Southern District of Texas

Requirements

Requirements for requesting and receiving a Certificate of Good Standing are available on the <u>Certificate of Good Standing</u> page of the court's web site.

Your certificate will be delivered electronically to the email address(es) on your District CM/ECF account. Prior to submitting your request, you must make sure your ECF account information is up to date.

Submission of Request

Follow the steps below to submit to the court your request for Certificate of Good Standing and pay the associated fee through pay.gov.

Step	Screen
Click the link to go to <u>Live</u> <u>District CM/ECF</u> , or enter web address <u>https://ecf.txsd.uscourts.gov/cgi- bin/login.pl</u> The CM/ECF Filer or PACER Login page displays.	CCH/ECF LIVE- US District Court-Texas Southern - Internet Explorer provided by USDC Image: Comparison of the provided by USDC <
 Complete the prompts: 1. Enter your District CM/ECF filing login and password. 2. Check the box confirming you understand the redaction rules. 3. Click Login. 	Authentication IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and in criminal cases, home addresses, in compliance with Fed. R. Civ. P. 5.2 or Fed. R. Crim. P. 49.1. This requirement applies to all documents, including attachments. cilent Inderstand that, if I file, I must comply with the redaction rules. I have read this notice. Login Reset
From the blue menu bar, select <i>Civil > Attorney Admissions ></i> <i>Certificate of Good Standing -</i> <i>Requests</i> .	Civil. Criminal - Query Reports - Utilities - Search Help Open a Case Initial Pleadings and Service Initial Pleadings and Service Answers Motions and Related Filings Admissions Other Filings Attorney Admissions Admission for Admission to Practice Court Events Pro Hac Vice Certificate of Good Standing - Requests Transcripts - Civil Fees Probation Probation Re-Entry Documents Procession

Step	Screen
If your District CM/ECF account has your current information, then click Next to continue. Note : Your account must be current prior to proceeding.	Civil * Crimingal * Query Reports * Utilities * Search Logout Request for Certificate of Good Standing A:18-mc-99999 Requests for Certificate of Good Standing Only requests for a Certificate of Good Standing should be docketed in this case. A Certificate of Good Standing may be requested by an attorney who is admitted to this district. Certificates are delivered electronically to the email address(es) on the CM/ECF account of the attorney. To ensure delivery of your certificate, confirm/update your contact information in your District CM/ECF user account before proceeding by going to Utilities - Your Account - Maintain Your Account. Detailed instructions on updating your user account can be found in the Attorneys User Guide. If your account is up to date, then you may proceed. Select the Next button to continue with your request. Next Clear
 Under Available Events, click Request for Certificate of Good Standing, causing it to appear in the Selected Event field. Click Next to continue. 	Civil - Criminal - Query Reports - Litilities - Request for Certificate of Good Standing Available Events (click to select an event) Selected Event Request for Certificate of Good Standing Request for Certificate of Good Standing Selected Event Request for Certificate of Good Standing Selected Event Request for Certificate of Good Standing Select the event then the Next button to continue. Next Clear
 Answer the question displayed. Click Next to continue. 	SECF Cjvil - Criminal - Query Reports - Utilities - Search Logout Request for Certificate of Good Standing Have you verified or corrected your name, address, telephone, and email address in your CMECF user account? Yes No No Next
 Complete all fields displayed with the relevant information. Click Next to continue. 	ECCF Civil ~ Criminal ~ Query Reports ~ Utilities ~ Search Logout Request for Certificate of Good Standing To request a certificate of good standing, you must complete all of the prompts. You will also be directed to pay a fee for the certificate during this transaction. Be sure to continue all the way through the event until you reach the Notice of Electronic Filing (NEF). The event is NOT submitted to the court until the NEF is displayed. Attorney name: State Bar Number: Phone Number: Next
Click Next to load the payment processing page - <i>pay.gov</i> .	SECF Civil - Criminal - Query Reports - Ltilities - Search Logout Request for Certificate of Good Standing There is a fee for this transaction. Clicking Next will load the payment processing screen. Fee: S19 Next Clear

Step	Screen
1. Enter all of the necessary	System Message
information associated	The system has populated the Payment Date with the next available payment date.
with the type of payment	
you are making.	Online Payment Return to your originating application Step 1: Enter Payment Information 1 2
2 Click the Continue button	Pay Via Bank Account (ACH) About ACH Debit
2. Click the Continue Button	Required fields are indicated with a red asterisk *
of poymont	Account Holder Name: " Payment Amount: \$19.00
or payment.	Account Type:
	Routing Number:
	Account Number:
	Confirm Account Number:
	Routing Number Account Number Check Number
	1026946783% 9243767390% 182341
	Payment Date: 01/03/2018
	Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.
	Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)
	Required fields are indicated with a red asterisk *
	Account Holder Name: Payment Amount: \$19.00
	Billing Address: *
	Billing Address 2:
	State / Province:
	Zip / Postal Code:
	Country: United States
	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. Continue with Plastic Card Payment Cancel
	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.
1. Enter an email address.	Online Payment Return to your originating application
2 Check the authorization	Step 2: Authorize Payment 1 2 Payment Summary Edit this information
check hox	Address Information Account Information Payment Information
	Name: Card Number: **********1111 Transaction Date 01/02/2018 11:44
3. Click Submit Payment.	Billing Address:
	Billing Address 2: City:
	State / Province: Zin / Postal Code:
	Country:
	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 rields are indicated with a red asterisk.
	Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.
	Submit Payment Cancel
	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.

Step	Screen
Click Next to continue to the Notice of Electronic Filing (NEF).	ECF Civil * Criminal * Query Reports * Ltillities * Search Logout Request for Certificate of Good Standing Continue to click the NEXT button until you reach the Notice of Electronic Filing (NEF). The event is NOT submitted to the court until the NEF is displayed. Next Cear
Click Next to continue to the NEF.	SECF Civil - Criminal - Query Reports - Utilities - Search Logout 2 Request for Certificate of Good Standing Next Clear Clear Clear
Click Next to commit the transaction to CM/ECF and continue to the NEF.	Decket Civil * Criminal * Query Reports * Ltillities * Search Logout Request for Certificate of Good Standing Docket Text Final Text Request for Certificate of Good Standing for attorney Johnny Appleseed, bar # 123456789, phone # 555-555-555-555-555-555-555-555-555-5
The Notice of Electronic Filing (NEF) displays. Your request has been submitted to the court.	ECF Civil × Criminal × Query Reports × Utilities × Search Logout Request for Certificate of Good Standing U.S. District Court SOUTHERN DISTRICT OF TEXAS - TRAIN Notice of Electronic Filing The following transaction was entered by Appleseed, Johnny on 1/2/2018 at 11:01 AM CST and filed on 1/2/2018 Case Name: Only requests for a Certificate of Good Standing Only requests for a Certificate of Good Standing File: Decrement Numbers
	Docket Text: Requestfor Certificate of Good Standing for attorney Johnny Appleseed, bar # 123456789, phone # 555-555-5555. (Fee pd: \$19, receipt number 0541-504242), filed.(Appleseed, Johnny) 4:18-mc-99999 Notice has been electronically mailed to: