

The court's Electronic Case Filing application (ECF) may be used to request a certificate of good standing and pay the required fee. **You must be a registered ECF user with this court in order to request a certificate in this manner.**

**Before you start, please turn off any pop-up blockers that would prevent you from seeing the payment page.** The payment window from Pay.gov opens in a new browser window or browser tab. In addition, make sure you have your letter requesting a certificate of good standing and any supporting documents ready to upload. All documents must be in searchable PDF format and each PDF you attach must not exceed 5 MB in size.

1. On the startup page after logging into ECF, select Utilities followed by *Request Certificate of Good Standing*.
2. The Request Certificate of Good Standing window will open in a new window and look similar to the image below. Please read the directions carefully before proceeding with your request.

Request Certificate of Good Standing

Filing Reports Utilities Logout Help

**PLEASE READ THE FOLLOWING DIRECTIONS CAREFULLY**

1. Please turn off your pop-up blocker as a new window or browser tab will open when the payment is processing.
2. Please attach your Request for a Certificate of Good Standing, including attorney's name and date of admission to the bar, in PDF format by clicking the "Browse" button.
3. Type "Request for Certificate" in the Description field.
4. You may attach additional documents (attachments) by clicking "Add Another Document" followed by clicking the "Browse" button and entering a description.
5. After attaching your documents you must click on "Pay Now and Submit" to enter your credit card information.
6. You must complete ALL sections of the Payment Information screen and click "Continue with Plastic Card Payment."
7. Before authorizing payment, you must enter an email address to receive a confirmation email.
8. Click the "Submit Payment" button ONCE to authorize payment. Do not click it more than once.
9. After your payment has been processed, you may click the "Close Window" button to return to ECF.
10. You may find you have returned to a black screen. If this happens click on the application icon in your tool bar to return to ECF.

Request Certificate of Good Standing

Fee Type: Certificate of Good Standing ▼

Fee Amount: \$18.00

Document:   Description:

3. The document you attach should include the attorney's name, date of admission to the bar of this court, and current address for use in mailing the certificate.
4. Click the ***Browse*** button.
  - a. Search for the PDF file that contains your certificate of good standing request.
  - b. Select the appropriate file and click the ***Open*** button.
5. In the Description field for the document, type "Request for Certificate" as the description of the PDF.
6. Click ***Add Another Document*** and repeat steps 5 and 6 above if you need to attach further documentation. Please include a description for additional attachments.

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Document:   Description:

7. After attaching your documentation, click the ***Pay Now and Submit*** button to begin the submission of payment. A new browser window or browser tab opens so that you can enter and submit your credit card information. You will now be connected to Pay.gov.

Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Discover)

Required fields are indicated with a red asterisk \*

Account Holder Name:  \*

Payment Amount: \$225.00

Billing Address:  \*

Billing Address 2:

City:

State / Province:  ▼

Zip / Postal Code:

Country:  ▼ \*

Card Type:  ▼ \* 

Card Number:  \* (Card number value should not contain spaces or dashes)

Security Code:  \* [Help finding your security code](#)

Expiration Date:  ▼ \* /  ▼ \*

Attorney Name:  \*

Contact Telephone Number:  \*

Person Completing Transaction:  \*

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

8. Verify and change the information in the Account Holder Name field and the billing address fields as needed.

**CAUTION:** The name and address shown here are the name and address associated with your appellate ECF account. If you are using a credit card that is not associated with this address, you must update the billing address fields.

9. Complete the Card Type, Card Numbers, Security Code and Expiration Date fields.
10. In the Attorney Name field, type the name of the attorney who is applying for bar admission.
11. Complete the Contact Telephone Number and Person Completing Transaction fields so that the court may contact you if there are any issues with the payment.
12. Click the ***Continue with Plastic Card Payment*** button.

Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Discover)

Required fields are indicated with a red asterisk \*

Account Holder Name: Julie Tester \*

Payment Amount: \$225.00

Billing Address: 1234 Tester Avenue \*

Billing Address 2:

City: Denver

State / Province: Colorado - CO

Zip / Postal Code: 80237

Country: United States \*

Card Type: Master Card \* 

Card Number: 5111111111111118 \* (Card number value should not contain spaces or dashes)

Security Code: 998 \* [Help finding your security code](#)

Expiration Date: 01 \* / 2013 \*

Attorney Name: Julie Tester \*

Contact Telephone Number: 3035555555 \*

Person Completing Transaction: John Doe \*

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

13. On the Authorize Payment page, review all the payment information for accuracy. You may click the Edit this Information link to make any necessary changes.
14. Complete the Email Address, Confirm Email Address and CC fields. Completing these fields will allow you to receive a payment confirmation email after the payment has been processed.
15. Select the checkbox under Authorization and Disclosure.

Step 2: Authorize Payment

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
<p>Account Holder Name: Julie Tester                      1234 Tester                      Billing Address: Avenue                      Billing Address 2:                      City: Denver                      State / Province: CO                      Zip / Postal Code: 80237                      Country: USA</p>	<p>Card Type: Master Card                      Card Number: *****1118                      Attorney Name: Julie Tester                      Contact Telephone Number: 3035555555                      Person Completing Transaction: John Doe</p>	<p>Payment Amount: \$225.00                      Transaction Date 12/13/2011                      and Time: 14:04 EST</p>

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

CC:

Separate multiple email addresses with a comma

Authorization and Disclosure

Required fields are indicated with a red asterisk \*

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

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

- Click the **Submit Payment** button only once. **You MUST wait for Pay.gov to process your payment. Do not click the button again.**
- The following screen will appear indicating your payment has been accepted. You may print this screen as a receipt. A copy will be emailed to the email addresses you provided on the previous screen.

Your payment is complete, and your request has been sent to the court. Click [here](#) to print this receipt.

Transaction ID: 10-35473-991

Payment Date: 08/31/2012

Amount: \$18.00

Fee Type: Certificate of Good Standing

**You can click the *Close Window* button and log out of CM/ECF.**

Close Window

18. Click on the *Close Window* button to return to the ECF application.
19. You may find you have returned to a black screen. If this happens, click on the ECF application icon in your tool bar and you will return to ECF.
20. You may now continue with additional ECF activity or simply log out of ECF.