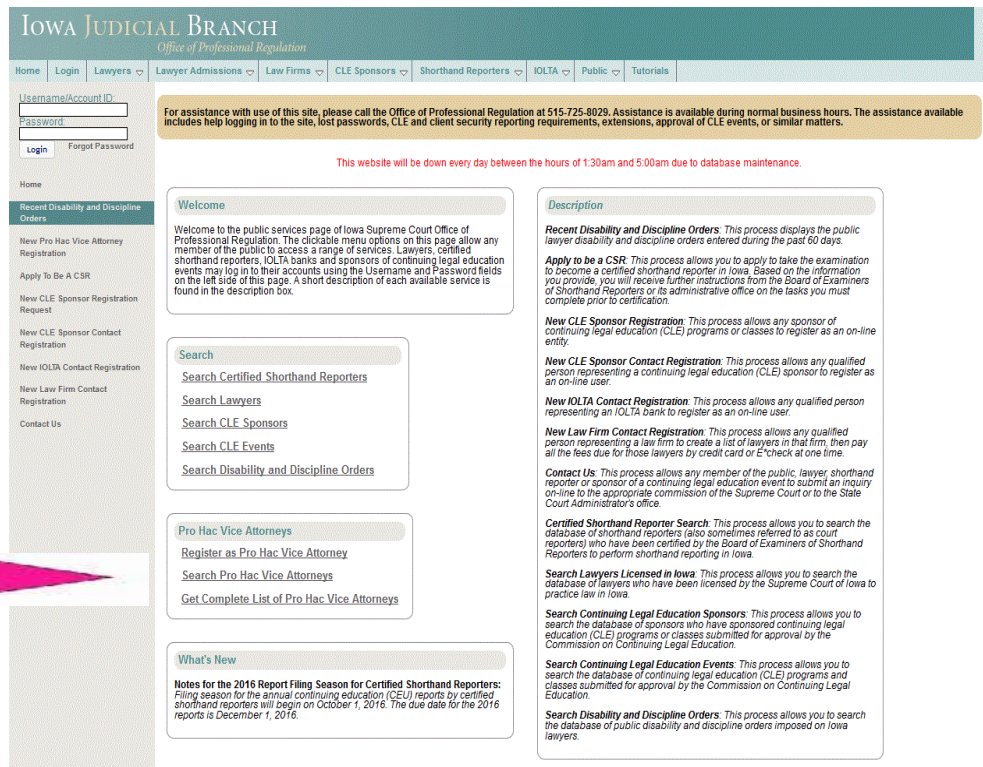
To return to the SCC/OPR front page, click the “Continue” button.



## Searching the Database of Registered Pro Hac Vice Attorneys

The database of attorneys who have registered and paid the pro hac vice registration fee is searchable using the general attorney search capabilities on the OPR / SCC web site. However, a separate module specifically for searching the pro hac vice registrants is available on the external SCC site for use by the public, judicial officers, Judicial Branch staff, and other attorneys.

To search only the entries for registered pro hac vice attorneys, click on the item “Search Pro Hac Vice Attorneys” where it appears in the box captioned “Pro Hac Vice Attorneys”



You will be shown a search page at which you may formulate your query. A coarse query (for example, using the Last Name search box only) is the preferred approach.

To perform a search, enter your query terms and click on the [Find Now] button.

**Search Pro Hac Vice Attorneys Licensed in Iowa**

**Important Note:**

Home address and telephone information for lawyers cannot be released to the public. Any search that includes a country, county, city or state value as a search criterion will only return results based on business location information for lawyers. If a lawyer has not reported business address information to the commissions of the Iowa Supreme Court, that lawyer's name will not appear on any search that includes location information as a search value. For example, a lawyer who is retired, inactive or unemployed may not have business address information to report or include in the commissions' database.

Last Name:   
 First Name:   
 Country of Business:   
 City of Business:   
 State/Province of Business:   
 Is in Good Standing:

This process allows you to search the database of Pro Hac Vice Attorneys who have registered with the Office of Professional Regulation.

**Pro Hac Vice Attorney Search Results**

**NOTE:** To sort on any of the columns below, simply click on the column heading.  
 To view more information about a lawyer, simply click on their row.

Name	Country	City	State	Phone
WIECK, PAUL H II	United States	Denver	Colorado	808-345-2984 ext. 2300
1 Results Found				

The search result will be displayed. From this page, you can refine your query terms and click on [Find Now] to search again. You also may place your cursor over the line showing an attorney you are interested in, and click on that line to display additional information regarding that attorney.

**Search Pro Hac Vice Attorneys Licensed in Iowa**

NOTE: Refine your search using the form below. You must provide a value for at least one of the fields below.

Last Name:   
 First Name:   
 Country of Business:   
 City of Business:   
 State/Province of Business:   
 Is in Good Standing:

If you click on the line shown for a particular attorney, additional information for that attorney will be displayed.

**View Pro Hac Vice Attorney**

Address and telephone information is listed on this screen only if the lawyer maintains a business address and business telephone number. Home address and home telephone information for lawyers cannot be released to the public.

**Name:** WIECK, PAUL H II  
**License Status:** Pro Hac Vice

**Business Information**

**Firm Name:** Wieck Law Firm  
**Position in Firm:** Partner

**Registrations**

Registration Date	Expiration Date
2016-10-06	2021-10-06

**Reinstatements, Disability or Disciplinary Orders in Iowa**

No Orders/Actions for this Attorney

[Back](#)

To search the database of all Iowa attorneys, click on the item "Search Lawyers" where it appears in the box captioned "Search."

