



# 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  
(219) 246-8000

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

On October 24, 2025, 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, 2025**.

- Register for a PACER account at [pacer.uscourts.gov](http://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,

A handwritten signature in black ink that reads "Chanda J. Berta". The signature is written in a cursive, flowing style.

Chanda J. Berta, Clerk of Court

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

**APPLICATION FOR ADMISSION TO PRACTICE – October 24, 2025 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

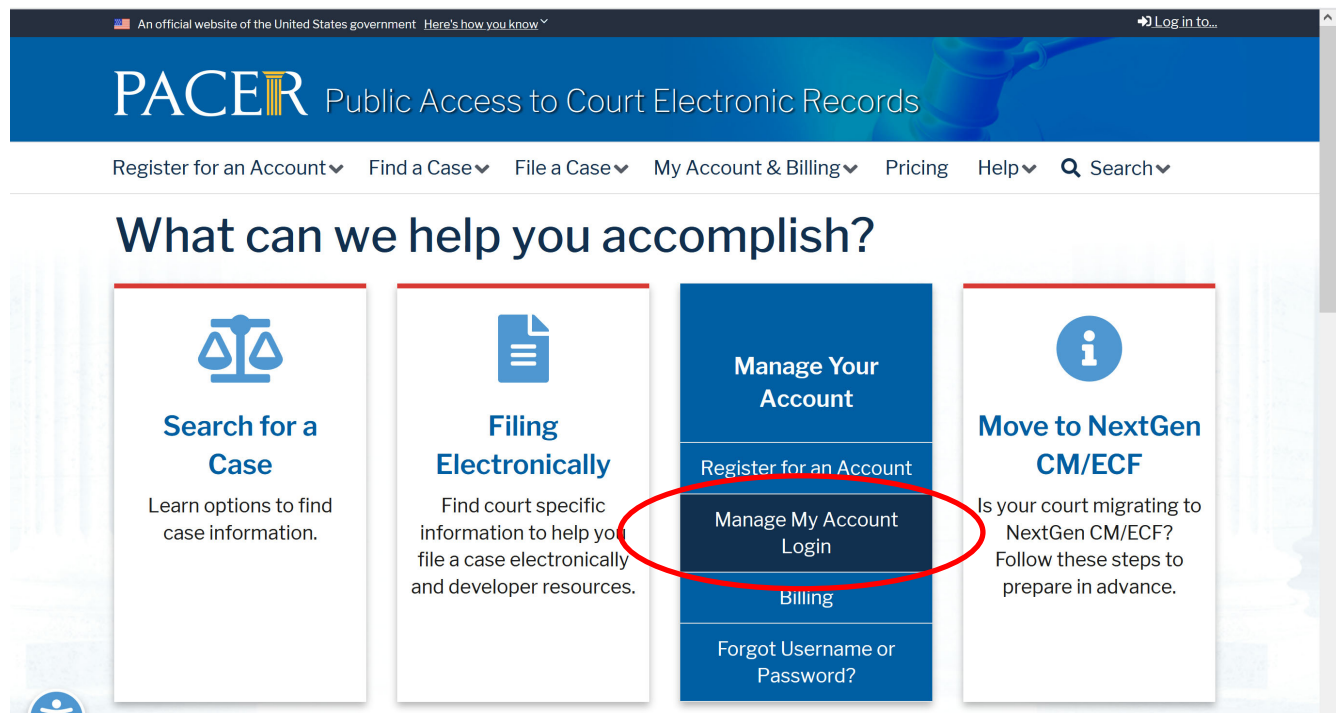
# Application for Admission to Practice

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.

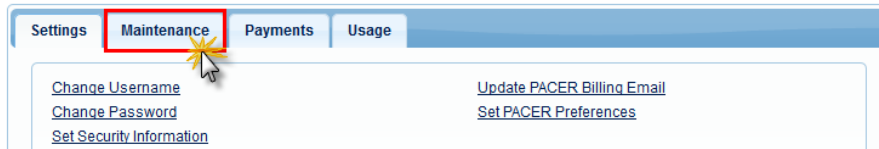
1. Navigate to [www.pacer.gov](http://www.pacer.gov)
2. Click **Manage My Account Login**.



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

The image shows the login form on the PACER website. It has a blue header with the word 'Login'. Below the header, there is a section titled '\* Required Information'. It contains two input fields: 'Username \*' and 'Password \*'. Below these fields are three buttons: 'Login', 'Clear', and 'Cancel'. At the bottom of the form, there are three links: 'Need an Account?', 'Forgot Your Password?', and 'Forgot Username?'. At the very bottom, there is a notice: '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.'

