

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

Robert N. Trgovich, Clerk

www.innd.uscourts.gov

TO SUCCESSFUL APPLICANTS OF THE JULY 2019 BAR EXAMINATION:

On **Wednesday, October 2, 2019, 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, which you must also attend in order to be admitted via this method, please **complete the following on or before 2:00 p.m. EDT, Monday, September 30, 2019:**

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 **"OCT2019"** 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 and work email address. If you are not currently employed, please provide your home address and personal email address (to avoid personal information appearing on future dockets, be sure to update your contact information before practicing in our bar). **Verification of the email address will be required.**
2. After this office has reviewed your online request for admission and verified your eligibility, you will receive an email prompting you to pay the admission fee online via a secure website. Pay the required **\$191 admission fee** online via credit card (Visa, MasterCard, American Express, or Discover) or bank account transaction (savings or checking routing number and account number required).

If you have completed the requirements listed above, prior to the admission ceremony, visit our check-in table to receive your admission certificate **and** stand during the ceremony to take the oath for Northern District of Indiana. Within two weeks following the ceremony, you will receive an email from this office confirming your admission and CM/ECF registration.

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 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 via application at a later date, however it will be necessary to obtain certificate(s) of good standing and sponsorship of a Movant. [Click here](#) to visit our Website for further information.

Please call Alex Edgar at (574) 246-8045, or email attorney_maintenance@innd.uscourts.gov, with questions.

Sincerely,

Robert N. Trgovich, Clerk

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