

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

Gary T. Bell, Clerk

www.innd.uscourts.gov

**CMECF REGISTRATION INSTRUCTIONS (for previously fully admitted attorneys who are not registered to electronically file):**

1. Visit <https://ecf.innd.uscourts.gov/Attorney/Reg/>.
2. Enter your last name and registered Bar ID in the appropriate boxes. **Do not enter your email address on this screen.**
3. Check the box that states "I understand that I am required to complete my own application..."
4. Click on **Begin Registration**.
5. The next screen will say "The following ECF admission information has been found" and will have the attorney name, date of admission and admission method. Click **Continue**.
  - a. If you receive an error message it could be because:
    - Google Chrome was used as the browser. Google Chrome is not supported by this program. Try using Internet Explorer 8, 9 or Firefox.
    - An email address was used in #2 above.
    - Bar number was entered incorrectly. (NOTE: Indiana bar numbers should be entered with the dash, i.e. 12345-67.)
    - Attorney is not admitted. Contact the Attorney Admission Clerk at 574-246-8045 to confirm.
6. Select the Bar State. Click **Next**.
7. You will see the registered mailing address.
  - a. If address is correct, proceed to #8.
  - b. If address is incorrect you must update it first. Instructions to update information can be found here.
8. Enter attorney's email address. Click **Next**.
9. Enter a Username and Password. Click **Next**.
10. On the Confirm your Application page, confirm that your 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**.
11. Confirm your email by checking the registered email inbox and click the provided link.
12. Please allow two (2) business days for your request to be processed.
13. You will receive an email stating that your CM/ECF login and password are ready to use.

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