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**.

Case Search Status: Active  
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

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

WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR?

Attorney Admissions and E-File

Pro Hac Vice

Multi-District Litigation

Federal Attorney

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

**Attorney Bar Information:**

**Attorney Bar Information**

**FEDERAL BAR INFORMATION**

☐ I am admitted to the bar in one or more federal courts.

Our data indicates that you have been admitted to the bar of the following federal court(s):

Verified Federal Bar Information			
Federal Court	Bar ID	Bar Status	Date Admitted
No verified federal bar data available.			

Enter information for any federal court not listed in table on the left:

Additional Federal Bar Information		
Federal Court	Bar ID	Date Admitted
Click the "Add" button below to enter federal bar data.		
<input type="button" value="+ Add"/>		

**STATE BAR INFORMATION**

☐ I am admitted to the bar in one or more states.

Enter information for any state(s) in which you have been admitted to the bar:

Additional State Bar Information		
State	Bar ID	Date Admitted
Click the "Add" button below to enter state bar data.		
<input type="button" value="+ Add"/>		

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.

**Attorney Information**

Attorney Type (check all that apply) \* ☒ Civil ☒ Criminal ☐ Bankruptcy

Have you ever been disbarred/censured/denied admission? \* ☐ Yes ☒ No

Do you have any disciplinary actions pending? \* ☐ Yes ☒ No

Have you ever been convicted of a felony? \* ☐ Yes ☒ No

Fee Acknowledgment \*

☒ I acknowledge that I will be charged an admission fee if I am admitted.

☐ I request that the admission fee be waived for the following reason:

## 11. Document Upload:

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

The screenshot shows a web interface for document upload. At the top, a blue header bar contains the text "Document Upload". Below this, a form field is labeled "Application for Admission and Certificate(s) of Good Standing \*". To the right of this field is a blue button with a white upload icon and the text "Upload". A red arrow points from this button down to a second window. This second window has a blue header bar that reads "Upload Application for Admission and Certificate(s) of Good Standing". Inside this window, there is a light gray box containing a blue button with a white plus icon and the text "+ Browse". Below this box, the text "Max File Size: 10MB" is displayed. At the bottom of the window is a blue button labeled "Cancel".

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

This screenshot shows a confirmation dialog box overlaid on a blurred background of the application form. The dialog box has a blue header bar with the text "Upload Application for Admission to Practice". The main body of the dialog is white and contains a blue box with the message "File Application for Full Admission.pdf was successfully uploaded!". Below this message, the text "Max File Size: 10MB" is shown. At the bottom right of the dialog is a blue button labeled "Done" with a small gear icon. Below the dialog box, at the bottom of the page, are four buttons: "Next", "Back", "Reset", and "Cancel". The "Next" button is highlighted with a blue gear icon.

## 12. Additional Attorney Information Required by the Court

- Type “**CEREMONY**” in the space provided, and then click **Next**

**Additional Attorney Information Required by Court**

If you are attending the Indiana Supreme Court Mass Admission Ceremony, type “CEREMONY” in the space provided below (otherwise, type “N/A” to continue) \*

CEREMONY ?

Next Back Reset Cancel

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

**Complete all sections of E-File Registration**

**Filer Information**

\* Required Information

Role in Court Attorney

Title Select a title or enter your own

Name Lily Cather

☒ 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. \***

## 14. Additional Filer Information – SKIP THIS SECTION

## 15. Delivery Method and Formatting

- Primary Email** - Confirm your email address
- Email Frequency** - select “**At the Time of Filing**”
- Email Format** - select “**HTML**” and then click **Next**.

**Delivery Method and Formatting**

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

Primary Email \* attymnd+32@gmail.com

Confirm Primary Email \* attymnd+32@gmail.com

Email Frequency \* At The Time of Filing (One Email per)

Email Format \* HTML

Next Back Reset Cancel

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.

#### Acknowledgment of Policies and Procedures for Attorney Admissions



Click 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.](#) \*

[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.](#) \*

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.

#### Confirmation Page

## Thank You for registering!

Your request has been forwarded to the court. You will receive an email when the registration has been processed. To check the status of your request, log in to **Manage My Account** and select the [E-File Registration/Maintenance History](#) from the **Maintenance Tab**.

Done