

# Application for Admission to Practice

The U.S. District Court for the Northern District of Indiana is a NextGen CM/ECF court. **In order to request admission to practice, you must have an upgraded individual PACER account.**

If you do not have an upgraded individual PACER Account, click [HERE](#) for procedures.

Once you have a PACER Account, follow the steps below to request filing access.

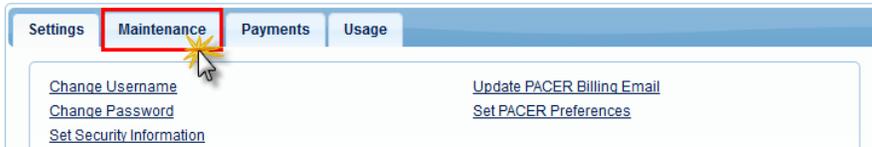
1. Navigate to [www.pacer.gov](http://www.pacer.gov)
2. Click **Manage My Account Login**.

The screenshot shows the PACER website interface. At the top, there is a navigation bar with the PACER logo and the text 'Public Access to Court Electronic Records'. Below the navigation bar, there is a search bar and several menu items: 'Register for an Account', 'Find a Case', 'File a Case', 'My Account & Billing', 'Pricing', 'Help', and 'Search'. The main content area is titled 'What can we help you accomplish?' and features four columns of service options. The third column, 'Manage Your Account', is highlighted with a red circle and contains the following options: 'Register for an Account', 'Manage My Account Login', 'Billing', and 'Forgot Username or Password?'. The other columns include 'Search for a Case', 'Filing Electronically', and 'Move to NextGen CM/ECF'.

3. Click **Log in to Manage My Account** and login with your upgraded individual PACER account username and password.

The screenshot shows the PACER login form. It has a blue header with the word 'Login'. Below the header, there is a red asterisk followed by the text '\* Required Information'. There are two input fields: 'Username \*' and 'Password \*'. Below the input fields, there are three buttons: 'Login', 'Clear', and 'Cancel'. At the bottom of the form, there are three links: 'Need an Account?', 'Forgot Your Password?', and 'Forgot Username?'. At the very bottom, there is a notice: 'NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.'

4. Click on the **Maintenance** tab



5. Select **Attorney Admission/E-File Registration**



6. Select **U.S. District Courts** as the Court Type and **Indiana Northern District Court** as the Court. Click **Next**.

Case Search Status Active  
Account Type Upgraded PACER Account

**In what court do you want to practice?**  
**\* Required Information**

Court Type \* U.S. District Courts

Court \* Indiana Northern District Court

**Note:** Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. To find more information on all courts, visit the [Court CM/ECF Lookup page](#).

Next Reset Cancel

7. Select **Attorney Admissions and E-File**

WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?

Attorney Admissions and E-File

Pro Hac Vice

Multi-District Litigation

Federal Attorney

8. Complete all five sections of the required registration information:

**Attorney Bar Information:**

**Attorney Bar Information**

**FEDERAL BAR INFORMATION**

I am admitted to the bar in one or more federal courts.

Our data indicates that you have been admitted to the bar of the following federal court(s):

Verified Federal Bar Information			
Federal Court	Bar ID	Bar Status	Date Admitted
No verified federal bar data available.			

Enter information for any federal court not listed in table on the left:

Additional Federal Bar Information		
Federal Court	Bar ID	Date Admitted
Click the "Add" button below to enter federal bar data.		
<input type="button" value="+ Add"/>		

**STATE BAR INFORMATION**

I am admitted to the bar in one or more states.

Enter information for any state(s) in which you have been admitted to the bar:

Additional State Bar Information		
State	Bar ID	Date Admitted
Click the "Add" button below to enter state bar data.		
<input type="button" value="+ Add"/>		

- a. Check one or both boxes to indicate the federal or state courts to which you are admitted.
- b. Click on the **+Add** button to select and add the state and/or federal court(s) to which you are admitted.

**Sponsoring Attorney (“Movant”):**

- a. Enter the required information for the attorney who is moving for your admission in the Northern District of Indiana.

**Sponsoring Attorney**

Bar ID:  Jurisdiction:

First Name:  Middle Name:  Last Name:

**Attorney Information:**

- a. Enter your **personal information** and acknowledge the admission fee, or request a waiver of fees.

