



PROCESS FOR PAYMENT OF PRO HAC VICE FEES

April 2025

North Carolina General Statute §84-4.1 provide a process by which out-of-state attorneys can practice in North Carolina, including the requirement to pay a fee. This document outlines the process for remitting this fee. After reviewing these instructions if you need additional assistance, please contact the NCAOC Fiscal Services Division at CashManagement@nccourts.org or 919-890-1001.

§ 84-4.1, Limited practice of out-of-state attorneys

Any attorney domiciled in another state, and regularly admitted to practice in the courts of record of and in good standing in that state, having been retained as attorney for a party to any civil or criminal legal proceeding pending in the General Court of Justice of North Carolina, the North Carolina Utilities Commission, the North Carolina Industrial Commission, the Office of Administrative Hearings of North Carolina, or any administrative agency, may, on motion to the relevant forum, be admitted to practice in that forum for the sole purpose of appearing for a client in the proceeding. The motion required under this section shall be signed by the attorney and shall contain or be accompanied by:

...

(7) A fee in the amount of two hundred twenty-five dollars (\$225.00) submitted and made payable to one of the following: (i) for judicial proceedings, the presiding clerk of court and (ii) for administrative proceedings, the presiding administrative agency. The clerk of court or administrative agency shall: (i) remit two hundred dollars (\$200.00) of the fee collected to the State Treasurer for support of the General Court of Justice, and (ii) transmit twenty-five dollars (\$25.00) of the fee collected to the North Carolina State Bar to regulate the practice of out-of-state attorneys as provided in this section.

The reference to the “General Court of Justice” in G.S. 84-4.1(7) refers to a statewide cash reserve held by the State Treasurer and appropriated by the General Assembly. The North Carolina Administrative Office of the Courts (NCAOC) and the Clerks of Superior Court are the only state entities that can deposit funds into the General Court of Justice budget code via the North Carolina Financial System (NCFS), the statewide accounting system. The Department of State Treasurer (DST) as an agency cannot deposit funds into that budget code. Therefore, all pro hac vice funds from all outside entities must flow through NCAOC or the Clerks of Superior Court to be disbursed to the General Court of Justice.

Cases heard in the trial courts:

If a proceeding is held in the District or Superior Courts, then the \$225.00 payment must be made to the Clerk of Superior Court in that county. The Clerk will disburse the \$200.00 to the General Court of Justice budget code and the \$25.00 to the NC State Bar accordingly.



Cases heard by administrative agencies:

If the proceeding is with an administrative agency, the payment should be remitted to the presiding administrative agency (i.e., DMV). The agency can verify that they are the correct recipient and mark that requirement as satisfied for that case.

Upon receipt of the fee, the presiding administrative agency must complete the following:

- Transmit \$200.00 to NCAOC for disbursement to the General Court of Justice. All state entities who use NCFS are required to electronically transfer the \$200.00 to NCAOC via NCFS. See transfer details below. Note that prior to the electronic transfer, the administrative agencies should send a notification email with details to NCAOC Fiscal Services Cash Management at CashManagement@nccourts.org.
- Generate a \$25.00 check to be mailed to NC State Bar through the NCFS (accounts payable) with both the attorney's name(s) and bar number(s) on the memo line.
- If the presiding administrative agency does not use NCFS they should contact NCAOC Fiscal Services Cash Management at CashManagement@nccourts.org to discuss alternate transfer options.

The transfer to NCAOC via NCFS should use this specific coding:

Agency	0200
Budget Fund	199740
Account	45900062
Agency Management Unit (AMU)	0000000
Agency Program (AP)	0000000
Funding Source	0000
Project	0000000000
Inter-Fund	199740
Future 1	0000
Future 2	000000
Future 3	00000

Or as a single string:

0200-199740-45900062-0000000-0000000-0000-0000000000-199740-0000-000000-00000

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