



# Oregon

Kate Brown, Governor

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**OFFICE OF ADMINISTRATIVE HEARINGS**

PO Box 14020  
Salem, OR 97309  
(503) 947-1918  
FAX (503) 947-1920

## **Pro Hac Vice Instructions**

Please attach the following documents to the original of the Certificate of Compliance for Pro Hac Vice Admission:

1. An original, recent Certificate of Good Standing from the Bar association or highest court in the out-of-state attorney's home jurisdiction; and
2. A certificate of insurance covering the out-of-state attorney's practice of law in this state and providing professional liability insurance.

If you wish to expedite processing, include a self-addressed, stamped envelope.

Please refer to [OAR 137-003-0550](#) and [UTCRC 3.170](#) for further information regarding these requirements.

The Certificate of Compliance and attachments should be mailed to the Agency involved in your hearing, with a copy sent to the Office of Administrative Hearings, PO Box 14020, Salem, OR 97309. Your application will be reviewed by either the Agency or by an Administrative Law Judge of the Office of Administrative Hearings if the Agency has delegated that authority to the Office of Administrative Hearings.

**Please send to the attention of Rema Bergin. If you need further assistance, please contact the Office of Administrative Hearings at 503-947-1918.**