

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

Robert N. Trgovich, Clerk

www.innd.uscourts.gov

TO SUCCESSFUL APPLICANTS OF THE JULY 2016 BAR EXAMINATION:

On **Tuesday, October 11, 2016, at 10:00 a.m. ET** at the Indiana Convention Center Sagamore Ballroom in Indianapolis, Indiana, a ceremony for attorneys seeking admission to the United States District Court for the Northern District of Indiana will be held in conjunction with the State of Indiana bar admission ceremony.

If you wish to be admitted to practice in the Northern District of Indiana during the admission ceremony, please **complete the following on or before 12:00 noon ET, Friday, October 7, 2016**:

1. Visit <https://ecf.innd.uscourts.gov/AttorneyReg> to **submit your online request for admission** to the United States District Court for the Northern District of Indiana. When prompted to enter a *Bar ID*, enter "**OCT 2016**" and when prompted to select an *Admissions Type*, select "**Admission Ceremony**." During the online submission process, you will be asked to provide your work address, including your email address. If you are not currently employed, please provide your home address and email address. **Verification of the email address will be required.**
2. After this office has reviewed your online request for admission, you will receive an email prompting you to pay the admission fee online via a secure website. Pay the required **\$186 admission fee** online via credit card (Visa, MasterCard, American Express, or Discover) or bank account transaction (savings or checking routing number and account number).

If you have completed the requirements listed above, please visit the Northern District of Indiana's check-in table after the admission ceremony to receive your admission certificate. Within two weeks following the ceremony, you will also receive an email from this office confirming your admission.

The District Court requires that documents filed in pending cases, unless specifically exempted as stated in the Court's CM/ECF Civil and Criminal User Manual (User Manual), must be filed electronically via the court's CM/ECF program. See [User Manual, II.A.1 and III.A.1-3](#). Within two weeks following the ceremony, as part of the online admission process, you will receive an email from this office containing your assigned CM/ECF login information that may be used to electronically file documents in cases pending before the United States District Court for the Northern District of Indiana.

If you choose not to be admitted to the Northern District of Indiana at the time of this ceremony, you may be admitted by application at a later date, however you will need to obtain certificate(s) of good standing and a Movant. [Click here](#) to visit our Website for further information. Please contact Mary Rouse at (574) 246-8045, or attorney_maintenance@innd.uscourts.gov, if you have any questions. Thank you for your cooperation.

Sincerely,

Robert N. Trgovich, Clerk

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