

UNITED STATES DISTRICT COURT
for the
Southern District of Indiana

Requirements for Attorney Change of Information:

An attorney whose name, mailing address, telephone number, fax number or e-mail address (primary and/or secondary) has changed must notify the clerk's office within 30 days of such change (*see* L.R. 5-3(c)(1)).

- I. If an attorney has pending case(s) before this court, he/she must file a Notice of Change of Attorney Information in **each** of the pending case(s).
 1. Complete the [Notice of Change of Attorney Information](#) form.
 2. Save the completed form.
 3. Log into the ECF system.
 4. Electronically file the completed form in each pending case, using the event "Notice of Change of Attorney Information" located under the Notice category.
 5. Attach the completed form to your docket entry/entries.
 6. Review the Notice of Electronic Filing (NEF).

- II. If an attorney does not currently have pending cases before this court, he/she must submit the Notice of Change of Attorney Information via e-mail.
 1. Complete the [Notice of Change of Attorney Information](#) form.
 2. Save the completed form.
 3. Click "Submit by E-mail." This will automatically attach the .pdf to an e-mail message. If your system is not configured to permit use of this feature, simply save the .pdf and attach it to an e-mail message directed to insd_cmecf@insd.uscourts.gov.
 4. Click "Send" in your e-mail program.

- III. If an attorney only needs to change an e-mail address (primary and/or secondary), he/she must follow the steps below.
 1. Log into the ECF system.
 2. Click on the "Utilities" menu option.
 3. Click on the "Change Your E-mail Address" menu option.
 4. Select the email address you wish to change and type the new email address in the email address window under Configuration Options.
 5. Click "Submit All Changes"
 6. Click "Submit." A confirmation message will appear on the screen that the e-mail preferences were successfully updated.

- IV. If the name of the firm has changed, he/she must follow the instruction below.

On firm letterhead list all attorneys associated with the firm and attach the list to an e-mail message directed to insd_cmecf@insd.uscourts.gov. Each attorney is responsible for changing his/her e-mail address (primary and secondary), as needed.