

Request for Certificate of Good Standing

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
- NYND Date of Admission
- Active / Current NYND Bar Status
- Pay the required \$18.00 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: <http://www.nynp.uscourts.gov/attylookup>. 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 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.

Request for Certificate of Good Standing

1. Log in to [NYND CM/ECF](#) system.
2. Select Civil > Other Filings > Request for Certificate of Good Standing.

ECF Civil Criminal Query Reports Utilities Search Logout

Civil Events

- Case Assignment**
 - [Civil Case - Initial Assignment \(Random\)](#)
 - [Civil Case - Initial Assignment \(Direct\)](#)
 - [Civil Case - Reassignment/Recusal \(Random\)](#)
 - [Civil Case - Reassignment/Recusal \(Direct\)](#)
 - [Civil Case - Void an Assignment](#)
 - [Civil Case - Assignment Editor](#)
- Open a Case**
 - [Civil Case - Assigned](#)
- Open a *SEALED* Case**
 - [Civil Case - Assigned \(Sealed\)](#)
- Initial Pleadings and Service**
 - [Complaints and Other Initiating Documents](#)
 - [Complaints - 4th Party and Higher](#)
 - [Service of Process](#)
 - [Answers to Complaints, Counterclaims and Crossclaims](#)
 - [Other Answers](#)
- Motions and Related Filings**
 - [Motions](#)
- Emergency Motions**
 - [Emergency Motions \(Orders to Show Cause\)](#)
- Motions and Related Filings**
 - [Supporting and Opposition Papers](#)
- Other Filings**
 - [Mediation Events](#)
 - [Appeal Documents](#)
 - [Biennial Fee Payment](#)
 - [Discovery Documents](#)
 - [Notices](#)
 - [Other Documents](#)
 - [Trial Documents](#)
 - [Public Sealing Order](#)
 - [Bankruptcy Court - Appeal Events](#)
 - [Request for Certificate of Good Standing](#) ←
- Court Events**
 - [Orders on Motions](#)
 - [Other Orders](#)
 - [Minute Entries](#)
 - [Utility Events](#)
 - [Clerk's Events](#)

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

ECF Civil Criminal Query Reports Utilities Search Logout

Request for Certificate of Good Standing

Available Events (click to select an event)

Request for Certificate of Good Standing
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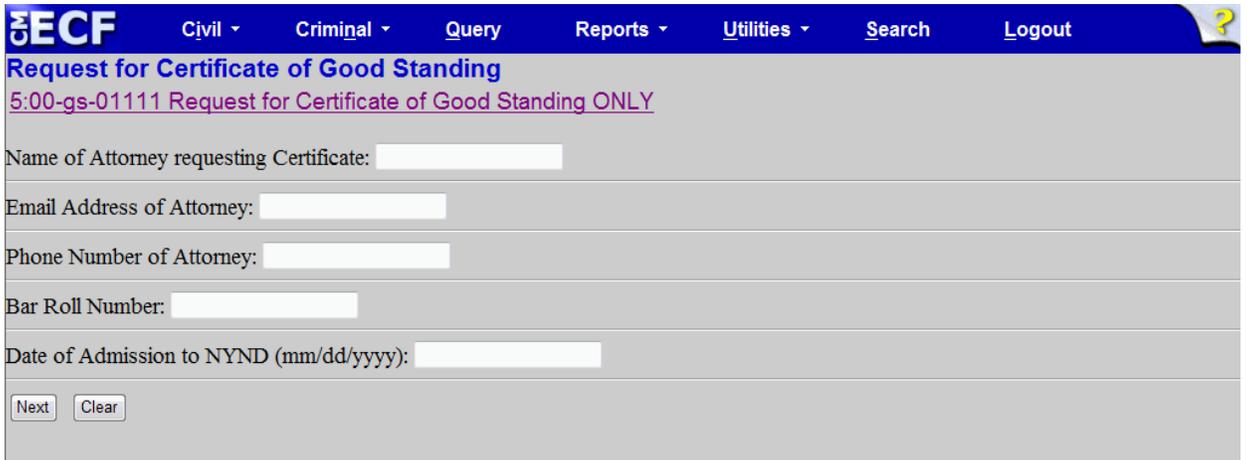
Selected Event

Request for Certificate of Good Standing
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Next Clear

Request for Certificate of Good Standing

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



ECF Civil Criminal Query Reports Utilities Search Logout

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[5:00-gs-01111 Request for Certificate of Good Standing ONLY](#)

Name of Attorney requesting Certificate:

