



**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

Electronic Civil Case Opening Training Certification

I certify that I have successfully completed training for Electronic Civil Case Opening as required by the United States District Court in Southern Indiana and I am aware of the proper procedure for opening new civil cases electronically via CM/ECF.

- I attended the court’s hands-on training class at the courthouse on _____.
- I attended the court’s on-line webinar on _____.
- I reviewed the [Electronic Case Opening Instructions](#) and the [Party Name Guide](#) posted on the court’s website.

I have a copy of the court’s Electronic Civil Case Opening instructions that I either received as part of an instructor-led training course or printed from the court’s website. I will consult the court’s training resources when opening civil cases electronically and contact the court at 317-229-3700 with any questions about electronic case opening procedures.

Date: _____

Signature of Trainee

Email Address

Request for Access

As a result of my training, I ask the court to provide access to the Electronic Civil Case Opening functionality in CM/ECF for the following attorney’s ECF accounts: (list names)

Please complete and return this form with the subject line Attorney Training Certificate to the clerk’s office at insd_cmeef@insd.uscourts.gov