

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.**



The login form is titled "Login" and contains the following elements:

- A red asterisk followed by the text "* Required Information".
- A label "Username *" with an adjacent text input field.
- A label "Password *" with an adjacent password input field.
- Three buttons: "Login", "Clear", and "Cancel".
- Three links: "Need an Account?", "Forgot Your Password?", and "Forgot Username?".
- A notice at the bottom: "NOTICE: This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged."

2. Click on **Utilities**



The navigation menu includes the CM/ECF logo and several menu items: "Civil", "Criminal", "Query", "Reports", "Utilities", "Search", "Help", and "Log Out". The "Utilities" item is highlighted with a red box and a yellow starburst cursor.

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



The "Utilities" page is divided into three columns:

- Court Information:** Includes links for "Link Your Account", "Link a CM/ECF account to my PACER account", and "Manage your PACER Account".
- Attorneys:** Includes links for "Attorney Re-Registration", "Certificate of Good Standing" (highlighted with a red box and yellow starburst), and "Bar Admission".
- NEFs & Mailings:** Includes a link for "Mailings...".

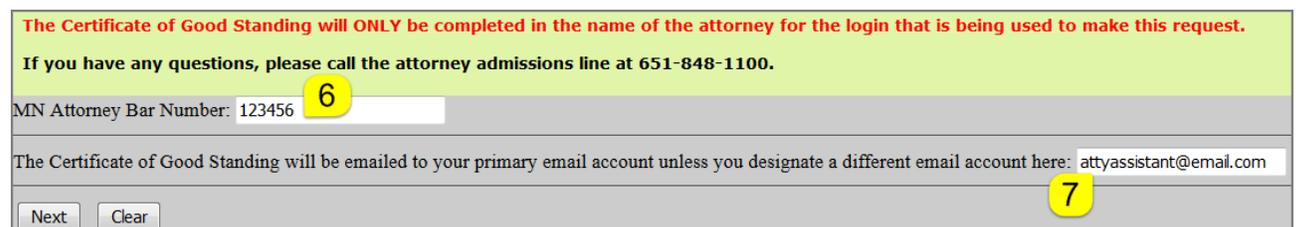
4. Select **Certificate of Good Standing** from the drop-down box and click **Next**.



The "Certificates of Good Standing" screen features:

- An "Available Events" section with a dropdown menu where "Certificate of Good Standing" is selected (indicated by a yellow starburst).
- A "Selected Event" text box containing "Certificate of Good Standing".
- "Next" and "Clear" buttons.

5. Click **Next**.
6. Enter the attorney's **MN Bar Number**.



This screen contains the following information and input fields:

- A red warning message: "The Certificate of Good Standing will ONLY be completed in the name of the attorney for the login that is being used to make this request. If you have any questions, please call the attorney admissions line at 651-848-1100."
- A text box for "MN Attorney Bar Number:" with the value "123456" and a yellow circle containing the number "6" next to it.
- A text box for "The Certificate of Good Standing will be emailed to your primary email account unless you designate a different email account here:" with the value "attyassistant@email.com" and a yellow circle containing the number "7" next to it.
- "Next" and "Clear" buttons.

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**.

ATTENTION:
An **administrative fee of \$ 18** per certificate will be applied to your bank account debit (Automated Clearing House) or charged to your credit/debit card from Pay.gov after completion of payment information. **A fee of will be charged for all returned or denied payments.**

Note: To receive an electronic receipt for this transaction, please enter an email address into the Pay.Gov email confirmation prompt. A receipt will then be emailed from Pay.Gov.

IMPORTANT: YOU MUST COMPLETE THE ENTIRE TRANSACTION TO THE NOTICE OF ELECTRONIC FILING SCREEN!
DO NOT STOP AFTER THE CREDIT CARD SCREEN OR YOUR REQUEST WILL NOT BE PROCESSED.

How many certificates are you requesting? 1 2 3 4 5

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

You have selected 1 certificate.
Total Fee: \$18

Click [Next] to continue or click your back button to make a different selection.

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

Pay Filing Fees for Minnesota District Court (test) - NextGen

*** Required Information**

Payment Amount

Amount Due * \$18.00

Select a Payment Method


Attorney
XXXXXXXXXXXX1111
06/2018

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.

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

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

Certificates of Good Standing
[0:16-mc-00999 In re: Attorney Certificates of Good Standing](#)

Docket Text: Modify as Appropriate.
FEE FOR (1) CERTIFICATE(S) OF GOOD STANDING PAID for MND-TEST ngattycq (123456) in the amount of \$18, receipt number AMNXDC-228682. Address to email certificate:attyassistant@email.com.

NOTE: Your certificate(s) will be emailed to you or to the designated email after verification and processing. (ngattycq, MND-TEST)

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.

U.S. District Court
U.S. District of Minnesota

Notice of Electronic Filing

The following transaction was entered by ngattyq, MND-TEST on 7/28/2016 at 8:47 AM CDT and filed on 7/28/2016

Case Name: In re: Attorney Certificates of Good Standing
Case Number: [0:16-mc-00999](#)
Filer:
Document Number: 3(No document attached)

Docket Text:
[FEE FOR \(1\) CERTIFICATE\(S\) OF GOOD STANDING PAID for MND-TEST ngattyq \(123456\) in the amount of \\$18, receipt number AMNXDC-229229. Address to email certificate:attyassistant@email.com.](#)

NOTE: [Your certificate\(s\) will be emailed to you or to the designated email after verification and processing.\(ngattyq, MND-TEST\)](#)

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