

## Attorney Admission - CM/ECF E-Filing Instructions

Instructions for filing an Application for Admission to Practice Law in the United States District Court for the Northern District of Indiana.

1. Go to CM/ECF login link on the Courts Internet web page: <https://ecf.innd.uscourts.gov/cgi-bin/login.pl>
2. Login using the temporary login below:  
Login: **attytemp**  
Password: **4Attytemp**  
*Don't forget to check the redaction reminder box.*

**Before proceeding, the completed and signed Application for Admission to Practice and Certificate(s) of Good Standing must be scanned to a single PDF file.**

3. Click on Civil.
4. Click on **Admission to the Bar –or – Certificate of Good Standing**.
5. Click on **Application for Admission to the Bar**, and click the **Next** button.
6. Click on the **Next** button.
7. Enter attorney's full legal name.
8. After reading the information on the screen, click on the **Next** button.
9. Attach the Application for Admission to Practice and Certificate(s) of Good Standing by clicking the **Browse** button and find the PDF document to import.
10. Click on the **Next** button.
11. Click on the **Next** button for the prompt, "Is this application for a federal government attorney representing the United States of America?" The default is "No". Click **Next**.
12. The screen shows the fee amount. Click **Next**. This will take you to the pay.gov application so you can pay the application fee by bank draft or credit card.
13. Complete the appropriate screen for payment, either payment by bank draft or by credit card. ***Make sure you enter the account holder's name (replacing "Attorney Admission") and fill in all necessary information.***
14. Click on the **Continue with Plastic Card Payment** button.
15. Enter the e-mail address where the payment confirmation email should be sent.
16. Check the payment authorization box and click on the **Submit Payment** button.
17. After reading the information on the screen, click **Next**.
18. After reading the information on the screen, click **Next**.
19. 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 this page if you would like a receipt for the filing.**
20. Click on **Logout**.

The application will be reviewed by the court and e-filing confirmation will be emailed to you once you are approved.