

**NORTH CAROLINA OCCUPATIONAL SAFETY AND HEALTH
REVIEW COMMISSION
*Pro Hac Vice Admissions Requirements***

1. The North Carolina Responsible Attorney or the out-of-state attorney shall file a Motion with the Chairman of the North Carolina Occupational Safety and Health Review Commission (Review Commission) for the out-of-state attorney to practice before the Commission, as per the requirements stated in N.C. Gen.Stat. § 84-4.1. A copy of this motion shall be served on the Labor Section of the N.C. Department of Justice (PO Box 629 Raleigh NC 27602-0629) See following example of Motion for Admission.
2. The N.C. Review Commission's Rules of Procedure Rule .0203 <http://www.oshrb.state.nc.us/rulesright.html#0203> requires that "an out of state attorney-at-law must be associated with a NC attorney-at-law in order to appear before either the Review Board or its hearing examiners." The preparation & filing of any documents with the Review Commission is considered a general appearance before the tribunal.
3. Attorneys must provide all information required by N.C. Gen.Stat. § 84-4.1 in the Motion in order to be admitted. The Motion must include a proposed Order. Please see the sample proposed Order attached.
4. Enclose with your motion a check for \$225 for each out of state attorney seeking admission, made payable to "OSH Review Commission – NCDOL". If the motion is granted, the OSH Review Commission shall remit \$200 for the support of the General Court of Justice and \$25 to the NC State Bar. If the motion is not granted, your check will be returned.
5. Within 30 days of the Chairman issuing an Order granting the motion for admission to practice before the Commission, the North Carolina Responsible Attorney shall submit a *Pro Hac Vice Admission Registration Statement* and a copy of the Commission's Order with the North Carolina State Bar. Please see [Microsoft Word - Pro Hac Vice Admission Registration - 12-2021 \(https://www.ncbar.gov/media/283954/Pro-Hac-Vice-Admission-Registration-Statement.pdf\)](https://www.ncbar.gov/media/283954/Pro-Hac-Vice-Admission-Registration-Statement.pdf) for further details from the North Carolina State Bar.

**NORTH CAROLINA OCCUPATIONAL SAFETY AND HEALTH
REVIEW COMMISSION**

COMMISSIONER OF LABOR OF THE)
STATE OF NORTH CAROLINA)

COMPLAINANT,)

v.)

-----)

RESPONDENT.)

DOCKET NO. OSHANC -----

OSHA INSPECTION NO. -----

CSHO ID NO. -----

ORDER

ALLOWING MOTION

FOR ADMISSION

PRO HAC VICE

APPEARANCES

Complainant: _____, Office of the Attorney General, North Carolina
Department of Justice

Respondent: ----- (out of state attorney)
----- (associated North Carolina attorney)

Upon careful review, it appears that the Motion is in compliance with the provisions of N.C. Gen. Stat. Sec. 84-4.1 and should be ALLOWED. Therefore, IT IS HEREBY ORDERED that ----- is admitted to appear in this matter *pro hac vice* on behalf of the respondent.

PAUL E SMITH
CHAIRMAN

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that I have this date served a copy of the foregoing Order upon:

Out of State Attorney
Address

Associated NC Attorney
Address

NORTH CAROLINA DEPARTMENT OF JUSTICE
LABOR SECTION
PO BOX 629
RALEIGH, NC 27602-0629

NORTH CAROLINA DEPARTMENT OF LABOR
1101 MAIL SERVICE CENTER
RALEIGH NC 27699-1101

This the _____ day of _____, 20____.

PAUL E SMITH

Karissa B. Sluss
Docket & Office Administrator
NCOSH Review Commission
422 North Blount Street
Raleigh, NC 27601
Tel. (919) 733-3782

State Bar, and is duly and legally admitted to practice in the General Court of Justice of North Carolina, upon whom service may be had in all matters connected with this legal proceeding, or any disciplinary matter, with the same effect as if personally made on the _____ within this state.

4. Within 30 days of receiving an order granting *pro hac vice*, the North Carolina Responsible Attorney will submit a *Pro Hac Vice Admission Registration Statement* and a copy of the Commission's Order to the North Carolina State Bar.

WHEREFORE, _____ requests that this motion be allowed and that _____ be allowed to represent it before the Safety and Health Review Commission in this proceeding.

This _____ day of _____, 20__.

SIGNATURES OF THE OUT OF STATE AND IN STATE ATTORNEYS

*****INCLUDE NC DEPARTMENT OF JUSTICE IN CERTIFICATE OF SERVICE

4. I have associated and have personally appearing with me in this proceeding _____ of the firm, _____, who is a resident of North Carolina, has agreed to be responsible for filing a registration statement with the North Carolina State Bar, and is duly and legally admitted to practice in the General Court of Justice of North Carolina, upon whom service may be had in all matters connected with this legal proceeding, or any disciplinary matter, with the same effect as if personally made upon me within the State of North Carolina.

5. I have no record of any disciplinary history, including but not limited to no public discipline by any court or lawyer regulatory organization and no revocation of any pro hac vice admission. OR

5. I have the following record of disciplinary history:

a. _____ (Describe public discipline) by _____ Court or by _____ (State Bar or other lawyer regulatory agency)

b. revocation of pro hac vice admission by _____ Court or Adjudicatory Administrative Agency.

This _____ day of _____, 20__.

(Signature of out-of-state attorney)

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)
 v.)
)
 -----)
)
 RESPONDENT.)

DOCKET NO. OSHANC -----
 OSHA INSPECTION NO. -----
 CSHO ID NO. -----

STATEMENT OF

I, _____, as an officer of _____, state as follows:

1. At all times pertinent hereto, I have been and am the _____ (corporate position) of _____. I am authorized by _____ to make this statement on its behalf
2. _____ (Respondent's) address is _____
3. _____ (Respondent) has retained attorney _____ (name of out-of-state attorney) to represent it in this action.

This _____ day of _____, 20__.

 (Signature of corporate officer)