UNITED STATES DISTRICT COURT
Northern District of Indiana

Chanda J. Berta, Clerk of Court

E. Ross Adair Courthouse
1300 S. Harrison St.
Ft. Wayne, IN 46802
(260) 423-3000

U.S. Courthouse
5400 Federal Plaza
Hammond, IN 46320
(219) 852-6500

102 Robert A. Grant Federal Courthouse
204 S. Main St.
South Bend, IN 46601
(574) 246-8000

TO NORTHERN DISTRICT OF INDIANA BAR APPLICANTS
WHO HAVE PASSED THE INDIANA BAR EXAMINATION:

On October 26, 2026, 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. Attorneys wishing to be admitted to practice in the Northern District of Indiana during the admission ceremony must complete the following steps - **including paying the $199 admission fee** - on or before **12:00 p.m., October 21, 2026**.

- Register for a PACER account at pacer.uscourts.gov. Click "Manage Your Account", "Register for an Account", "Attorney Filers" and "Register for a PACER Account."
- Complete the registration process.
- When registration is complete, you will be taken to the "Attorney Admissions and/or E-File Registration" page. Click "Continue."
- Select the court to which you seek admission – Indiana Northern.
- Click "Attorney Admissions and E-file." Follow the prompts and complete the required fields.
- NOTE:
    - Leave the sponsoring attorney information BLANK.
    - When asked to certify the sponsoring attorney information, answer "YES."
- Complete the registration process and submit your application.
- Upon receipt of an email from the Court with instructions, pay the admission fee.

Attend the admission ceremony and receive the Oath of Admission to the Northern District of Indiana. Prior to the ceremony, a Court representative will present your Certificate of Admission.

If you do not choose to be admitted to the Northern District of Indiana at the time of this ceremony, **you may seek admission through PACER at a later date**. Please contact the Attorney Admission Clerk at (574) 246-8045 if you have any questions.

Sincerely,

Chanda J. Berta

Chanda J. Berta, Clerk of Court

UNITED STATES DISTRICT COURT
FOR THE NORTHERN DISTRICT OF INDIANA

APPLICATION FOR ADMISSION TO PRACTICE – October 26, 2026 Admission Ceremony

Last Name: _____ First Name: _____ Middle Name/Initial: _____

Generation (Sr, Jr, etc.)_____

Firm Name (if applicable): _____ Suite/Room No.: _____

Street Address (firm or home): _____

City: _____ State: _____ Zip: _____

Home/Office Telephone No.: _____ Fax No.: _____

E-Mail Address: _____

EDUCATION:

College: _____ Degree: _____

Law School: _____

APPOINTMENTS UNDER THE CRIMINAL JUSTICE ACT AND THE CIVIL RIGHTS ACT:

If you are willing to represent defendants determined to be eligible for representation under the Criminal Justice Act, please contact the CJA Panel Administrator of the Community Defenders Office at *219-937-8020*.

If you are willing to be appointed to represent complainants in Civil Rights cases, check all types of cases that apply.

- ☐ Employment Discrimination (e.g., Title VII of the Civil Rights Act of 1964, Americans with Disabilities Act, 42 U.S.C. § 12112(d)(2)
- ☐ Non-Prisoner Civil Rights (42 U.S.C. § 1983)
- ☐ Prisoner Civil Rights (42 U.S.C. § 1983)

I have read and will abide by the Local Rules of the United States District Court for the Northern District of Indiana, including Appendix B: Standards for Professional Conduct Within the Seventh Federal Judicial Circuit.

I declare under penalty of perjury that the statements in this application are true and correct.

