

Requesting a Certificate of Good Standing in CM/ECF

Contents

Required Information	2
Filing fee	2
Submitting the Request for a Certificate of Good Standing	2
After the Request is filed	6

Requesting a Certificate of Good Standing in CM/ECF

Required Information

The following information is required when requesting a Certificate of Good Standing:

Name of Attorney requesting the certificate

Bar ID Number

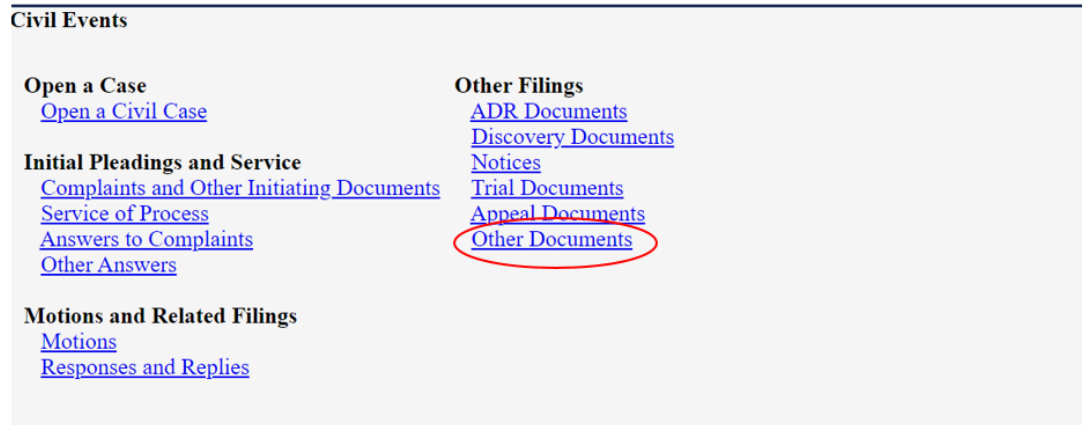
Date of admission

Filing fee

The \$21 filing fee for a Certificate of Good Standing will be tendered to the Clerk of Court during the process of requesting the certificate on CM/ECF. **Do not** abandon the request after the fee is paid or press the back arrow. *Note if you do not complete the entry the court will not be notified of your request. You must continue through until you reach the Notice of Electronic filing screen.

Submitting the Request for a Certificate of Good Standing

Log into CM/ECF and select **Civil** from the blue menu bar, then click **Other Documents** and choose the **Certificate of Good Standing** event, then click **Next**. See figures below.



Requesting a Certificate of Good Standing in CM/ECF

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Other Documents

Available Events (click to select an event)

- Acceptance of Offer of Judgment
- Administrative Record
- Affidavit
- Affirmative Defenses
- Amended Document (NOT Motion or Complaint)
- Amended Petition for Writ of Habeas Corpus
- Appeal to Clerks Taxation of Costs
- Application for Admission Pro Hac Vice
- Application for Admission Pro Hac Vice (Credit Card Payment)
- Application/Petition
- Bill of Costs
- Certificate of Good Standing**
- Consent to Jurisdiction by US Magistrate Judge (Not Social Sec)
- Consent to Magistrate Judge Disposition on Motion
- Declaration

Selected Event: Certificate of Good Standing

Next Clear

Enter the case number **24-gs-1**. Click Next.

CM/ECF Civil

Other Documents

Civil Case Number or Numbers

2:24-gs-1

Next Clear

Verify Case Number. Click Next.

Other Documents

[2:24-gs-00001-UJ Certificate of Good Standing](#)

Next Clear

Upload the .pdf of your request. Click Next.

CM/ECF Civil Criminal Query Reports Utilities Search Help

Other Documents

[2:24-gs-00001-UJ Certificate of Good Standing](#)

Date document filed (mandatory): 1/1/2024 Calendar

A description and category must be entered for each attachment added.
Select the PDF document and any attachments.

Main Document

Choose File No file chosen

Attachments	Category	Description
1. Choose File No file chosen		

Next Clear

Requesting a Certificate of Good Standing in CM/ECF

Enter the attorney's information as seen in the figure below and click **Next**.

