



# UNITED STATES DISTRICT COURT Southern District of Indiana

Kristine L. Seufert, 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 SOUTHERN DISTRICT OF INDIANA BAR APPLICANTS WHO HAVE PASSED THE FEBRUARY 2025 INDIANA BAR EXAMINATION:

On Tuesday, May 20, 2025, 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. Attorneys wishing to be admitted to practice in the Southern District of Indiana during the admission ceremony must complete the following steps – **including paying the \$249 admission fee** – on or before **Thursday, May 15, 2025**.

1. Register for a PACER account at [pacer.uscourts.gov](http://pacer.uscourts.gov). **Note:** If you already have a PACER account, proceed to Step 3.  
Click the first tab "Register for an Account," followed by "Attorney Filers for CM/ECF," click on "Register for a PACER account."
2. Complete the PACER registration process.
3. When PACER registration is complete, click on Manage My Account, click on the Maintenance tab, then click on Attorney Admissions/E-File Registration hyperlink.
4. Select the court type – U.S. District Courts and select the court to which you seek admission –Indiana Southern.
5. Click "Attorney Admissions and E-file." Follow the prompts and complete the required fields. **Note:** Leave the sponsoring attorney information BLANK.
6. Complete the registration process and submit your application.
7. **Your application must be received by the court no later than Monday May 12, 2025, to allow for processing.**
8. Upon receipt of an email from the Court with instructions, **pay the admission fee no later than Thursday, May 15, 2025**

Attend the admission ceremony and receive the Oath of Admission to the Southern District of Indiana. Immediately following the ceremony, a Court representative will present your Certificate of Admission.

If you do not choose to be admitted to the Southern District of Indiana at the time of this ceremony, you may seek admission through PACER at a later date. Please contact the Clerk's Office at (317) 229-3700 if you have any questions.

Sincerely,

*Kristine L. Seufert*

Kristine L. Seufert, Clerk of Court