Dated: _____ _____

Signature of Applicant

Application for Admission to Practice

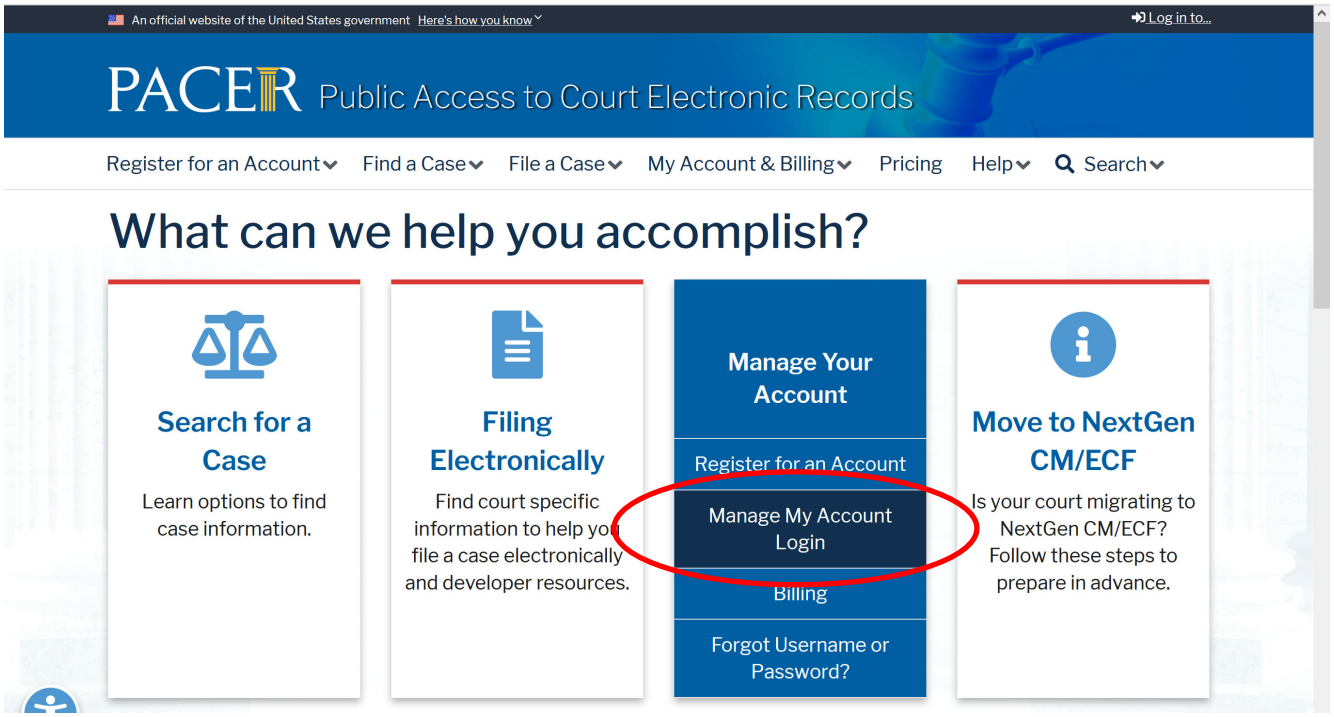
The U.S. District Court for the Northern District of Indiana is a NextGen CM/ECF court. **In order to request admission to practice, you must have an upgraded individual PACER account**.

If you do not have an upgraded individual PACER Account, click HERE for procedures.

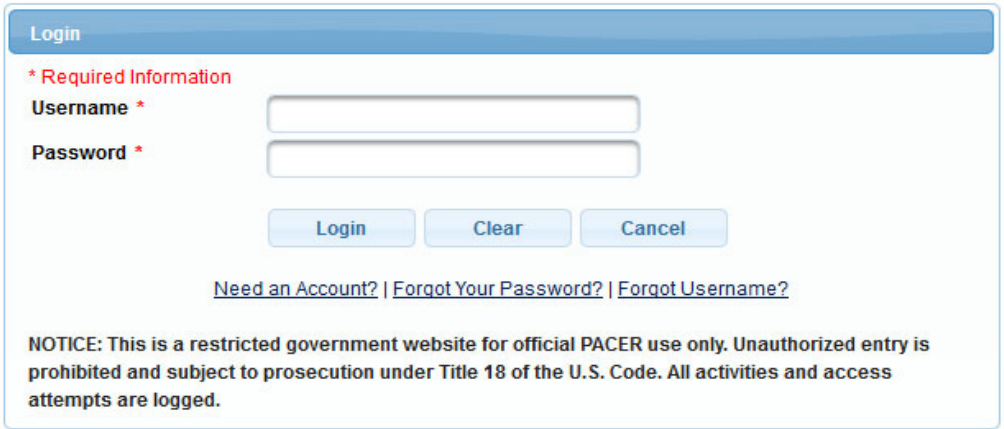
Once you have a PACER Account, follow the steps below to request filing access.

