

INSTRUCTIONS FOR REQUESTING A CERTIFICATE OF GOOD STANDING ELECTRONICALLY

Requests for a certificate of good standing may be submitted electronically through CM/ECF and the required \$18.00 fee is paid online for each certificate. Refer to the following instructions.

1. Log in to CM/ECF.
2. On the blue menu bar, click **Civil**. Then from the category **Other Filings**, select **Certificate of Good Standing**.
3. A case number with case type 'mc' will be displayed. Click **Next**.
4. Select **Request for Certificate of Good Standing** from the list of available events and click **Next**.
5. The screen will display a message that only one certificate of good standing can be requested by this electronic filing. Click **Next**.
6. Enter the following information for the attorney in which a certificate of good standing is requested: California State Bar number, full name of the attorney, and e-mail address where you would like the certificate of good standing should be sent. Click **Next**.
7. The screen will display the \$18.00 fee and a reminder to have your credit card information ready. Click **Next**. You will be taken to the online Pay.gov payment screen.
8. **DO NOT CLICK THE "BACK" BUTTON ONCE YOU START THE PAYMENT PROCESS**. Complete all payment data fields. You will be returned to the CM/ECF site.
9. Click **Next**.
10. The Docket Text: Final Text screen appears. Click **Next** to complete the transaction.
11. The Notice of Electronic Filing screen appears. You should print or save the Notice of Electronic Filing screen for a record of this transaction because no electronic notice will be sent for this event.

If you do not receive your certificate by e-mail within three business days, contact Attorney Admissions at cacd_attyadm@cacd.uscourts.gov. If you have a problem completing your request in CM/ECF, contact the CM/ECF Helpdesk at (213) 894-0242 or ecf-helpdesk@cacd.uscourts.gov.