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Username/Account ID: \_\_\_\_\_  
 Password: \_\_\_\_\_  
[Login](#) [Forgot Password](#)

For assistance with use of this site, please call the Office of Professional Regulation at 515-725-8029. Assistance is available during normal business hours. The assistance available includes help logging in to the site, lost passwords, CLE and client security reporting requirements, extensions, approval of CLE events, or similar matters.

This website will be down every day between the hours of 1:30am and 5:00am due to database maintenance.

**Welcome**  
 Welcome to the public services page of Iowa Supreme Court Office of Professional Regulation. The clickable menu options on this page allow any member of the public to access a range of services. Lawyers, certified shorthand reporters, IOLTA banks and sponsors of continuing legal education events may log in to their accounts using the Username and Password fields on the left side of this page. A short description of each available service is found in the description box.

**Description**  
**Recent Disability and Discipline Orders:** This process displays the public lawyer disability and discipline orders entered during the past 60 days.  
**Apply to be a CSR:** This process allows you to apply to take the examination to become a certified shorthand reporter in Iowa. Based on the information you provide, you will receive further instructions from the Board of Examiners of Shorthand Reporters or its administrative office on the tasks you must complete prior to certification.  
**New CLE Sponsor Registration:** This process allows any sponsor of continuing legal education (CLE) programs or classes to register as an on-line entity.  
**New CLE Sponsor Contact Registration:** This process allows any qualified person representing a continuing legal education (CLE) sponsor to register as an on-line user.  
**New IOLTA Contact Registration:** This process allows any qualified person representing an IOLTA bank to register as an on-line user.  
**New Law Firm Contact Registration:** This process allows any qualified person representing a law firm to create a list of lawyers in that firm, then pay all the fees due for those lawyers by credit card or E\*check at one time.  
**Contact Us:** This process allows any member of the public, lawyer, shorthand reporter or sponsor of a continuing legal education event to submit an inquiry on-line to the appropriate commission of the Supreme Court or to the State Court Administrator's office.  
**Certified Shorthand Reporter Search:** This process allows you to search the database of shorthand reporters (also sometimes referred to as court reporters) who have been certified by the Board of Examiners of Shorthand Reporters to perform shorthand reporting in Iowa.  
**Search Lawyers Licensed in Iowa:** This process allows you to search the database of lawyers who have been licensed by the Supreme Court of Iowa to practice law in Iowa.  
**Search Continuing Legal Education Sponsors:** This process allows you to search the database of sponsors who have sponsored continuing legal education (CLE) programs or classes submitted for approval by the Commission on Continuing Legal Education.  
**Search Continuing Legal Education Events:** This process allows you to search the database of continuing legal education (CLE) programs and classes submitted for approval by the Commission on Continuing Legal Education.  
**Search Disability and Discipline Orders:** This process allows you to search the database of public disability and discipline orders imposed on Iowa lawyers.

**Search**  
[Search Certified Shorthand Reporters](#)  
[Search Lawyers](#)  
[Search CLE Sponsors](#)  
[Search CLE Events](#)  
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**Pro Hac Vice Attorneys**  
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**What's New**  
 Notes for the 2016 Report Filing Season for Certified Shorthand Reporters: Filing season for the annual continuing education (CEU) reports by certified shorthand reporters will begin on October 1, 2016. The due date for the 2016 reports is December 1, 2016.

The query and return screens for the general search look and operate like the screens for a search restricted to pro hac vice attorneys, except that the query searches and returns information from the general database of Iowa attorneys.



## Getting a List of Registered Pro Hac Vice Attorneys

A list of all attorneys who have registered and paid the pro hac vice registration fee is available on the OPR / SCC web site.

To get a list of all registered pro hac vice attorneys, click on the item "Get Complete List of Pro Hac Vice Attorneys" where it appears in the box captioned "Pro Hac Vice Attorneys"



A complete list of registered pro hac vice attorneys will be displayed. The list may be printed by clicking on the [printable version] button.

**Complete List of Pro Hac Attorneys**

[printable version](#)

Full Name	Registration Date	Expiration Date
BOB, JIM JON	10/21/2016	10/21/2021
IDAHO, JOE M	11/01/2016	11/01/2021
JENKINS, DILLON MARIE	11/03/2016	11/03/2021
MONTANA, JOE M	10/19/2016	10/19/2021
SMITH, JOHN REGISTRATION	11/01/2016	11/01/2021
SNOW, JOHN H	11/07/2016	11/07/2021
TABLE, TEST CHANGED	10/25/2016	10/25/2021
TESTER, TEST 7	09/30/2016	09/30/2021
TESTER, TEST CONTACT	10/04/2016	10/04/2021
TESTER, TEST EXPIRATION	10/19/2016	10/19/2021
TESTER, TEST EXPIRATION	10/04/2016	10/04/2021
TESTER, TEST EXPIRATION	10/20/2016	10/20/2021
TESTER, TEST NEW	10/04/2016	10/04/2021
TESTER, TEST PAYMENTS	10/20/2011	10/20/2016
TESTER, TEST PAYMENTS2	10/21/2016	10/21/2021
TESTER, TEST PAYMENTS3	10/21/2016	10/21/2021
TESTER, TEST PAYMENTS4	10/21/2016	10/21/2021
TESTER, TEST Q	03/15/2015	03/15/2020
TESTER, TEST Q	03/15/2016	03/15/2021
TESTER, TEST RENEWAL	10/25/2016	10/25/2021
TEXAS, THOMAS T JR.	10/21/2016	10/21/2021
WIECK, PAUL H II	10/06/2016	10/06/2021

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This page allows you to view the latest Pro Hac Vice Attorney registration information.