



UNITED STATES DISTRICT COURT Southern District of Indiana

Roger A. G. Sharpe, 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 AUGUST 2020 INDIANA BAR EXAMINATION:

On Monday, September 21, 2020, at 10 AM, 12 PM, and 2 PM, remote ceremonies 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 remote 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 on or before **Thursday, September 17, 2020**.

1. Complete the [Applicant's Sworn Statements](#)¹ form. **Please be sure to provide the following information when completing the form:**
 - list of state and federal courts to which you are currently admitted or will be admitted prior to September 21, 2020, including the year of admission; and
 - your printed name, signature, date, address, and phone number. Your address may be a firm or home address.

The District Court has adopted the [Standards of Professional Conduct for the Seventh Federal Judicial Circuit](#)². Attorneys admitted to practice before the District Court are obligated to conform to these standards. By submitting the Applicant's Sworn Statements, and taking the Oath of Admission, attorneys agree that they have reviewed these standards and will abide by them.

2. Pay the required \$231.00 admission fee.
 - Credit or Debit Card – Contact the Clerk's Office to pay by phone at (317) 229-3700.
 - Check or Money Order - Mail or hand deliver a check or money order in the amount of **\$231.00, payable to Clerk, U.S. District Court** to the below address. **Please do not post-date any check or money order.**

United States District Court,
Clerk's Office Room 105
46 East Ohio Street
Indianapolis, IN 46204

3. Following the September 21, 2020 Ceremony, complete the [ECF Registration Form](#)³ at your earliest convenience. The U.S. District Court requires that all documents filed in pending

¹ https://www.insd.uscourts.gov/sites/insd/files/forms/Sworn%20Statement_1.pdf

² <https://www.insd.uscourts.gov/sites/insd/files/Standards%20for%20Professional%20Conduct.pdf>

³ <https://www.insd.uscourts.gov/sites/insd/files/ECF%20Registration%20Form.pdf>

cases must be filed electronically using the court's CM/ECF system, unless specifically exempted by the Local Rules of this court.

Failure to comply with these instructions will delay the issuance of your admission certificate to the Southern District of Indiana.

If you do not choose to be admitted to the Southern District of Indiana at the time of this ceremony, **you may be admitted by motion at a later date.** Please contact the Clerk's Office at (317) 229-3700 if you have any questions. Thank you for your cooperation.

Sincerely,

Roger A. G. Sharpe, Clerk of Court