1. Navigate to www.pacer.gov

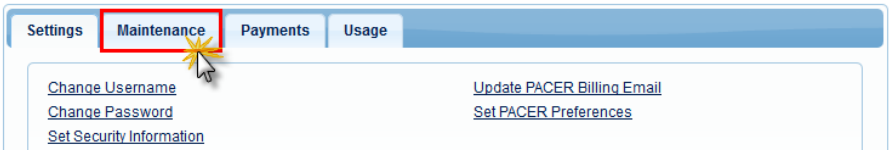
2. Click **Manage My Account Login.**



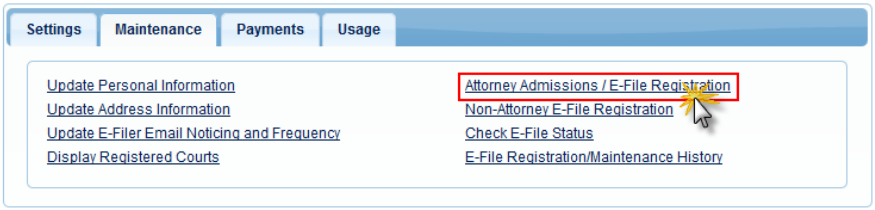
3. Click **Log in to Manage My Account** and login with your upgraded individual PACER account username and password.



