

**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF INDIANA**

Gary T. Bell, Clerk

[www.innd.uscourts.gov](http://www.innd.uscourts.gov)

**PRO HAC VICE ADMISSION INSTRUCTIONS:**

1. Visit <https://ecf.innd.uscourts.gov/AttorneyReg/>. Enter attorney's last name and Bar ID in the appropriate boxes. **Do not enter an email address on this screen.**
2. Check the box that states "I understand that I am required to complete my own application..."
3. Click on ***Begin Registration***.
4. Fill out the requested information.
  - a. The last name will appear in the box.
  - b. The Bar ID will appear in the box.
  - c. Select the Bar Membership State.
  - d. Select ***Pro Hac Vice*** as the Admission Type (*or select Pro Hac Vice – MDL 2391 if you are applying for pro hac vice admission in a MDL member case*). Carefully read the descriptions on the right hand side of the screen. Using the incorrect admission type may delay admission.
  - e. Click ***Next***.
5. On the Registration Information page fill out the required information.
  - a. Enter the full legal name matching the state bar membership.
  - b. Enter the firm name, address, telephone and email address.
  - c. Click ***Next***.
6. Enter the desired user name and password and click ***Next***.
7. On the Confirm Your Application page, confirm that the information is correct.
  - a. If ***yes***, scroll down to the bottom of the page and check the box next to "*I accept the above terms of admission and registration.*" Click ***Submit***.
  - b. If ***no***, select ***Back*** at the bottom of the screen to go to previous screens and make corrections. When finished and back at the Confirm your Application page, scroll down to the bottom of the page and check the box next to "*I accept the above terms of admission and registration.*" Click ***Submit***.
8. Next is the Prerequisites page. This page can be accessed at any time by repeating steps 1-4 above.
  - a. Confirm the email by checking the registered email inbox and click the provided link. **This step must be completed or admission cannot be processed.**
  - b. Access and complete the Motion for Admission to Practice Pro Hac Vice form (on the screen you will see "*Click here to complete the Motion for Admission to Practice Pro Hac Vice form.*" )
9. Obtain Certificate(s) of Good Standing from ***each*** State that the attorney is admitted to practice law and, and if applicable, from the Supreme Court of the United States. Only certificates issued not more than 60 days prior to filing the application are acceptable.
10. Submit the completed Motion for Admission to Practice Pro Hac Vice form and Certificate(s) of Good Standing through CMECF after converting them to PDF format. You will be prompted to pay the filing fee during this step. All originals must be maintained in the attorney's office for a period of 90 days. [See PHV CMECF filing instructions here.](#)

Additional questions? Contact the Attorney Admission Clerk at 574-246-8045.