

## Request for Certificate of Good Standing

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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 \$19.00 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 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.

# 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

**Selected Event**

Request for Certificate of Good Standing

Next Clear

# Request for Certificate of Good Standing

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

**Request for Certificate of Good Standing**  
[5:00-gs-11111 Requests for Certificates of Good Standing ONLY](#)

Date document filed (mandatory)

Name of Attorney requesting Certificate:

**Request for Certificate of Good Standing**  
[5:00-gs-11111 Requests for Certificates of Good Standing ONLY](#)

Which type of Certificate is being requested?

Traditional with a raised seal  
 Electronic

**Request for Certificate of Good Standing**  
[5:00-gs-11111 Requests for Certificates of Good Standing ONLY](#)

Phone Number of Attorney:

NYND Bar Roll number or PACER account number:

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

# Request for Certificate of Good Standing

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

**ECF** Civil Criminal Query Reports Utilities Search Logout

## Request for Certificate of Good Standing

[5:00-gs-11111 Requests for Certificates of Good Standing ONLY](#)

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: \$19

Next Clear

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

**PACER Links**

- Court Links
- Search PACER Case Locator
- Announcements
- Frequently Asked Questions
- Resources
- Manage My Account

### MANAGE MY ACCOUNT

Welcome, Tom Jones [Logout](#)

Account Number	7033175
Username	tomjones
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account

#### Pay Filing Fees for New York Northern District Court (test) - NextGen

\* Required Information

Payment Amount	
Amount Due *	\$19.00

Select a Payment Method

- Enter a credit card
- Enter an ACH account

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Next Cancel

# Request for Certificate of Good Standing

7. 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.

Select a Payment Method

Enter a credit card



Account Holder Name \*

Card Type \*

Account Number \*

Card Expiration Date \*  /

Use billing address

Address \*

City \*

State \*

Zip/Postal Code \*

Country \*

Enter an ACH account

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

# Request for Certificate of Good Standing

- 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**.

Pay Filing Fees for New York Northern District Court (test) - NextGen

**Payment Summary**

PAYMENT METHOD	PAYMENT DETAILS
 XXXXXXXXXXXX1111 07/2020  Tom Jones 123 Main Street Binghamton, NY 13901 USA	<b>Payment Amount</b> \$19.00 <b>Fee Type</b> Filing Fees

**Email Receipt**

**Email**

**Confirm Email**

**Additional Email Addresses**

**Authorization**

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

- 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.

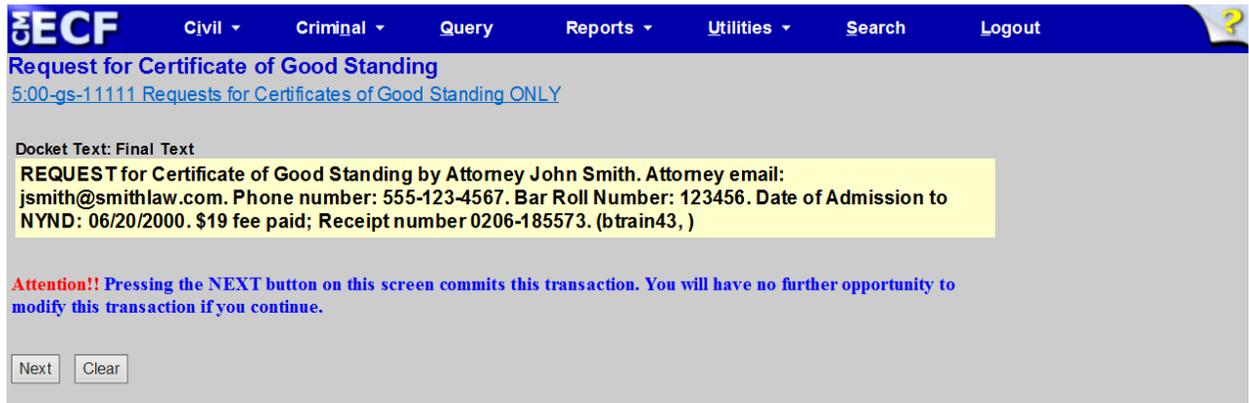
**ECF** Civil Criminal Query Reports Utilities Search Logout