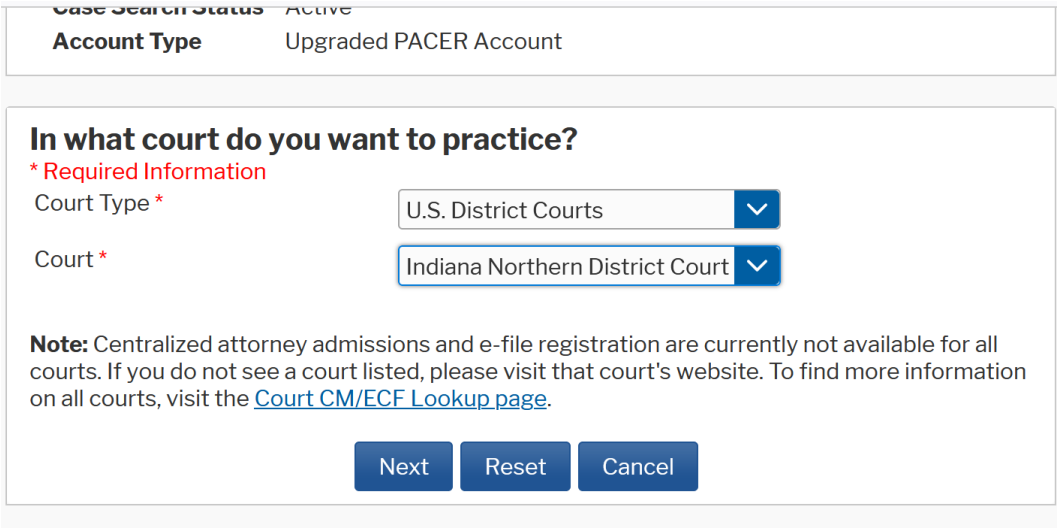
4. Click on the **Maintenance** tab



5. Select **Attorney Admission/E-File Registration**



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

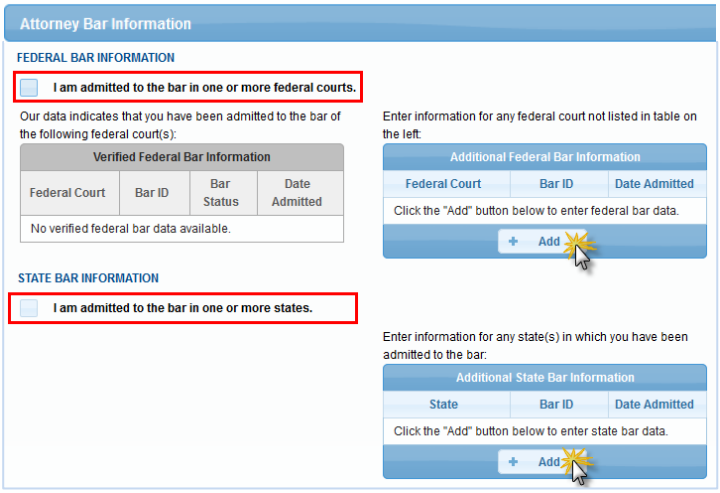


7. Select **Attorney Admissions and E-File**



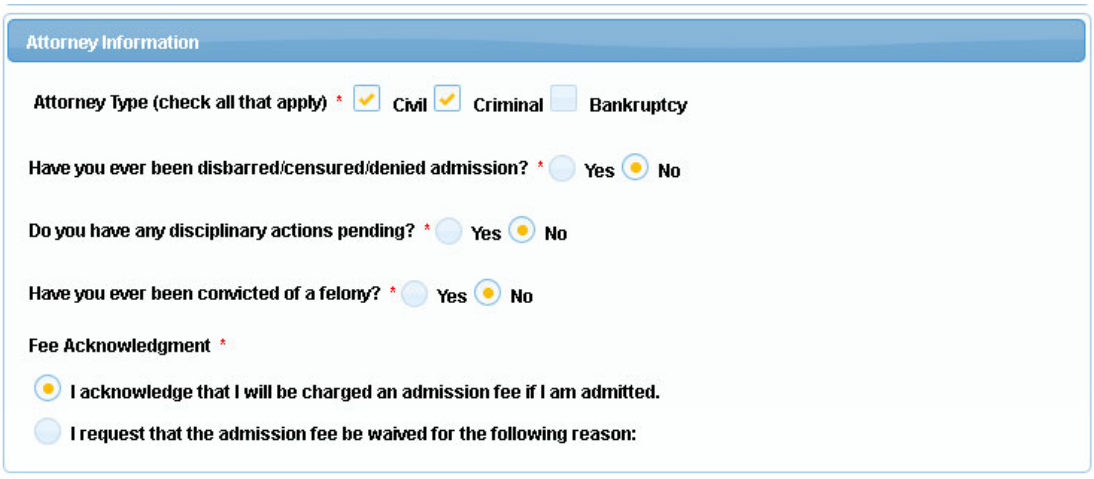
8. **FEDERAL AND STATE BAR INFORMATION:** SKIP THIS SECTION unless you are admitted to the bar in another state.

   Attorney Bar Information:

