

**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 and 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. After the Chairman issues an Order granting the motion for admission to practice before the Commission, the North Carolina Responsible Attorney should submit the *Pro Hac Vice* Admission Registration Statement, a \$25 check made payable to the NC State Bar, and a copy of the Commission's Order to the North Carolina State Bar within 30 days. Please see [www.ncbar.com](http://www.ncbar.com) for further details.
5. A fee of \$200 shall be paid to the Administrative Office of the Courts. A check for \$200 made payable to the "General Court of Justice" should be sent to the following address (include a copy of the Chairman's Order for Reference):

Administrative Office of the Courts  
Attention: Kesha Howell  
PO Box 2448  
Raleigh, NC 27602  
Telephone#: 919-890-1066

6. **DO NOT SEND CHECKS OR MONEY TO THE REVIEW COMMISSION.**  
Any checks sent to the Review Commission will be returned, resulting in a delay in the admission process.
7. Finally, the North Carolina Responsible Attorney or the out-of-state attorney must file a statement with the Review Commission documenting the payment of these two fees and the submission of the *Pro Hac Vice* Admission Registration Statement to the NC 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,  
Raleigh, North Carolina

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.

The admitted out-of-state attorney or the associated North Carolina attorney SHALL promptly remit the required fees to the North Carolina State Bar and the General Court of Justice and register with the North Carolina State Bar, as required by N.C. Gen. Stat. Sec 84-4.1. Thereafter, documentation of these payments and registration SHALL be filed with the Commission prior to any appearance before the Commission.

\_\_\_\_\_  
Arlene K. Edwards  
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

By depositing in the United States Mail, Certified Mail, postage prepaid in Raleigh,  
North Carolina, and upon:

Associated NC Attorney  
Address

NORTH CAROLINA DEPARTMENT OF JUSTICE  
Labor Section  
PO Box 629  
Raleigh, NC 27602-0629

By depositing a copy in the United States Mail, First Class, and upon;

NC DEPARTMENT OF LABOR  
LEGAL AFFAIRS DIVISION  
1101 Mail Service Center  
Raleigh NC 27699-1101

By depositing a copy in the NCDOL Interoffice Mail.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

ARLENE K. EDWARDS  
CHAIRMAN

---

Karissa B. Sluss  
Docket & Office Administrator  
422 North Blount Street  
Raleigh, NC 27601  
(919) 733-3589

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

COMMISSIONER OF LABOR OF THE	)	
STATE OF NORTH CAROLINA	)	
	)	
COMPLAINANT,	)	
	)	
v.	)	DOCKET NO. OSHANC -----
	)	OSHA INSPECTION NO. -----
	)	CSHO ID NO. -----
-----	)	
	)	
RESPONDENT.	)	MOTION FOR ADMISSION
	)	<i>PRO HAC VICE</i>

NOW COMES Respondent, \_\_\_\_\_, through counsel, and hereby requests that its attorney \_\_\_\_\_, be allowed to appear *pro hac vice* in this proceeding. In support of this Motion, \_\_\_\_\_ shows the Review Commission as follows:

1. \_\_\_\_\_ (full name) is licensed to practice in, and is a member in good standing of the bar of, the State of \_\_\_\_\_, Bar No. \_\_\_\_\_ and her/his full post office address is \_\_\_\_\_

2. The State of \_\_\_\_\_ in which \_\_\_\_\_ is regularly admitted to practice grants like privileges to the members of the bar of North Carolina in good standing.

3. \_\_\_\_\_ has associated and is personally appearing in this proceeding with \_\_\_\_\_ 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 on the \_\_\_\_\_ within this state.

4. Once an order granting *pro hac vice* is received, a check for \$200.00 for each out-of-state attorney seeking admission, made out to the "General Court of Justice" will be sent to the Administrative Office of the Courts. Another check for \$25.00 will be paid to the N. C. State Bar within 30 days after the order granting admission. A statement will then be filed with the Review Commission confirming payment of these two fees.

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 ATTORNEYS

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

**NORTH CAROLINA OCCUPATIONAL SAFETY AND HEALTH  
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COMMISSIONER OF LABOR OF THE	)	
STATE OF NORTH CAROLINA	)	
	)	
COMPLAINANT,	)	
	)	DOCKET NO. OSHANC -----
v.	)	OSHA INSPECTION NO. -----
	)	CSHO ID NO. -----
	)	
-----	)	
RESPONDENT.	)	STATEMENT OF
	)	_____
	)	

(Out-of-state attorney)\_\_\_\_\_ (full name), states as follows:

1. I am an attorney licensed to practice in the State of \_\_\_\_\_, Bar No.\_\_\_\_\_. I have been retained to represent the Respondent in this action. See accompanying statement of \_\_\_\_\_ (corporate officer) of Respondent.

2. Unless permitted to withdraw sooner by order of this body, I will continue to represent the Respondent in this proceeding until the final determination thereof, and with reference to all matters incident to this proceeding. I agree that I shall be subject to the orders and amenable to the disciplinary action and civil jurisdiction of the North Carolina Occupational Safety and Health Review Commission, the General Court of Justice, and the North Carolina State Bar in all respects as if I were a regularly admitted and licensed member of the Bar of North Carolina in good standing.

3. I further affirm that the State of \_\_\_\_\_ grants like privileges to the members of the bar of North Carolina in good standing.

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. )

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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)