



CLERK
SUPREME COURT, COURT OF APPEALS, AND TAX COURT
STATE OF INDIANA

CLERK OF COURTS

ROLL OF ATTORNEYS ADMINISTRATOR

Dear Admittee:

Congratulations on being admitted to practice in this great state and welcome to the legal profession!

I write to remind you of two requirements that you must satisfy to practice law in the State of Indiana: (1) paying your annual registration fee; and (2) notifying the Clerk of Courts of any change to your name or address.

(1) Annual Registration Process. Pursuant to Indiana Admission and Discipline Rule 2, each year you must pay an annual registration fee (currently one hundred eighty dollars (\$180.00) and make a required Interest on Lawyer Trust Account (“IOLTA”) certification between August 1st and October 1st 2017 as part of your required annual registration process. This process occurs on-line through our Clerk of Courts Portal on the Clerk of Courts website.

To make your required annual payments and certification(s), you first must **register** on the Clerk of Courts Portal. To do so, simply use your web browser to navigate to the Portal (<http://courts.IN.gov/cofc/license>). Once you have reached the Clerk of Courts Portal Welcome page:

- Check the boxes that apply to you under “New to the Clerk of Courts Portal? Create an account.”
- Enter your attorney number and your initial password, **both of which will be provided to you at the swearing-in ceremony**, and click “Continue”.
- The system will display an e-mail address field. Please enter your e-mail address in this field. Your Clerk of Courts Portal registration confirmation will be sent to the e-mail address you provide. Click “Continue”.
- The next screen will prompt you to create a new user name and password and will ask you to answer a couple of security questions. If you forget your password in the future, you will have to answer the security questions correctly to reset your password.
- Once you have successfully registered, use your new user name and password to log-in to the Portal.

Once you’ve logged in, you will be able to update your home, business and e-mail addresses, and your telephone numbers; designate or change your attorney surrogate (if you have or desire to have one); request a change to your attorney status (active/inactive/retired); and make your required annual registration fee payments and IOLTA certifications by navigating to the applicable areas in the Portal.

You can **delegate** to others (such as administrative assistants, paralegals, bookkeepers, *etc.*) the ability to access and change your Roll of Attorneys information and make annual registration fee payments for you. While you will likely receive by email a reminder regarding your annual fee and IOLTA certification obligations on or shortly after August 1st of each year, please be aware that you are the individual responsible for insuring that your annual fee is paid and your IOLTA certification is made. *See* Ind. Admission and Discipline Rule 2(g). Finally, for administrative purposes, please do not submit your annual payment before August 1st of each year.

(2) Name/Address Changes. Pursuant to Indiana Admission and Discipline Rule 2(a), you must notify the Clerk of Courts within thirty (30) days of any change to your name or address. **For name changes only**, provide such notification, and any additional documentation required by Rule 2(a), to the Roll of Attorneys Administrator: (1) by mail at the address listed at the bottom of this page; (2) by fax at 317-232-7799; or (3) by e-mail at rollatty@courts.IN.gov. **All other changes to your contact information (including e-mail addresses) are made online through our Clerk of Courts Portal.** Please follow the instructions in the previous section for access to and use of the Portal.

Please be advised that for appellate and tax court cases in which you are involved, all court orders and notifications will be sent to the e-mail address that you indicate for “Appellate Clerk Notices” on the Clerk of Courts Portal, even if you subsequently file an Appearance or other document in an appellate matter containing a different name or e-mail address for you. An Appearance or other appellate or tax court filing will NOT satisfy Rule 2(a)’s requirement that you notify the Clerk’s Office of changes to your contact information.

If you have any questions, please contact the Roll of Attorneys Administrator at rollatty@courts.IN.gov or (317) 232-5861, Ext. 4.

******If you are unable to attend the bar admission ceremony or if your name has changed since you sat for the bar examination, please contact the State Board of Law Examiners at (317) 232-2552.***

Again, congratulations on being admitted to practice in this great state!

Sincerely,

Gregory R. Pachmayr
Clerk of the Indiana Supreme Court, Court of Appeals, and Tax Court