



INDIANA SUPREME COURT

200 W Washington St | Rm 216
Indianapolis, Indiana 46204

Office of Judicial Administration

COURTS.IN.GOV

Dear Admittee:

Congratulations on being admitted to practice in this great state and welcome to the legal profession!

I write to remind you of two requirements that you must satisfy to practice law in the State of Indiana: (1) paying your annual registration fee; and (2) notifying the Clerk of Courts of any change to your name or address.

(1) Annual Registration Process. Pursuant to Ind. Admission and Discipline Rule 2, each year between August 1st and October 1st you must pay an annual registration fee [currently one hundred eighty dollars (\$180.00)] and make a required Interest on Lawyer Trust Account (“IOLTA”) certification as part of your required annual registration process. This process occurs online through our Courts Portal on the Clerk of Courts website.

Note that if you were admitted during the fall admission ceremony—usually held in October—you do not need to pay your fee until the next calendar year, but you should still sign up and add your contact information.

To make your required annual payments and certification, you first must register on the Courts Portal. To do so, go to <http://portal.courts.in.gov> and:

- Click on the “Create an Account” button
- Enter your attorney number and your initial password (also called a PIN), both of which will be provided to you at the swearing-in ceremony, and click “Continue.”
- Enter your email address, choose a username and password, and choose and answer your security questions. If you forget your password in the future, you can sign in by answering the security questions correctly.
- Click “Create Account” and then use your new username and password to sign in to the Portal.

Once you’ve signed in, you will be able to update your home, business and e-mail addresses, and your telephone numbers; designate or change your attorney surrogate (if you have or desire to have one); request a change to your attorney status (active/inactive/retired); and

GREGORY R. PACHMAYR, CLERK OF THE INDIANA APPELLATE COURTS

Clerk of the Appellate Courts | clerk@courts.IN.gov | 317.232.1930

make your required annual registration fee payments and IOLTA certifications by navigating to the applicable areas in the Portal.

You can grant others (e.g., administrative assistants, paralegals, bookkeepers, etc.) Account Administrator access, giving them the ability to access your account and update your information. We will email you a reminder each year to complete annual registration, but we will not email your Account Administrator(s). You are responsible for insuring that your annual fee is paid and your IOLTA certification is made. See Admis. & Dis. Rule 2(g).

(2) Name/Address Changes. Pursuant to Admis. & Dis. Rule 2(a), you must notify the Clerk of Courts within thirty (30) days of any change to your name or address. For name changes only, provide such notification, and any additional documentation required by Rule 2(a), to the Roll of Attorneys Administrator by mail at the address listed above. All other changes to your contact information (including e-mail addresses) are made online through the Courts Portal.

Please be advised that for appellate and tax court cases in which you are involved, all court orders and notifications will be sent to the e-mail address that you indicate for “Appellate Clerk Notices” on the Courts Portal, even if you subsequently file an Appearance or other document in an appellate matter containing a different name or e-mail address for you. An Appearance or other appellate or tax court filing will NOT satisfy Rule 2(a)’s requirement that you notify the Clerk’s Office of changes to your contact information.

If you have any questions, please contact the Roll of Attorneys Administrator at **rollatty@courts.IN.gov** or (317) 232-5861, Ext. 4.

If you are unable to attend the bar admission ceremony or if your name has changed since you sat for the bar examination, please contact the Office of Admissions and Continuing Education at (317) 232-2552.

Again, congratulations on being admitted to practice in this great state!

Sincerely,

Gregory Pachmayr

Clerk of the Indiana Supreme Court, Court of Appeals, and Tax Court