Effective March 2, 2015, attorneys admitted into the Northern District of New York who are in need of a Certificate of Good Standing shall make such requests electronically through CM/ECF. In order to request a Certificate of Good Standing, you will need:

- NYND Bar Roll number or PACER account number
- NYND Date of Admission
- Active / Current NYND Bar Status
- Pay the required \$20.00 fee

If you do not know your Bar Roll number, Date of Admission, or Bar Status, you can obtain that information by using the Court's Attorney Lookup feature: https://www.nynd.uscourts.gov/attorney-information-lookup. If you have not previously activated your ECF account, or owe previous Biennial Registration fees, you will need to rectify these prior to requesting a Certificate of Good Standing.

Your Certificate of Good Standing will be emailed to the email address provided in your request. If you have requested a traditional Certificate of Good Standing, it will be mailed to the address on file with the Court. If there is a problem with your request or bar status, you will be contacted by the NYND Attorney Admission Clerk.

If you are requesting more than one Certificate of Good Standing, please contact the Attorney Admission Clerk, Tracey Donovan, directly at (315) 234-8515.

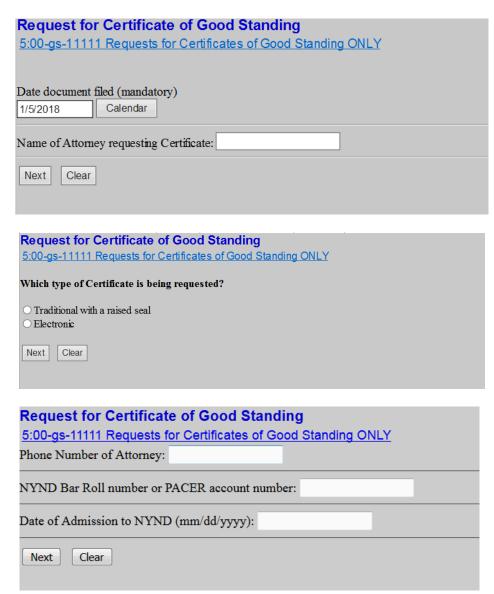
- 1. Log in to NYND CM/ECF system.
- 2. Select Civil > Other Filings > Request for Certificate of Good Standing.



3. At the next screen, click on *Request for Certificate of Good Standing*, and then click **Next.**



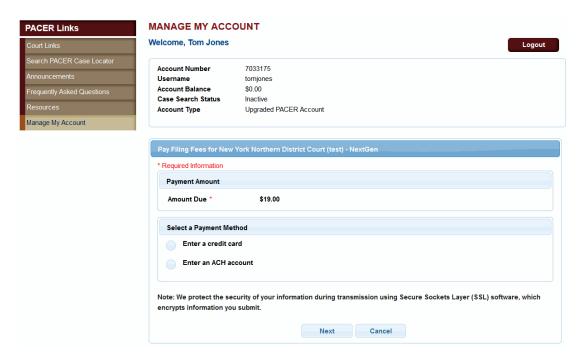
4. Simply click **Next** when the next screen appears. At the subsequent screens, please complete the required information.



5. The current fee for this request is displayed next. To continue with the transaction and pay the fee, click **Next**.



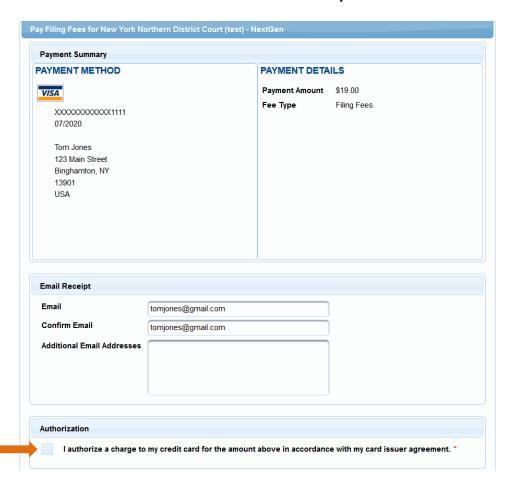
6. You will be directed back to your PACER account via pay.gov. Select the appropriate Payment Method and click Next.



7. Enter all required information, as designated by the red asterisks (*), at the pay.gov screen, the click the **Continue** button underneath the selected form of payment.

VISA Masteriord Company On	SCOVER
Account Holder Name *	Tom Jones
Card Type *	Select Card Type
Account Number *	
Card Expiration Date *	01 / 2017
Use billing address	
City *	
State *	Select State
Zip/Postal Code *	
Country *	United States of America
Enter an ACH accour	nt y of your information during transmission using Secure Sockets Layer (SSL) software, which

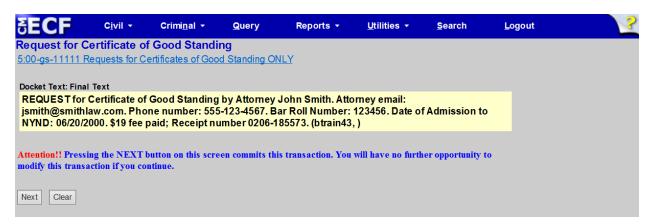
8. If you would like a receipt emailed to you, you can enter in your email address. Be sure to check the authorization box and then click **Submit Payment**.



9. Continue to click **Next** at the subsequent screen. Your request will not be submitted to the Court until you receive the Notice of Electronic Filing.



10. Click Next to continue to the Notice of Electronic Filing.



11. Once you receive the Notice of Electronic Filing, your request for a Certificate of Good Standing has been submitted to the Court.