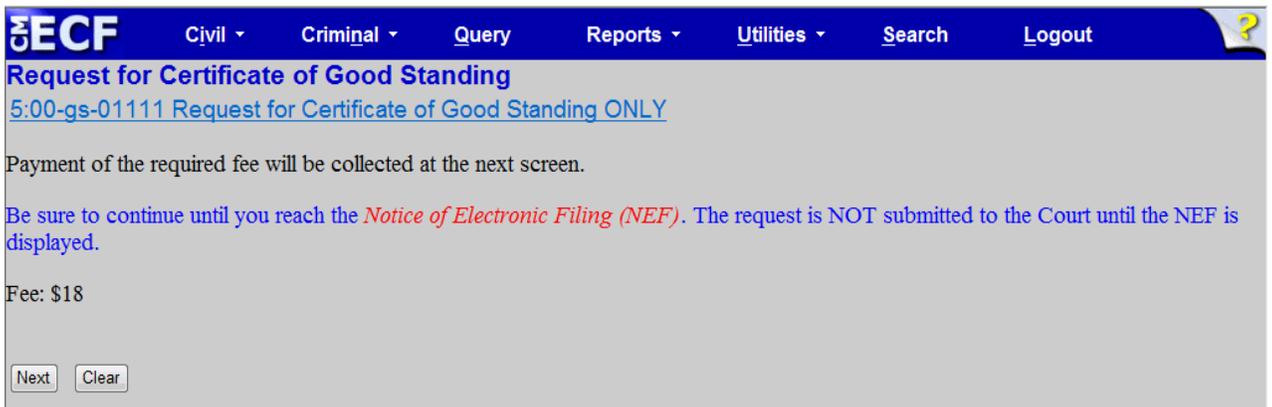
Email Address of Attorney:

Phone Number of Attorney:

Bar Roll Number:

Date of Admission to NYND (mm/dd/yyyy):

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



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Payment of the required fee will be collected at the next screen.

Be sure to continue until you reach the *Notice of Electronic Filing (NEF)*. The request is NOT submitted to the Court until the NEF is displayed.

Fee: \$18

Request for Certificate of Good Standing

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

System Message

- The system has populated the Payment Date with the next available payment date.

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$18.00

Account Type: *

Routing Number: *

Account Number: *

Confirm Account Number: *

Check Number:

Routing Number Account Number Check Number

⑆0 26946783⑆ 9243767390⑆ 1234

Payment Date: 02/11/2015

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$18.00

Billing Address: *

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country: United States

Card Type: *    

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

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7. 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**.

Online Payment [Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: John Smith 123 Main Billing Address: Street Billing Address 2: City: State / Province: Zip / Postal Code: Country: USA	Card Type: Visa Card Number: *****1111	Payment Amount: \$18.00 Transaction Date and Time: 02/10/2015 10:59 EST

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

CC: Separate multiple email addresses with a comma

Authorization and Disclosure

Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

* 

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

8. 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.

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Request for Certificate of Good Standing

9. Click **Next** to continue to the Notice of Electronic Filing.

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Docket Text: Final Text

REQUEST for Certificate of Good Standing by Attorney John Smith. Attorney email: jsmith@smithlaw.com. Phone number: 555-123-4567. Bar Roll Number: 123456. Date of Admission to NYND: 06/20/2000. Payment of the required fee will be collected at the next screen. \$18 fee paid; Receipt number 0206-173898. (btrain43,)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

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

5:00-gs-01111', and the filer as 'btrain43'. The document number is listed as 'No document attached'. The docket text is repeated: 'REQUEST for Certificate of Good Standing by Attorney John Smith. Attorney email: jsmith@smithlaw.com. Phone number: 555-123-4567. Bar Roll Number: 123456. Date of Admission to NYND: 06/20/2000. Payment of the required fee will be collected at the next screen. \$18 fee paid; Receipt number 0206-173898. (btrain43,)'."/>

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U.S. District Court
Northern District of New York - Main Office (Syracuse) [TEST - Version 6.1]

Notice of Electronic Filing

The following transaction was entered by btrain43, on 2/10/2015 at 11:20 AM EST and filed on 2/10/2015

Case Name: Request for Certificate of Good Standing ONLY

Case Number: [5:00-gs-01111](#)

Filer: btrain43

Document Number: No document attached

Docket Text:
REQUEST for Certificate of Good Standing by Attorney John Smith. Attorney email: jsmith@smithlaw.com. Phone number: 555-123-4567. Bar Roll Number: 123456. Date of Admission to NYND: 06/20/2000. Payment of the required fee will be collected at the next screen. \$18 fee paid; Receipt number 0206-173898. (btrain43,)