

# U.S. DISTRICT COURT FOR THE DISTRICT OF COLORADO



*Public Access Hallway to Courtrooms, Arraj U.S. Courthouse*

## **REQUESTING A CERTIFICATE OF GOOD STANDING / DUPLICATE CERTIFICATE OF BAR ADMISSION**

**Through the**

**Case Management / Electronic Case Filing System (CM/ECF)**

## Table of Contents

I.	Overview and Alternatives to a Formal Certificate of Good Standing .....	2
II.	Required Information .....	3
III.	Filing Fee.....	5
IV.	Initial Login to PACER – CM/ECF .....	5
V.	Submitting the Request for a Certificate of Good Standing .....	7
VI.	Requesting a Duplicate Bar Admission Certificate .....	14
VII.	After the Request is Filed.....	16
VIII.	FYI - Requests for Bar Admission Status from State Bar Authorities.....	16
IX.	Appendices .....	17

## I. Overview and Alternatives to a Formal Certificate of Good Standing

**Certificates of Good Standing** are available for a fee from the court under 28 U.S.C. § 1914 and must be requested by the individual needing the certificate. Please follow the procedures listed below in Parts II, III, IV, and V. For **Duplicate (Replacement) Bar Certificates**, please follow the procedures in Part VI.

Please note: for a **free, informal method and version of a Certificate of Good Standing**, visit the [Attorney Status page](#) and print the results of your name search if it shows you are in good standing. The Attorney Status search tool pulls data from the official roll of attorneys and is updated every hour. It indicates an attorney's true and current status as a member of this court's bar.

The Attorney Status search function is the same mechanism by which a Certificate of Good Standing is produced. After entering your name in the search tool, you may print the Attorney Status page featuring search results as proof of your current status at no further cost.

### Attorney Status

Last Name:   Exact Match  
First Name:   Exact Match

Please enter a last name to search.

1 records returned.  
*The search tool above is updated every hour and indicates an attorney's true and current status as a member of this court's bar.*

**"In Good Standing"** indicates that the attorney is an active practitioner with e-filing privileges in this court. You may print this page featuring search results as proof of current status. Please note that this status does not guarantee that an attorney has had no disciplinary history. If you need disciplinary history addressed, [click here](#).

**"Admin Removal"** indicates that the attorney is no longer eligible to practice in this court due to a failure to pay the court's biennial fee. For more information, [click here](#). This status is not considered disciplinary in nature.

**"Disbarred/Suspended"** indicates that the attorney is no longer eligible to practice in this court due to disciplinary reasons that may derive from another jurisdiction.

**"Resigned"** indicates that the attorney is no longer eligible to practice in this court due to voluntary surrender of membership in the court's bar.

**Do you need a Certificate of Good Standing?**

The Attorney Status search tool above is the same mechanism by which a Certificate of Good Standing is produced. You may print this page featuring search results as proof of the attorney's current status at no further cost. Should you require issuance of a formal certificate by a deputy clerk, please visit the [General Attorney Instructions page](#), under "Certificate of Good Standing," available [here](#).

## II. Required Information

Please be aware that beginning July 1, 2022, requests for Certificates of Good Standing and requests for Duplicate Bar Certificates must be submitted through the U.S. District Court's Case Management/Electronic Case Filing system ("CM/ECF"). **The use of an e-mailed credit card authorization form to the Clerk's Office will no longer serve as the method to request a form and will not be available.** DO NOT submit e-mails to the Clerk's Office requesting certificates and DO NOT send the Credit Card Authorization form to the Clerk's Office. Certificates will be provided electronically as a downloadable pdf. Requests for certificates provided in paper may be permissible under extenuating circumstances – contact the Attorney Services Division [COD\\_AttorneyServices@cod.uscourts.gov](mailto:COD_AttorneyServices@cod.uscourts.gov), or 303-335-2466.

The following information under the bullet points below will be required from attorneys for identification purposes during the CM/ECF Certificate Request process.

