

## HOW TO REQUEST A CERTIFICATE OF GOOD STANDING

To request a **Certificate of Good Standing** from the United States District Court for the Northern District of Indiana, follow the steps below:

1. If you are not registered for CM/ECF in this district and you do not have a CM/ECF login, you may mail your request to the address below:

**U.S. District Court  
Northern District of Indiana  
ATTN: Attorney Maintenance Clerk  
204 S. Main Street  
South Bend, IN 46601**

*\*Don't forget to include a check/money order payable to "Clerk, United States District Court" for the applicable fee.*

2. **If you are registered for CM/ECF in this district**, go to the link to CM/ECF on the Courts Internet web page:

<https://ecf.innd.uscourts.gov/cgi-bin/login.pl>

3. Login using your CM/ECF login and password.

a. If you have forgotten your password, click on the password reset link.

4. On the blue bar across the top portion of the screen, click **Civil**.

5. Under the **Other Filings** category, click on **Admission to the Bar -or- Certificate of Good Standing**.

6. Click on **Request Certificate of Good Standing**, then click the **Next** button.

7. A screen appears indicating the default case number for certificate of good standing requests. Click on the **Next** button.

8. Enter your full name and click **Next**.

9. After reading the information on the screen, click **Next**.

10. Attach a cover letter stating your current address and contact information and requesting a certificate of good standing by clicking the Browse button under 'Main Document' and finding the PDF of your letter to import.

11. The PDF document appears in the Main Document field. Click **Next** to continue.

12. The screen prompts for an answer to the following question: "Is this application for a federal government attorney representing the United States?" Select the appropriate radio button and Click **Next**. (If you answered "yes," skip to #17 otherwise, proceed with #12).

13. The screen tells you the applicable fee. Click **Next**. This will take you to the pay.gov application so you can pay the application fee by bank draft or credit card.

14. Complete the appropriate screen for payment, either payment by bank draft or by credit card.

15. Click on the **Continue with Plastic Card Payment** button.

16. Enter your e-mail to receive a confirmation email.

17. Check the payment authorization box and click on the **Submit Payment** button.

18. After reading the information on the screen, click **Next**.

19. After reading the information on the screen, click **Next**.

20. Click on the **Next** button and review the final docket text. If everything is correct, click **Next**. This will take you to the Notice of Electronic Filing screen.

Your request has now been submitted. **Print this page if you would like a receipt for the filing**. You will receive a Certificate of Good Standing via U.S. Mail.

Additional questions? Contact the Attorney Admission Clerk at 574-246-8045.