

CM/ECF E-Filing Instructions – SPECIAL TEMPORARY MDL ADMISSION ONLY

1. Go to the CM/ECF login link on the Courts Internet web page: <https://ecf.innd.circ7.dcn/cgi-bin/login.pl>
2. Login using the temporary login below
(IF YOU ALREADY HAVE A CM/ECF LOGIN FOR THE NORTHERN DISTRICT OF INDIANA – USE YOUR OWN LOGIN AND PROCEED TO #3):
Login: **mdltemp**
Password: **4MDLtemp**
3. **Before proceeding, the completed and signed [Application for Special Temporary MDL Admission](#) form must be scanned to a PDF file.**
4. Click on Civil.
5. Under “Motions and Related Filings” click on **Pro Hac Vice Admission**.
6. Click on **Application to Appear Pro Hac Vice**, and then click the **Next** button.
7. Enter the case number for the **member case** (DO NOT docket in the lead case) in which temporary MDL admission is requested and then click **Next**.
 - a. If the member case is a **new case** which has not yet been opened in CM/ECF and you **do not have a previously registered CM/ECF login for this district**, mail the application form to the South Bend Clerk’s Office for processing. *Abort the e-filing process and do not continue.*
 - b. If the member case is a **new case** which has not yet been opened in CM/ECF and you **already have a previously registered CM/ECF login for this district**, you will need to open the case electronically prior to proceeding with these instructions.
8. The case number and short title of the case you are about to file in appears. Verify that it is the correct case, and click on the **Next** button to continue.
9. Enter the full name of attorney applying for admission and click **Next**.
10. Read the information that appears on the screen and click **Next** to continue.
11. Attach the Application for Special Temporary MDL Admission form by clicking the **Browse** button to find the PDF file to import. Click on the appropriate file and then click **Open**. **Please note: Certificate of Good Standing is not required for special temporary MDL admission.**
12. The PDF document appears in the Main Document field. Click **Next** to continue.
13. Enter the name of the party attorney is appearing on behalf of and click **Next**.
14. The screen prompts for an answer to the following question: “Is this case a member case related to a Multi District Litigation (MDL) case in this district?” Select “**Yes**” and Click **Next**.
15. After reading the information on the screen, click **Next**.
16. After reading the information on the screen, click **Next**.
17. Click on the **Next** button and review the final docket text. If everything is correct, click **Next**. This will take you to the Notice of Electronic Filing screen.

Your application has now been submitted. **Print the page if you would like a receipt for the filing.**