- **Your Current Name as reflected in your PACER / CM/ECF Account**

You will be logging on as the attorney who is requesting the certificate. Single requests with single payments must be made, with no more than one attorney in each submission. Since you will be filing your request in PACER / CM/ECF, the name on the certificate will be the one under which you are registered in CM/ECF. **If your name has changed since you registered in PACER / CM/ECF, please first submit a name/address/contact info. request through PACER.** Instructions for making such changes are available on the U.S. District Court website's [General Attorney Information](#) page under "[Change of Contact Information Instructions.](#)"

- **Your "In Good Standing" Bar Status and Date of U.S. District Court Admission**

You **must** first confirm your bar status by clicking the Attorney Status link [here](#). You will be searching for your **bar status** and **date of admission**, as shown in the highlighted lines in the example below.

**Mary Frances Lathrop**  
Law Offices of Mary Frances Lathrop LLC  
901 19th Street  
Denver, CO 80294-3589  
Email: [mary\\_lathrop@law.pioneer.com](mailto:mary_lathrop@law.pioneer.com)  
Phone: 303-335-1111  
Fax: 303-335-1112  
Admission Status: In Good Standing  
Date of Admission: 12/10/1897

The Attorney Status page on the court website is:  
<https://www.cod.uscourts.gov/CMECF/AttorneyStatus.aspx>

**Reminder - attorneys who are administratively removed from the attorney roll ("Admin Removal") are NOT eligible for a Certificate of Good Standing.** For more information, contact the court's Attorney Services Division here:  
[COD\\_AttorneyServices@cod.uscourts.gov](mailto:COD_AttorneyServices@cod.uscourts.gov) or call 303-335-2466.

The court can only provide a Certificate of Good Standing to attorneys who are currently in good standing with this court, because court staff are *certifying* by means of a certificate that you are *currently in good standing*. If you are not in good standing because of disciplinary conduct, visit the [Attorney Discipline](#) page on the website to learn about the disciplinary process and reinstatement. See [D.C.COLO.LAttyR 11 – Reinstatement and Readmission](#).

If you are not in good standing due to administrative removal see the [Attorney Admission Information](#) page on the court’s website, under the heading “**If You Are NEW to the District of Colorado and DO Have a PACER Account – Or, if you have been ADMINISTRATIVELY REMOVED, follow the directions below**” and follow the procedures for readmission, which means you will be reapplying for admission.

**NOTE: If you submit a request for a Certificate of Good Standing without first checking your status, and you are NOT in good standing – including Administrative Removal – your request will be rejected and the court WILL NOT PROVIDE A REFUND.**

- **The E-mail Address You Wish the Court to Send the Certificate**

Court staff will process your request submission and will send a completed bar certificate (pdf) to a designated e-mail recipient that you provide in the request process. If it is preferable for a legal assistant to receive the certificate, please use the legal assistant’s e-mail address. The system allows only one e-mail recipient. Please note that the system will allow you to add more than one e-mail recipient for the receipt of your *payment transaction*, not the certificate.

- **Have a Credit Card Ready**

You will be charged a fee for when ordering a certificate. You will have the option of using the credit card assigned to your PACER account, or you may enter a different credit card. ACH payments are not available, and the payment must be made online during the request, not separately by check, money order, or cash.

- **Federal Agency Attorney (Department of Justice or Other Executive Branch Attorney; Legislative Branch (GAO, House or Senate Counsel); or Judicial Branch (Federal Public Defender)? Please contact the U.S. District Court’s Clerk’s Office**

Processing Certificates of Good Standing or Duplicate Bar Certificates for federal agency attorneys requires a special procedure because of the typically provisional nature of federal attorney admission status. Contact the U.S. District Court’s Clerk’s Office, Attorney Services Division by e-mail: [cod\\_attorneyservices@cod.uscourts.gov](mailto:cod_attorneyservices@cod.uscourts.gov), or call 303-335-2466.

- **Primary Bar Number**

The purpose of entering a bar number is assist the court in verifying your USDC bar admission and identifying you in the event there is another attorney(s) with a similar name.

- If you are a member of the Colorado bar, enter your Colorado bar number preceded by “CO” followed by your bar number. For example, “CO28567.”
- If you are not a member of the Colorado bar, enter your primary jurisdiction bar number (the state in which you practice primarily). If you are unsure, court staff have resources to research your bar number, but it is helpful if you know it and can enter it in the space.
- Example: if your home state is Texas, with bar number is “34110547,” enter “TX34110547.”

### III. Filing Fee

#### Credit Card Payment in CM/ECF

The \$21 filing fee (as of December 1, 2023) for the Certificate of Good Standing and Duplicate Bar Certificates are mandated under 28 U.S. Code § 1914 (see U.S. District Court [Schedule of Fees](#)) and will be tendered to the Clerk of Court during the process of requesting the certificate in CM/ECF. During the online submission process, do **not** abandon the request after the fee is paid and do **not** use the back arrow / return function. You must continue the process until you reach the **Notice of Electronic Filing** screen. The payment of Certificates of Good Standing and Duplicate Bar Certificates, as well as the processing of those certificate requests by court staff, are operations done only through CM/ECF and PACER, and not by submission of cash, check, money order, or credit card sent directly to the Court.

#### No Refunds

Once a request is submitted through the CM/ECF system, **refunds are not available** – this includes requesters who change their mind about a purchase or those who don't check the bar status and the attorney has been administratively removed or is otherwise ineligible.

### IV. Initial Login to PACER – CM/ECF

To start the process of requesting either a Certificate of Good Standing or a Duplicate Bar Certificate, you will need to sign on to PACER for e-filing in the District of Colorado's CM/ECF page, because you will be *filing* your request for a certificate in an actual "miscellaneous" case. Please follow these three steps to log on to the District of Colorado's CM/ECF page through PACER.

- On a web browser go to PACER.gov: <https://pacer.uscourts.gov/>
- Select "Manage Your Account."



- Select the "Manage My Account Login" button:



**Manage My Account**  
 RAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... T

Enter your PACER credentials to update personal information, register to  
 an online payment, or to perform other account maintenance functions.

**Login**  
 \* Required information

**Username \***

**Password \***

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

This is a restricted government website for official PACER use only. All activities of PACER subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to PACER, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.

- Enter your PACER Central Sign-On Username and Password.

**Manage My Account**  
 TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ... TRAIN ...

<b>Account Number</b>	7043617
<b>Username</b>	cosfields9876
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Inactive
<b>Account Type</b>	Upgraded PACER Account

Settings | **Maintenance** | Payments | Usage

[Update Personal Information](#) | [Attorney Admissions / E-File Registration](#)  
[Update Address Information](#) | [Non-Attorney E-File Registration](#)  
[Update E-File Email Noticing and Frequency](#) | [Check E-File Status](#)  
[Display Registered Courts](#) | [E-File Registration/Maintenance History](#)

- Once logged in, select “Display Registered Courts” under the Maintenance tab.

**Manage My Account**  
 N ... TRAIN ... TRAIN

<b>Account Number</b>	7043617
<b>Username</b>	cosfields9876
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Inactive
<b>Account Type</b>	Upgraded PACER Account

