

**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF NEW YORK**

**LAWRENCE K. BAERMAN**  
Clerk

**JOHN M. DOMURAD**  
Chief Deputy

**DAN MCALLISTER**  
Chief Deputy



**James M. Hanley Federal Building**  
P.O. Box 7367, 100 S. Clinton St.  
Syracuse, New York 13261-7367  
(315) 234-8500

September 23, 2013

TO: All Attorneys Who Are Admitted in the NDNY

RE: Request for a Certificate of Good Standing

1. Fee is \$18.00;
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, the date of admission to NDNY and the NDNY bar roll number;
4. Send a return envelope or completed Federal Express envelope, if you would like the request expedited; and
5. The complete request should be sent to:

U.S. District Court - NDNY  
Clerk's Office, 7<sup>th</sup> Floor  
P.O. Box 7367  
100 South Clinton Street  
Syracuse, NY 13261-7367  
Attn: Tracey Donovan