



UNITED STATES DISTRICT COURT Southern District of Indiana

Laura A. Briggs, Clerk of Court

Birch Bayh Federal Building
& U.S. Courthouse, Room 105
46 East Ohio Street
Indianapolis, IN 46204
(317) 229-3700

U.S. Courthouse, Room 104
921 Ohio Street
Terre Haute, IN 47807
(812) 231-1840

Winfield K. Denton Federal Building
& U. S. Courthouse, Room 304
101 NW Martin Luther King Blvd.
Evansville, IN 47708
(812) 434-6410

Lee H. Hamilton Federal Building
& U.S. Courthouse, Room 210
121 West Spring Street
New Albany, IN 47150
(812) 542-4510

TO SUCCESSFUL APPLICANTS OF THE FEBRUARY 2016 BAR EXAMINATION:

On **Wednesday, May 11, 2016, at 10:00 a.m., at the Indiana Roof Ballroom**, a ceremony for attorneys seeking admission to the United States District Court for the Southern District of Indiana will be held in conjunction with the State of Indiana Bar Admission ceremony. The Honorable Larry J. McKinney will preside on behalf of the Southern District of Indiana.

Attorneys wishing to be admitted to practice in the Southern District of Indiana during the admission ceremony **must complete the following steps on or before Tuesday, May 10, 2016:**

1. **Submit an online request for admission** to the United States District Court for the Southern District of Indiana at: ecf.insd.uscourts.gov/AttorneyReg/
When prompted for a *Bar ID*, enter "May2016" and when prompted to select an *Admissions Type*, select "Ceremony." During the online submission process, applicants are asked to provide a work mailing address and email address. If not currently employed, please provide a home address and personal email address. Verification of the email address will be required.
2. **Pay the required \$226 admission fee** online by using a credit/debit card (Visa, MasterCard, American Express, or Discover) or ACH transaction (savings or checking account number and routing number). After this office has reviewed online requests for admission, applicants will receive an email message prompting them to pay the admission fee online through the U.S. Treasury's secure Pay.gov website.
3. **Complete the "Applicant's Sworn Statements" form**, providing a list of state and federal courts to which the applicant is currently admitted, or will be admitted, prior to **May 11, 2016**. After this office has reviewed online requests for admission, applicants will receive an email message with instructions and a link to this form.

Applicants who have completed the requirements listed above should visit the Southern District of Indiana's check-in table after the admission ceremony on **May 11, 2016**, to receive a Bar Admission Certificate. During the week following the ceremony, an email message will also be sent confirming admission.

The U.S. District Court for the Southern District of Indiana has adopted the [Standards of Professional Conduct for the Seventh Federal Judicial Circuit](#). Attorneys admitted to practice before this court are obligated to conform to these standards, which may be reviewed on the court's public website. By submitting the Applicant's Sworn Statements and taking the Oath of Admission, attorneys agree that they have reviewed the standards and will abide by them.

The U.S. District Court requires that all documents filed in pending cases must be filed electronically using the court's CM/ECF system, unless specifically exempted by the [Local Rules](#) of the court. Following the May 11, 2016, ceremony, as part of the online admission process, applicants will receive an email message from the court with information on the assigned CM/ECF login/password which may be used to electronically file documents in cases before this court.

Attorneys electing not to be admitted to the Southern District of Indiana at the time of this ceremony **may be admitted by application at a later date**. Please contact the Court Services team at (317) 229-3700 with any questions regarding attorney admissions.

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink that reads "Laura A. Briggs". The signature is written in a cursive, flowing style.

Laura A. Briggs, Clerk of Court