



# 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 May 12, 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., May 7, 2026**.

- Register for a PACER account at [pacer.uscourts.gov](https://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, Clerk of Court

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

**APPLICATION FOR ADMISSION TO PRACTICE – May 12, 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: _____		

<b>EDUCATION:</b>	
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

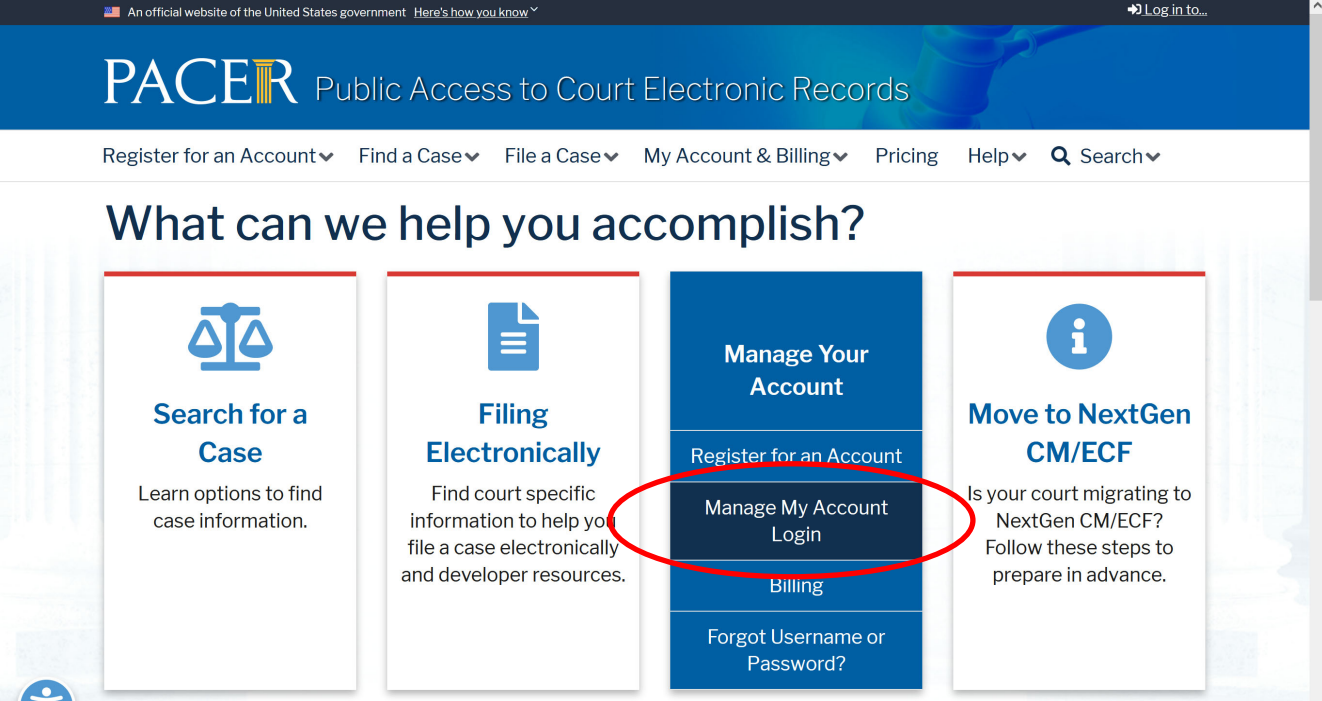
# Application for Admission to Practice

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**.



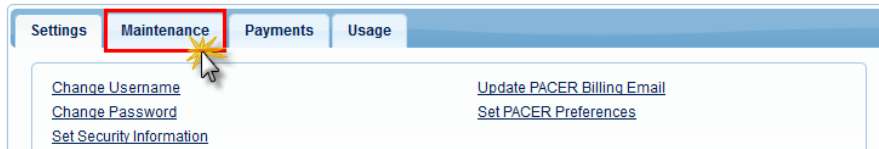
The screenshot shows the PACER website homepage. The header includes the PACER logo and the text "Public Access to Court Electronic Records". Below the header is a navigation menu with options: "Register for an Account", "Find a Case", "File a Case", "My Account & Billing", "Pricing", "Help", and "Search". The main content area is titled "What can we help you accomplish?" and features four columns of services. The third column, "Manage Your Account", is highlighted with a red circle and contains the following options: "Register for an Account", "Manage My Account Login", "Billing", and "Forgot Username or Password?".

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



The screenshot shows the PACER login form. It has a blue header with the word "Login". Below the header, there is a red asterisk followed by the text "\* Required Information". There are two input fields: "Username \*" and "Password \*". Below the input 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?". Below the links, 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:**

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).

**Document Upload**

Application for Admission and Certificate(s) of Good Standing \*

Upload

**Upload Application for Admission and Certificate(s) of Good Standing**

+ Browse

Max File Size: 10MB

Cancel

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

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

I request that I

**Upload Application for Admission to Practice**

File Application for Full Admission.pdf was successfully uploaded!

Max File Size: 10MB

Done

Next Back Reset Cancel

## 12. Additional Attorney Information Required by the Court

- a. 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) \*

 ?

**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

- 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**.

**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 pe  
**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](#)