



Office of the Clerk  
UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF NEW YORK

LAWRENCE K. BAERMAN  
CLERK

100 S. CLINTON STREET  
P.O. BOX 7367  
SYRACUSE, NEW YORK 13261-7367

**November 7, 1997**

**TO: All Attorneys Who Are Admitted in the NDNY**

**RE: Request for a Certificate of Good Standing**

1. **Fee is \$15.00;**
2. **Check should be made payable to U.S. District Court Clerk NDNY;**
3. **All requests must be made in writing and contain the name of the attorney, as admitted to NDNY, and if you know, your bar code number and date of admission;**
4. **Send a return envelope or completed Federal Express envelope, if you are in a hurry; and**
5. **The request should be sent to:**

**U.S. District Court Clerk's Office  
100 South Clinton Street  
PO Box 7367  
Syracuse, NY 13261-7367  
Attn: Tracey Donovan**