

# West Virginia State Bar

## Pro Hac Vice Instructions: Notice of Conclusion of a Proceeding

To close a Pro Hac Vice Case:

1. Go to [www.mywvbar.org](http://www.mywvbar.org)
2. Login as the Out of State Lawyer or Local Counsel
3. Scroll down the page to the “My Pro Hac Vice Cases” Dashboard

The screenshot shows the West Virginia State Bar Membership Portal. The top navigation bar includes links for Home, Members, Firms, Fastcase, CLE, Events, Pro Hac Vice, Search, and Contact Us. The main content area is divided into several sections: Member Profile (with contact info and update buttons), Membership Balance (Total Balance Remaining: \$500.00), CLE Compliance (Reporting Period: July 1, 2018 - June 30, 2020), and My Pro Hac Vice Cases. The My Pro Hac Vice Cases section is highlighted in yellow and contains a table with the following data:

Case Number	Tribunal	Local Attorney(s)	Out-of-State Lawyer Names(s)	Case Status	Payment Status	Dismissal Order	Edit Case
test_case1	U.S. Northern District Court	No Local Attorney Listed	No Visiting Attorney Listed	Confirmed	Unknown	Close	NA

4. Click “Close” under the Dismissal Order column

This is a close-up of the 'My Pro Hac Vice Cases' table. The 'Close' button under the 'Dismissal Order' column for the case 'test\_case1' is highlighted in yellow.

5. Click “choose file” to attach the PDF dismissal order and click Save.

The screenshot shows the 'Notice of Conclusion of a Proceeding' form. It includes a text area for the notice, a 'Choose File' button for attaching a PDF, and 'Save' and 'Cancel' buttons. The form also displays the Civil Action Number (0000-BOT-Testing) and a message: 'Attach a file that includes the dismissal order or documentation that confirms the closure of the case.'

6. An email will be sent notifying the attorneys once the State Bar has reviewed your document and marked it as closed.