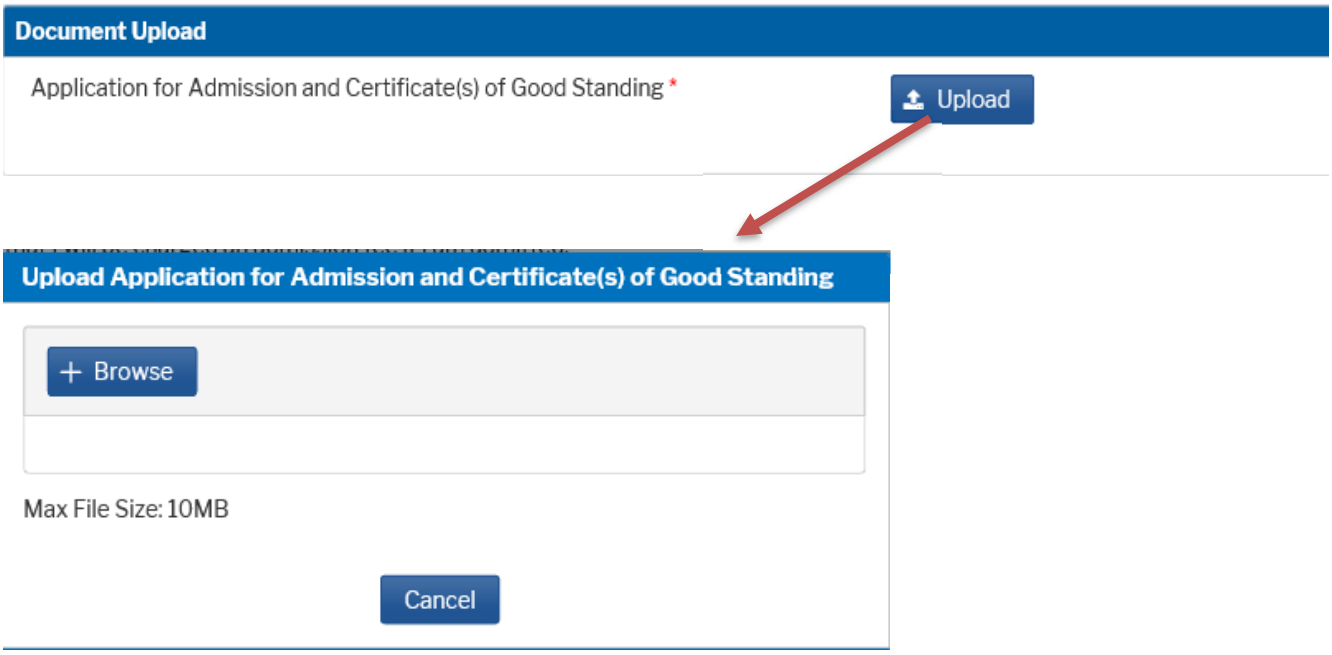


9. **Sponsoring Attorney ("Movant"):** SKIP THIS SECTION (not required for ceremony applicants).

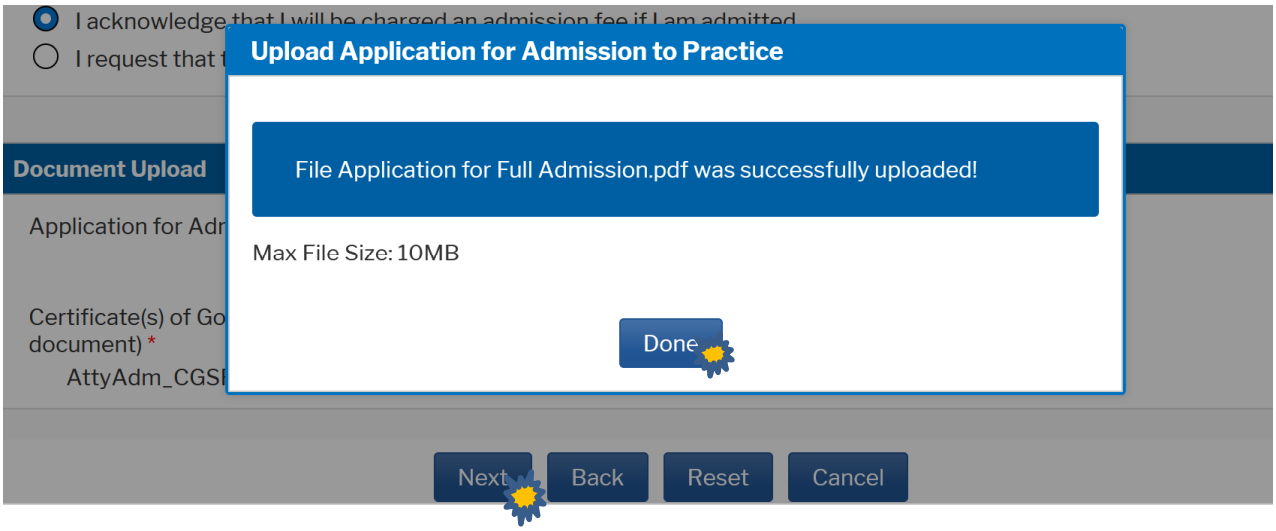
10. **Attorney Information:**
    a. Select applicable attorney type(s), answer the required questions, and acknowledge the admission fee, or request a waiver of fees.



