Request for Certificate of Good Standing

1. **Log into ECF** with the Login and Password of the attorney who is requesting the Certificate of Good Standing. *NOTE that a certificate will be completed for the attorney whose ECF Login was used to file the request.*

2. **Click on Utilities**

3. **Select Certificate of Good Standing** under the Attorneys’ category.

4. **Select Certificate of Good Standing** from the drop-down box and click **Next**.

5. **Click Next.**

6. **Enter the attorney’s MN Bar Number.**

7. **Leave the text box empty if you request that the certificate be emailed to the attorney’s primary email account.** If you request that the certificate be sent to an alternate (NOT additional) email address, enter the address in the text box. **Click Next.**
8. Note the payment amount and information. Select the number of certificates requested. Click **Next**.

9. Confirm the number of certificates request and click **Next**. Click the back button to make any changes.

10. ECF will temporarily route you to PACER's website for the collection of fees. Select a Payment Method and click **Next**.

11. Enter all required payment information, check the payment authorization box, and click **Submit**.

12. Click **Next** to verify the docket text is correct.

13. Ensure all information is accurate and click **Next** to finalize the request.
14. A Notice of Electronic Filing screen will appear to confirm the request was successful.

15. The Certificate of Good Standing will be emailed to the noted email address within 1-2 business days.