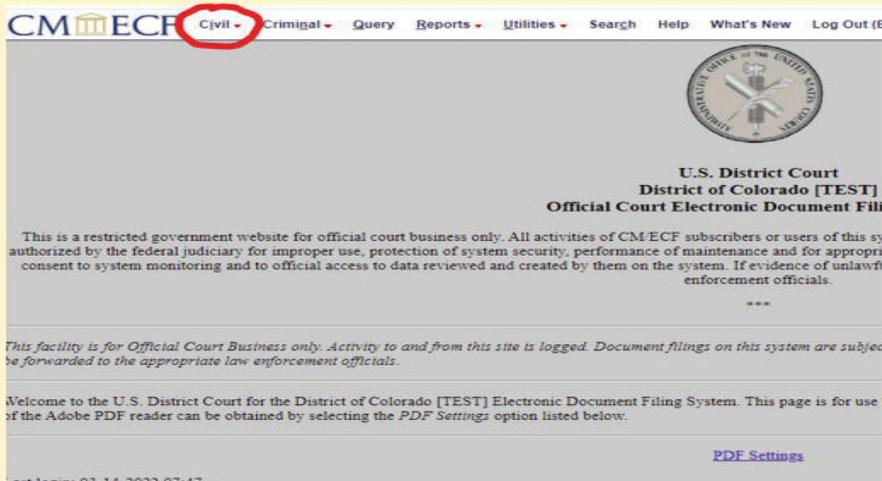
**Display Registered Courts**

**U.S. District Courts**  
[Colorado District Court \(test\)](#)

- Select “District of Colorado.” You will then be on the Home page of CM/ECF for the District of Colorado. Proceed to Steps V or VI.

## V. Submitting the Request for a Certificate of Good Standing

Log onto **PACER / CM/ECF District of Colorado** for FILING purposes – because you will be filing your request – and select **Civil** from the white CM/ECF menu bar. Next click **Other Documents** and choose the **Certificate of Good Standing** event, then click **Next**. See screen images below.



- Select **Civil** from the CM/ECF Home Screen



- Select **Other Filings** → **Other Documents**

CM/ECF Civil Criminal Query Reports Utilities Search Help What's New

Other Documents

Request Click your selection, or use arrows to highlight it and press Enter.

Available Events (click to select an event)

- CJA - Travel Request (Non-Defendant)
- CJA 24 - Transcript Request
- Notice of Intent to Request Redaction
- Redaction Request - Transcript
- Request for Certificate of Good Standing
- Request for Duplicate Bar Certificate
- Summons Request

Selected Event

Next Clear

- Type “Request” in the **Other Documents** search tool

CM/ECF Civil Criminal Query Reports Utilities Search Help What's New

Other Documents

request Click your selection, or use arrows to highlight it and press Enter.

Available Events (click to select an event)

- CJA - Travel Request (Non-Defendant)
- CJA 24 - Transcript Request
- Notice of Intent to Request Redaction
- Redaction Request - Transcript
- Request for Certificate of Good Standing
- Request for Duplicate Bar Certificate
- Summons Request

Selected Event

Request for Certificate of Good Standing

Next Clear

- Select the Docket Event **Request for Certificate of Good Standing** in the “Available Events” box. Hit **Next**.

CM/ECF Civil Criminal Query Reports Utilities Search Help What's New

Other Documents

Civil Case Number

22-mc-5000 Find This Case

Next Clear

- Enter the case number, which is **22-mc-5000** (the designated case number for all attorney requests for Certificates of Good Standing). Your Certificate of Good Standing request is considered a **miscellaneous** (“mc”) case.

CM/ECF Civil Criminal Query Reports Utilities Search Help What's New

Other Documents

1:22-mc-05000 In re: Certificate of Good Standing

Next Clear

- CM/ECF locates the case and case number of “In re Certificate of Good Standing.”

- Next, the following message is displayed that is directed towards federal attorneys only: “If you are an attorney employed by the United States Government and serving in a legal capacity for it, you will not be able to order your certificate online. The court apologizes for any inconvenience.”



- The next screen advises all requestors to submit only a request for themselves, not another attorney.

- **The next page of the Certificate Request process is critical** – in this screen, you will enter your Bar Number (explained below), your date of U.S. District Court admission, and the e-mail address you wish the court to send your completed certificate as the recipient.
- **Bar Number.** The purpose of entering a bar number is assist the court in verifying your USDC bar admission and identifying you in the event there is another attorney(s) with a similar name.
  - If you are a member of the Colorado bar, enter your Colorado bar number preceded by “CO” followed by your bar number. For example, “CO28567.”
  - If you are not a member of the Colorado bar, enter your primary jurisdiction bar number (the state in which you practice primarily). If you are unsure, court staff have resources to research your bar number, but it is helpful if you know it and can enter it in the space.
  - For example, if your home state is Texas, and your bar number is “34110547,” enter “TX34110547.”

