

## Instructions for ordering a Certificate of Good Standing

1. Login to CM/ECF (Do not use your PACER login)
2. Click on CIVIL (located on the blue menu bar)
3. Under Attorney Events, click on "Certificate of Good Standing"

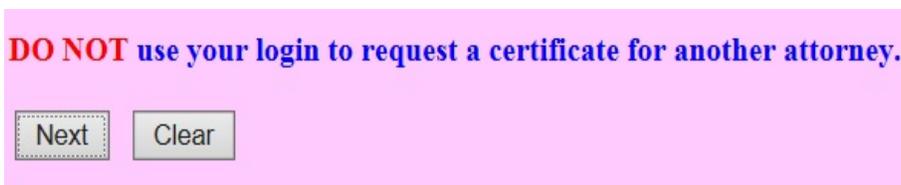


4. Select the **Certificate of Good Standing** by clicking on it



Click Next and Next  
 Message for US Attorneys, Click Next

5. Reminder message:



Click Next

6. Enter your Utah Bar Number



Attorney name based on  
 CM/ECF login

Click Next

7. Select how you would like to receive your certificate

**Certificate of Good Standing**  
[2:15-nr-08888 Certificate of Good Standing](#)

Choose the type of certificate and how you would like to receive it

Select
Electronic Emailed
Paper Pickup
Paper Mailed

Click Next

8. If you choose to have it emailed to you in electronic format (pdf), you will be prompted for your email address:

**Certificate of Good Standing**  
[2:15-nr-08888 Certificate of Good Standing](#)

Email address where the certificate should be sent:

If you choose to have a paper copy mailed, you will be prompted for a mailing address:

**Certificate of Good Standing**  
[2:15-nr-08888 Certificate of Good Standing](#)

Address where the certificate should be mailed:

9. Message to complete the event will display and reminder of the \$18.00 fee

**Certificate of Good Standing**  
[2:15-nr-08888 Certificate of Good Standing](#)

Be sure to continue all the way through to the end until you reach the *Notice of Electronic Filing (NEF)* or you will be charged but will **NOT** receive your certificate.

Fee: \$18

Click Next

- 10. You will be re-directed to the Pay.gov website.  
You may pay with ACH Payment

**Online Payment**

[Return to your originating application](#)

**Step 1: Enter Payment Information**

1 | 2

**Pay Via Bank Account (ACH)** [About ACH Debit](#)

Required fields are indicated with a red asterisk \*

Account Holder Name:  \*

Payment Amount: \$18.00

Account Type:  \*

Routing Number:  \*

Account Number:  \*

Confirm Account Number:  \*

Check Number:

Routing Number      Account Number      Check Number

:0 26946783: 9243767390 1234

Payment Date: 06/19/2015

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

or with a Credit Card

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

Required fields are indicated with a red asterisk \*

Account Holder Name:  \*

Payment Amount: \$18.00

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:  ▾ \* /  ▾ \*

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

Review that the information is correct and enter an Email address to receive a receipt:

**Online Payment** [Return to your originating application](#)

**Step 2: Authorize Payment** 1 | 2

**Payment Summary** [Edit this information](#)

Address Information	Account Information	Payment Information
<b>Account Holder Name:</b> Sam Beckett 132 SQUARE ST <b>Billing Address:</b> STE 312 <b>Billing Address 2:</b> City: <b>State / Province:</b> <b>Zip / Postal Code:</b> 84111 Country: USA	<b>Card Type:</b> Visa <b>Card Number:</b> *****2222	<b>Payment Amount:</b> \$18.00 <b>Transaction Date and Time:</b> 06/17/2015 16:18 EDT

**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:**  x

**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.

ote: 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.

Be sure to check the authorization check box

Click Submit Payment

You will be re-directed back to the Certificate of Good Standing event in CM/ECF

Click Next

- Review the Final Text screen,

**Docket Text: Final Text**

**Request for Certificate of Good Standing for Sam Beckett - Utah Bar Number 2004. (\$18, receipt number 1088-171068). NOTE: Your certificate will be emailed after verification and processing. E-mail certificate to sam.beckett@something.com. (Beckett, Sam)**

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**Docket Text: Final Text**

**Request for Certificate of Good Standing for Sam Beckett - Utah Bar Number 2004. (\$18, receipt number 1088-171069). NOTE: Your certificate will be available for pick up from the Clerks office after verification and processing. (Beckett, Sam)**

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**Docket Text: Final Text**

**Request for Certificate of Good Standing for Sam Beckett - Utah Bar Number 2004. (\$18, receipt number 1088-171070). NOTE: Your certificate will be mailed after verification and processing. Mail certificate to 132 Square St, Suite 312, Salt Lake City, UT 84111. (Beckett, Sam)**

**Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.**

**Have you redacted?**

Click Next - Wait until you get the Notice of Electronic Filing (NEF)

- This will send a NEF to the Clerk's Office Intake Department for processing.