CM/ECF Civil Criminal Query Reports Utilities Search Help

Other Documents

2:24-gs-00001-UJ Certificate of Good Standing

Name as admitted into PA Bar:

PA Bar ID number:

Date of admission:

Attorney e-mail address:

Fee: \$

On the following screens CM/ECF will direct you to pay the certificate's \$21.00 fee.

CM/ECF Civil Criminal Query Reports Utilities Search Help What's New Log Out (nd)

Other Documents

2:24-gs-00001-UJ Certificate of Good Standing

NOTE: After completing your payment, your request will be processed and you will receive an e-mail with your Certificate of Good Standing.

WHEN SUBMITTING YOUR PAYMENT, PLEASE HIT "SUBMIT PAYMENT" ONLY ONCE (DO NOT USE THE BACK BUTTON) AND WAIT FOR THE TRANSACTION TO COMPLETE. HITTING THE BUTTON MORE THAN ONCE WILL RESULT IN MULTIPLE PAYMENTS.

If you are charged twice, please visit the Finance Department page on the court's website to request a refund - www.paed.uscourts.gov.

Note: Accounts with a stored debit or credit card will see the screens below. Accounts that don't have a card stored on their PACER account will be prompted to enter a one-time payment, for this transaction only.

Account Number 7008270
Username PAEDtrainAtty1
Account Balance \$0.00
Case Search Status Active
Account Type Upgraded PACER Account

Pay Filing Fee for Pennsylvania Eastern District Court(train)

*Required Information

Payment Amount

Amount Due * **\$21.00**

Select a Payment Method

VISA

John Public
XXXXXXXXXXXX4747
04/2022

Enter a credit card

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

Requesting a Certificate of Good Standing in CM/ECF

After your payment is processed you will be re-directed back to CM/ECF. See figure below. **Do not** abandon your request or click the back button after receiving this screen. Doing either will result in being charged twice.



Below is that last screen you will see before submitting the request. Clicking **Next** submits the request.

The screenshot shows a payment confirmation screen. At the top, there is a box with account information: Account Number 7008270, Username PAEDtrainAtty1, Account Balance \$0.00, Case Search Status Active, and Account Type Upgraded PACER Account. Below this is a section titled 'Pay Filing Fee for Pennsylvania Eastern District Court(train)'. Underneath is a 'Payment Summary' section with a table showing Payment Method (VISA), Payment Amount (\$21.00), and Fee Type (Filing Fee). Below the payment summary is an 'Email Receipt' section with fields for Email, Confirm Email, and Additional Email Addresses. At the bottom is an 'Authorization' section with a checked checkbox and the text 'I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement.' Below this is a note about SSL security and three buttons: 'Submit', 'Back', and 'Cancel'. The 'Submit' button is circled in red.

Requesting a Certificate of Good Standing in CM/ECF

CM/ECF Civil Criminal Query Reports Utilities Search Help What's New Log Out (nd)

Other Documents

[2:24-gs-00001-UJ Certificate of Good Standing](#)

Docket Text: Final Text

Certificate of Good Standing requested by John Public - Bar ID 12345 - originally admitted 01/01/2024 - contact information: nicole_durso@paed.uscourts.gov. (nd)

Next Clear

The final screen is the Notice of Electronic Filing. Unlike every other event in CM/ECF, you **will not** be e-mailed the Notice of Electronic Filing.

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Other Documents

[2:24-gs-00001-UJ Certificate of Good Standing](#)

United States District Court
Eastern District of Pennsylvania

Notice of Electronic Filing

The following transaction was entered by Public, John on 2/1/2022 at 10:01 AM EST and filed on 2/1/2022

Case Name: [Jn.Re Certificate of Good Standing](#)

Case Number: [2:24-gs-00001-UJ Certificate of Good Standing](#)

Filer:

Document Number: 2

Docket Text:

[Certificate of Good Standing requested by John Public Bar ID 12345 originally admitted 1/1/22 - contact information: lisa_lamb@paed.uscourts.gov. \(Public, John\)](#)

2:22-gs-00001 Notice has been electronically mailed to:

2:22-gs-00001 Notice will not be electronically mailed to:

The following document(s) are associated with this transaction:

After the Request is filed

The Clerk's Office will receive your request and you will be sent a separate e-mail that contains your Certificate of Good Standing.