**Attorney Information**

Attorney Type (check all that apply) \*  Civil  Criminal  Bankruptcy

Have you ever been disbarred/censured/denied admission? \*  Yes  No

Do you have any disciplinary actions pending? \*  Yes  No

Have you ever been convicted of a felony? \*  Yes  No

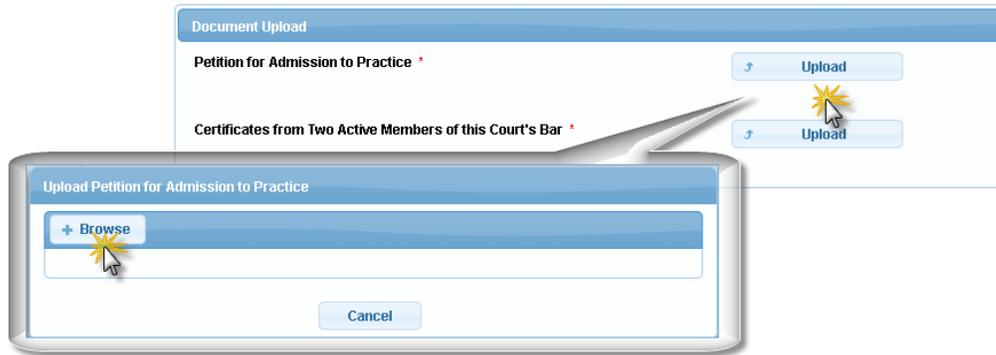
Fee Acknowledgment \*

I acknowledge that I will be charged an admission fee if I am admitted.

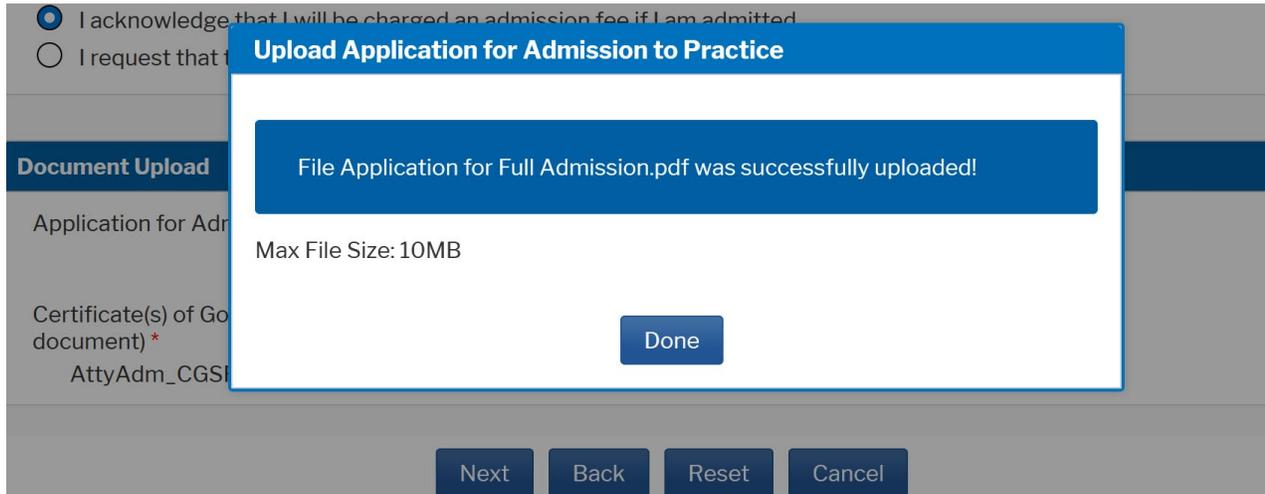
I request that the admission fee be waived for the following reason:

## Document Upload:

- a. Click the **Upload** button, then **+Browse** to attach both the **Petition for Admission** and **Certificates of Good Standing**. **\*\*Note that multiple Certificates of Good Standing may be uploaded as one PDF document\*\***



**Wait for confirmation** that the document has been successfully uploaded and click **Done** and then click **Next**.



9. Complete the personal information on the **E-File Registration** screen and click **Next**. **\*\*Note that HTML is the preferred Email Format\*\***.

The screenshot shows the 'Delivery Method and Formatting' section of the E-File Registration screen. It includes a checkbox for 'Use a different email. Checking this will clear the primary email fields below.' Below this are fields for 'Primary Email' (attymnd+32@gmail.com), 'Confirm Primary Email' (attymnd+32@gmail.com), 'Email Frequency' (At The Time of Filing (One Email pe)), and 'Email Format' (HTML). The 'Email Format' dropdown menu is highlighted with a red box. At the bottom, there are buttons for 'Next', 'Back', 'Reset', and 'Cancel'. A mouse cursor is pointing at the 'Next' button.

10. Payment Information: You do not need to enter payment information at this time. Click **Next**.

11. Check the **Acknowledgment of Policies and Procedures for Attorney Admissions** box and the two **Attorney E-Filing Terms of Use** acknowledgment boxes.

[Click here to download a printable version of the Attorney E-filing Terms and Conditions](#)

 By clicking here, I acknowledge that I have read and agree to the terms and conditions above, and this constitutes my signature for registration. \*

 Check here to acknowledge that you have read and agree to the local requirements for the court in which you are registering [Click here to view Local Court Policies and Procedures.](#) \*

12. Click **Submit**. The court will review your admission request and provide you with further instructions (including a link to pay the admission fees online) via email.

**Confirmation Page**

# Thank You for registering!

Your request has been forwarded to the court. You will receive an email when the registration has been processed. To check the status of your request, log in to **Manage My Account** and select the [E-File Registration/Maintenance History](#) from the **Maintenance Tab**.

**Done**