# Instructions for Paying Pro Hac Vice Fee for MDL 3080 In Re: Insulin Pricing Litigation

#### **Important:**

The steps outlined below are to be completed <u>only</u> by those attorneys who are not registered to file in the District of New Jersey *and/or* have not been admitted Pro Hac Vice in originating districts of transferred cases.

#### **Obtaining CM/ECF Filing Privileges**

Attorneys are instructed to obtain filing privileges for the District of New Jersey *prior* to making Pro Hac Vice payment. Instructions to obtain privileges can be found here

#### **Pro Hac Vice Fee Payment**

Preferred Payment Method: CM/ECF

#### 1. Under "Civil Events" selected "Notices"

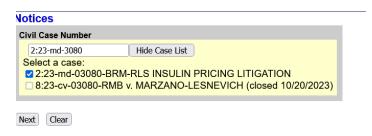
#### Other Filings

ADR Documents
Discovery Documents
Notices
Trial Documents
Appeal Documents
MDL Documents
Social Security Documents

#### 2. Select event "Notice of Pro Hac Vice to Receive NEF"

Notices	
Available Events (click to select an event)	Selected Event
Notice of Change of Address	Notice of Pro Hac Vice to Receive NEF
Notice of Filing Short Form Complaint	
Notice of Guidelines for Pro Se Filers	
Notice of Hearing	
Notice of Hearing on Motion	
Notice of Intent to Request Redaction	
Notice of Judicial Preferences	
Notice of Lis Pendens	
Notice of Pro Bono Appearance	
Notice of Pro Hac Vice counsel added	
Notice of Pro Hac Vice to Receive NEF	
Notice of Settlement	
Notice of Voluntary Dismissal	
Notice to Counsel re mandatory eFiling	
Notice to Withdraw from NEF as to Case	

# 3. Input case number for master docket: 23-md-3080



# 4. Upload document with attorney information as "Main Document" (must in include email address)



#### 5. Enter pro hac vice attorney name

Notices
2:23-md-03080-BRM-RLS INSULIN PRICING LITIGATION
MDL3080,MEDIATION
Enter Pro Hac Vice Attorney Name:
Next Clear

#### 6. Select payment method ("pay via check" is acceptable, but not preferred)

#### Notices

2:23-md-03080-BRM-RLS INSULIN PRICING LITIGATION

MDL3080, MEDIATION

Select Payment Type:

O Pay on-line via Credit Card

....

Next Clear

O Pay via Check

## 7. Continue with filing event until transaction completed

# **General MDL 3080 FAQs**

## What is the appropriate way to file a Notice of Appearance?

Notices of Appearance are to be filed in individual matters only (member cases), at which time counsel will be added to MDL 3080 by the Clerk's office upon noticing.

#### How to receive Notifications of Electronic Filings for the master MDL?

Instructions for LOCAL COUNSEL for filing:

- 1. Select the Case Type (Civil) from the menu bar at the top of your screen.
- 2. Click on Notices.
- 3. Select the event, Notice of Pro Hac Vice to Receive NEF.
- 4. Enter the case for which the Request is being filed.
- 5. Select the PDF document to file.
- 6. Proofread the docket text.
- 7. Submit the Request to ECF by clicking the NEXT button.

#### How/where to send payment?

After submitting your Notice of Appearance, and when you are filing the Notice of Pro Hac Vice to Receive NEF, this event will prompt you to pay the court's \$250 fee. Alternatively, you can send a check or money order made out to the United States District Court or pay over the phone with a credit card. If you wish to pay over the phone, please call the Cashier's Office directly at 973-622-4810.

\*\*\*Please Note: \*\*\* Payment by phone should be avoided except in extenuating circumstances, as it is the least efficient method by which the Clerk's office can gather information for noticing

#### How do I know if my payment was received?

Once we receive a check in the mail or via phone, we will docket a receipt number onto the docket the same day. Filing the Notice of Pro Hac Vice to Receive NEF will automatically generate a receipt number and NEF.