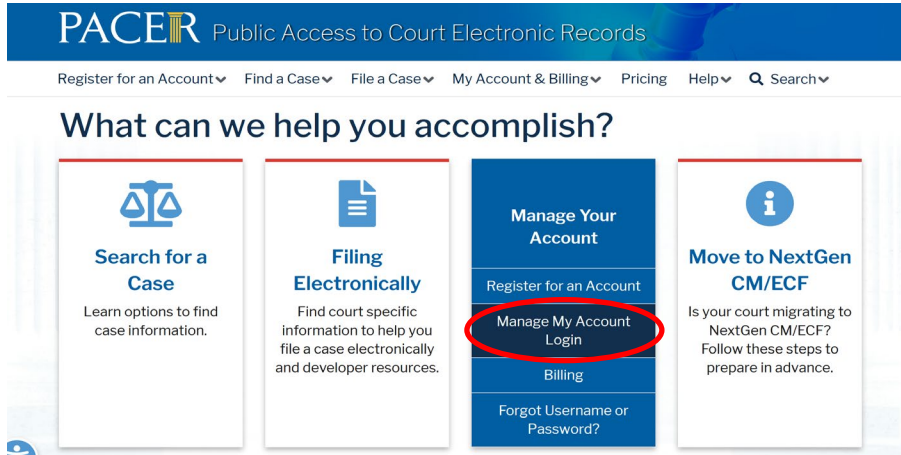


# REQUESTING PRO HAC VICE REGISTRATION IN PACER

The U.S. District Court for the Northern District of Indiana is a NextGen CM/ECF court. **To request admission to practice, you must have an upgraded individual PACER account.** If you do not have an upgraded individual PACER Account, or do not know if your PACER Account is an upgraded one, click [HERE](#) for procedures.

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

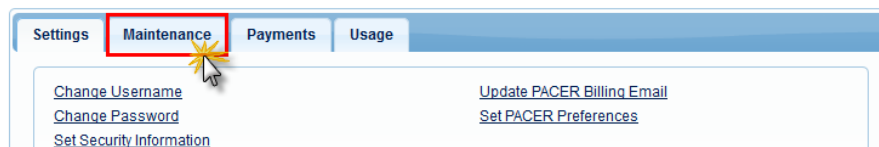
1. Navigate to [www.pacer.gov](http://www.pacer.gov). Click **Manage My Account Login**.



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

The image shows the PACER login page. It has a blue header with the word 'Login'. Below the header, there's a red asterisk indicating required information. There are two input fields: 'Username' and 'Password'. Below the fields are three buttons: 'Login', 'Clear', and 'Cancel'. At the bottom of the form, there are links for 'Need an Account?', 'Forgot Your Password?', and 'Forgot Username?'. A notice at the bottom states: '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.'

3. Click on the **Maintenance** tab



#### 4. Select **Attorney Admission/E-File Registration**

Settings Maintenance Payments Usage

[Update Personal Information](#) [Attorney Admissions / E-File Registration](#)  
[Update Address Information](#) [Non-Attorney E-File Registration](#)  
[Update E-File Email Noticing and Frequency](#) [Check E-File Status](#)  
[Display Registered Courts](#) [E-File Registration/Maintenance History](#)

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

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

#### 6. Select **Pro Hac Vice**.

**What would you like to apply/register for?**

Attorney Admissions and E-File

E-File Registration Only

**Pro Hac Vice**

Multi-District Litigation

Federal Attorney

7. On the **Filer Information** screen, check the acknowledgment that you are submitting the e-filing registration for this individual and complete all required (\*) sections.

**Filer Information**

**\* Required Information**

Role in Court Attorney  
Title Select a title or enter your own ▼  
Name George Allan

I acknowledge that I am submitting the e-file registration for the individual listed above. **Note: If more than one individual uses this account, you must create a new PACER account for the individual who needs e-filing privileges, if she or he does not already have one.\***

**Please verify your address. You may also enter a different address from the one provided for your CSO account.**

Use a different address. Checking this will clear the address fields below.

Firm/Office 123 Law Firm  
Unit/Department  ?  
Address \* 10 First Street  
  
  
Room/Suite   
City \* South Bend  
State \* Indiana ▼ ?  
County \* ST. JOSEPH ▼  
Zip/Postal Code \*   
Country \* United States of America ▼  
Primary Phone \*  ?

8. If you are already admitted to practice in another federal court, select a court where you have been admitted and enter the Bar ID for that court. Otherwise, leave it blank.

**Pro Hac Vice Case Number:** Type the case number for the case that is pending in the Northern District of Indiana in which you plan to enter your appearance or leave it blank if you plan to file a new case in this district and do not yet have a case number. Then enter your State Bar information.

**Additional Filer Information**

Already Admitted at Court INDIANA SOUTHERN DISTRICT ▼  
Court Bar ID 12345-74  
Other Names Used   
Pro Hac Vice Case Number 3:21-cv-1234  
State Bar ID 12345-74  
State Indiana ▼

9. **Delivery Method and Formatting** refers to your preferences as to the method, frequency, and format of all NEFs (Notices of Electronic Filing) received from CM/ECF. If you want your emails to be delivered to an address other than the email you have registered with PACER, you may enter that email address here. You may receive your NEFs Once Per Day (Daily Summery) or At The Time of Filing (One Email per Filing). The most common Email Format requested is HTML, but you can select Text if you prefer. Click **Next**.

**\*\*Note that HTML is the preferred Email Format\*\*.**

**Delivery Method and Formatting**

Use a different email. Checking this will clear the primary email fields below.

Primary Email \*

Confirm Primary Email \*

Email Frequency \*

**Email Format \***

**Next**

10. Payment Information: **LEAVE BLANK!** - Click **Next** (*Pro Hac Vice Fees are paid at the time your application is docketed in the case you wish to be admitted in*).
11. Acknowledge the policies and procedures for attorney e-filers by selecting the checkboxes.

**E-Filing Terms of Use**

## Attorney E-filing Terms and Conditions

- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my signature for all purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed by signature on a paper document being filed or submitted.
- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my affirmation that I am admitted to practice in the court(s) where I am filing, or am permitted to make an appearance in those court(s) in accordance with local requirements, and that I am an attorney holding a current and valid license to practice law.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing promulgated by the court(s) where I have filing privileges.
- I must pay for any fees incurred for transactions made in CM/ECF in accordance with applicable statutes and fee schedules.
- I agree to protect the security of my password.
- I will change my password through my judiciary e-filing account if I suspect it has been compromised and immediately notify the affected court(s). I am aware that I may be sanctioned for failure to comply with this provision.

[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**. A confirmation page will appear acknowledging that your request has been forwarded to the court. Click **Done**.



13. After the court has reviewed your registration request, you'll receive an email with further instructions for filing of your Application to Appear Pro Hac Vice in the appropriate case, submission of Certificate(s) of Good Standing, and payment of the PHV admission fee.
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