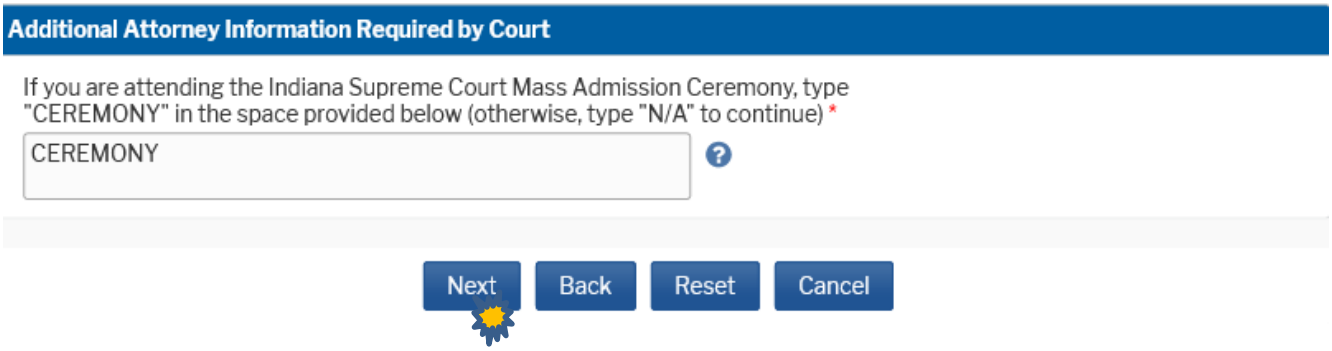
11. **Document Upload:**
    a. Click the **Upload** button, then **+Browse** to attach the completed **Petition for Admission** form (Certificate of Good Standing is not required).



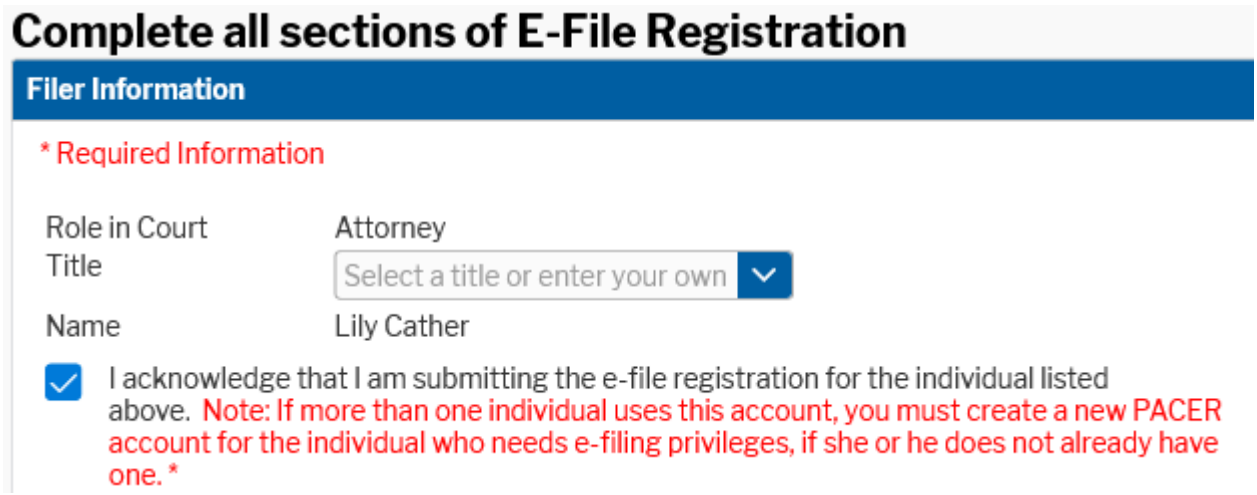
    b. **Wait for confirmation** that the document has been successfully uploaded and click **Done** and then click **Next.**



12. **Additional Attorney Information Required by the Court**
    a. Type “**CEREMONY”** in the space provided, and then click **Next**

