

# CM/ECF Registration Information

## Registration Process

- Obtain PACER log in and password at PACER.Gov to begin CM/ECF registration process
- Complete ECF training modules if required
- Submit completed registration form with original signature in PDF format to the Clerk's Office

**ARE YOU FILING BANKRUPTCY WITHOUT AN ATTORNEY? STOP!  
ELECTRONIC FILING IS NOT AN OPTION FOR YOU. YOU MUST FILE  
YOUR BANKRUPTCY DOCUMENTS EITHER IN PERSON OR BY MAIL.**

## Training Requirement

- All users except filing agents must have training
- Links to electronic modules are available after PACER account is created
- If trained by another court, date and location of training is required on registration form
- Training modules take from 30-60 minutes to complete

## Types of accounts

### **Attorney Access**

- Active: Admitted to the Southern District of Indiana Bar; users have full filing rights
- Federal Attorney: Represents a Federal Agency; users have full filing rights
- Pro Hac Vice: NOT admitted to the Southern District of Indiana Bar; users are limited to cases (or associated cases) in which motions to appear pro hac vice have been filed

NOTE: Child Support Representatives will be registered under one of the options above. Filing fees are waived on a case-by-case basis when the proper paper work is filed.

### **Limited User Access**

- A company Tax ID number is required on the registration form for tracking purposes

NOTE: If only wanting to file, amend, or withdraw proofs of claim, consider using our EPOC/EWOC program which does not require a login or password.

## Links

- [Click here](#) for hardware and software requirements
- [Click here](#) for Attorney Procedures Manual
- [Click here](#) for list of documents that Limited Users may file

[Click here](#) to begin registration process