

## 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 May 20, 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.**, **May 15, 2025**.

- 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,

Aranda J. Berta

Chanda J. Berta, Clerk of Court

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

### **APPLICATION FOR ADMISSION TO PRACTICE – May 20, 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: \_\_\_\_\_

## **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 <u>HERE</u> for procedures.

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

- 1. Navigate to <u>www.pacer.gov</u>
- 2. Click Manage My Account Login.



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

Login * Required Information Username *			
Password *			
	Login	Clear	Cancel
Need	an Account?   For	rgot Your Passwo	rd?   Forgot User
NOTICE: This is a restricte prohibited and subject to p attempts are logged.	d government w rosecution unde	ebsite for officia er Title 18 of the	I PACER use only U.S. Code. All act

4. Click on the Maintenance tab

Settings	Maintenance	Payments	Usage	
Change	Username			Update PACER Billing Email
Change	Password			Set PACER Preferences
Set Sec	urity Information			

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**.

Account Type	Upgraded PACER Account
In what court do * Required Information	you want to practice?
Court Type *	U.S. District Courts
Court *	Indiana Northern District Court 💙
<b>Note:</b> Centralized attor courts. If you do not se on all courts, visit the <u>C</u>	ney admissions and e-file registration are currently not available for all e a court listed, please visit that court's website. To find more information <u>court CM/ECF Lookup page</u> .
	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	

www.innd.uscourts.gov

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

#### **Attorney Bar Information:**

Attorney Bar I	nformatio					
FEDERAL BAR INF	ORMATION					
l am admitt	ed to the bar	in one or m	ore federal courts.			
Our data indicates the following feder	that you hav al court(s):	e been admi	tted to the bar of	Enter information for ar the left:	ny federal court n	ot listed in table on
Verit	ied Federal I	Bar Informat	ion	Additional	Federal Bar Info	
Federal Court	Bar ID	Bar	Date	Federal Court	Bar ID	Date Admitted
		Status	Admitted	Click the "Add" button	below to enter f	ederal bar data.
No verified feder	al bar data a	vailable.			+ Add	
STATE BAR INFOR	MATION ed to the bar	in one or me	ore states.	Enter information for ar	ny state(s) in which	ch you have been
				Additiona	al State Bar Infor	mation
				State	Bar ID	Date Admitted
				Click the "Add" button	below to enter s	tate bar data.
					+ 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.



#### 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 *	1 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**.



#### 12. Additional Attorney Information Required by the Court

a. Type "CEREMONY" in the space provided, and then click Next

Additional Attorney Information Re	equired by Court	
If you are attending the Indiana Su "CEREMONY" in the space provide	preme Court Mass Admission Ceremony, type ed below (otherwise, type "N/A" to continue) *	
CEREMONY	0	
	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 th above. Note: If m account for the ir one.*	at I am submitting the e-file registration for the individual listed ore than one individual uses this account, you must create a new PACER idividual who needs e-filing privileges, if she or he does not already have

#### 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.

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	

16. Payment Information: SKIP THIS SECTION and click Next.

<u>DO NOT</u> 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.