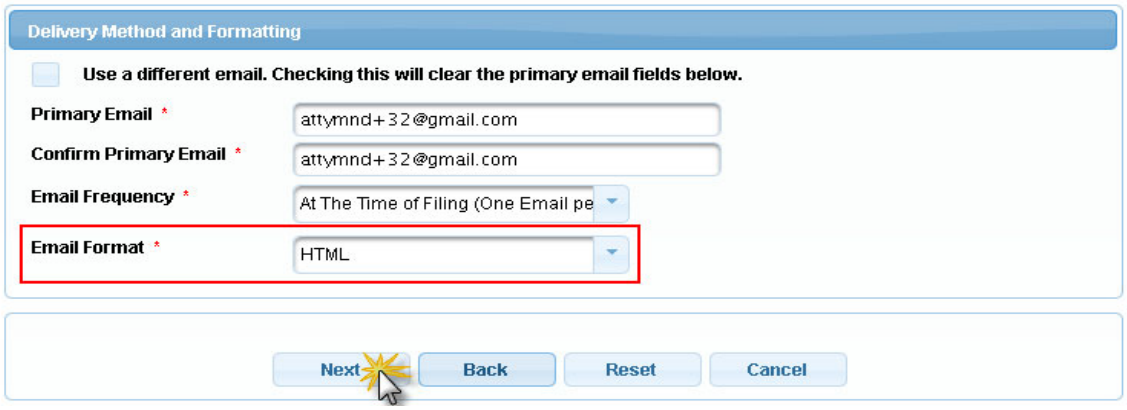


13. **Filer Information** - Click the acknowledgement box.



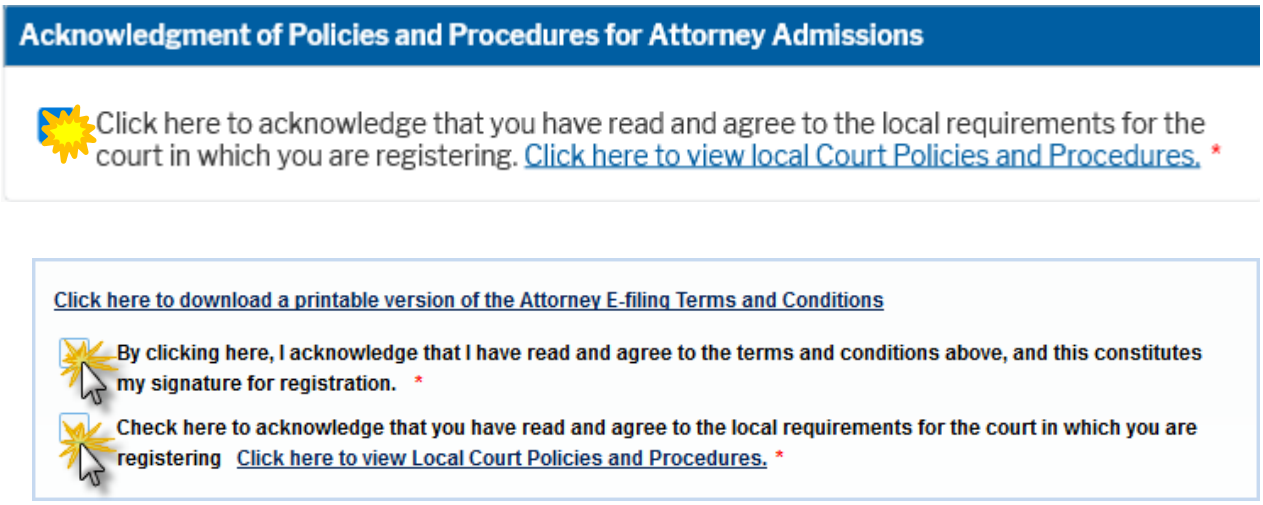
14. **Additional Filer Information** – SKIP THIS SECTION

15. **Delivery Method and Formatting**
    a. **Primary Email** - Confirm your email address
    b. **Email Frequency** - select “**At the Time of Filing**”
    c. **Email Format** - select “**HTML”** and then click **Next**.



16. **Payment Information**: SKIP THIS SECTION and click **Next.**
    DO NOT enter payment information at this time.

17. Check the **Acknowledgment of Policies and Procedures for Attorney Admissions** box and the two **Attorney E-Filing Terms of Use** acknowledgment boxes.



18. Click **Submit**. The court will review your admission request and provide you with further instructions (including a link to pay the admission fees online) via email.