**Request for Certificate of Good Standing**  
[5:00-gs-11111 Requests for Certificates of Good Standing ONLY](#)

Please ensure that your Spam-Filter settings are set to allow incoming e-mails from the domain of **\*nynd.uscourts.gov**

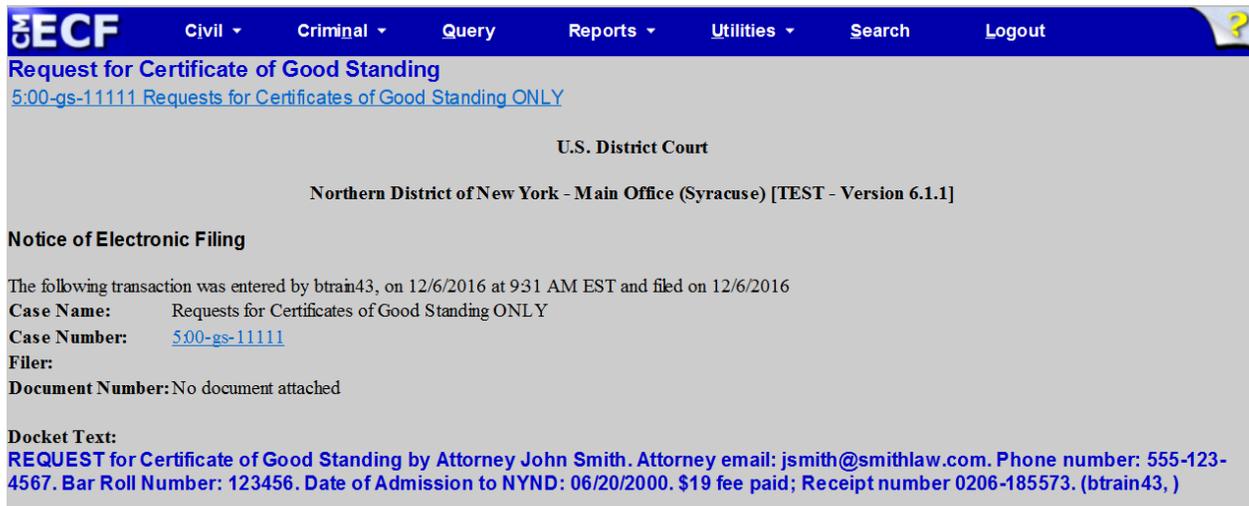
# Request for Certificate of Good Standing

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



The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Request for Certificate of Good Standing" with a link to "5:00-gs-11111 Requests for Certificates of Good Standing ONLY". The main content area displays the docket text: "Docket Text: Final Text" followed by a highlighted yellow box containing the 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. \$19 fee paid; Receipt number 0206-185573. (btrain43, )". Below this, there is a red warning message: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." At the bottom, there are two buttons: "Next" and "Clear".

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



The screenshot shows the ECF system interface displaying the Notice of Electronic Filing. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Request for Certificate of Good Standing" with a link to "5:00-gs-11111 Requests for Certificates of Good Standing ONLY". The main content area displays the following information: "U.S. District Court", "Northern District of New York - Main Office (Syracuse) [TEST - Version 6.1.1]", "Notice of Electronic Filing", "The following transaction was entered by btrain43, on 12/6/2016 at 9:31 AM EST and filed on 12/6/2016", "Case Name: Requests for Certificates of Good Standing ONLY", "Case Number: [5:00-gs-11111](#)", "Filer:", "Document Number: No document attached", and "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. \$19 fee paid; Receipt number 0206-185573. (btrain43, )".