

## Requesting a Certificate of Good Standing through the ECF System

- Log in to the court's [ECF page](#) using your NextGen login and password.
- Under the Utilities Menu at the top, select “Request Certificate of Good Standing”.
- Upload a cover letter that includes the name of the attorney, the approximate date of admission, and the mailing address of the recipient.
- Click “Pay Fee and Submit”.
- Log in (again) with your NextGen login and password and use the payment information on file or enter in a new method of payment.

For a more detailed guide please see the court's [CM/ECF User Manual](#).