- **Date of Admission.** Enter the date reflected on your Attorney Status search result:

**Mary Frances Lathrop**  
 Law Offices of Mary Frances Lathrop LLC  
 901 19th Street  
 Denver, CO 80294-3589  
 Email: mary\_lathrop@law.pioneer.com  
 Phone: 303-335-1111  
 Fax: 303-335-1112  
 Admission Status: In Good Standing  
 Date of Admission: 12/10/1897

- E-mail Recipient. Add the name of either the attorney or some other person who will be responsible for receiving and saving/printing the certificate (a legal assistant or other office staff, for example). The screen directs the requestor to enter an e-mail address because **“The Certificate of Good Standing will be e-mailed to the e-mail address you designate here.”**

CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

Other Documents

[1:22-mc-05005 Certificate of Good Standing](#)

CO Attorney bar number:

Date of admission in U.S. District Court:

The Certificate of Good Standing will be emailed to the email address you designate here:

CM ECF Civil Criminal Query Reports Utilities Search Help Log Out

Other Documents

[1:22-mc-05005 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: \$20

- The advisement to complete the process without hitting the “back” button/arrow warns the user that failing to complete the procedure will result in a charge without a certificate. If you are positive that you wish to complete the process, click “Next.”

- You will then be presented with the payment screens available through PACER:

**Manage My Account**

TRAIN ... TRA

Account Number	7043617
Username	cosfields9876
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account

**Pay Filing Fee for Colorado District Court (test)**

\* Required Information

**Payment Amount**

Amount Due \* **\$20.00**

**Select a Payment Method**

Test  
Sally Fields  
XXXXXXXXXXXX4747

- The “Pay Filing Fee” online payment process will populate with the Certificate fee, currently \$21.

**Pay Filing Fee for Colorado District Court (test)**

\* Required Information

**Payment Amount**

Amount Due \* **\$20.00**

**Select a Payment Method**

Test  
Sally Fields  
XXXXXXXXXXXX4747  
01/2040

Enter a credit card

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

[Next](#) [Cancel](#)

- Choose your credit card registered on PACER or enter a different credit card. Note that there is no ACH transaction option. Select “Next.”

Account Number	7043617
Username	cosfields9876
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account

**Pay Filing Fee for Colorado District Court (test)**

**Payment Summary**

Payment Method	Payment Details
Test XXXXXXXXXXXX4747 01/2040  Sally Fields 5678 Indictment Way Denver, CO 80290 USA	Payment Amount \$20.00 Fee Type Filing Fee

- Here you have selected your registered credit card. Select “Next.”

- The next screen in the PACER payment process requires you to confirm you have confirmed the “**Attorney Status**” search to confirm that you have “In Good Standing” status. Answer “**Yes.**”

The screen also asks where you wish the **receipt of your transaction** (not the actual certificate) to be sent (presumably your preferred office/personal e-mail address). Note that you may also add one or more e-mail addresses – a legal assistant, office manager, firm accounting office, etc. Add the e-mail addresses, confirm the credit card authorization question, and click “Submit.”

The screenshot shows a web form with three main sections. The first section, titled "Court Specific", contains a label "Checked the court's website to verify attorney standing\*" and a text input field containing the word "Yes". The second section, titled "Email Receipt", contains three labels: "Email", "Confirm Email", and "Additional Email Addresses". Each label has a corresponding text input field. The "Email" and "Confirm Email" fields both contain "usdcoloradocso+sfields@gmail.com". The "Additional Email Addresses" field contains "mark\_fredrickson@cod.uscourts.gov". The third section, titled "Authorization", contains a checked checkbox and the text "I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement.\*".

This screenshot shows the same "Email Receipt" and "Authorization" sections as the previous one. Below the "Authorization" section, there is a note: "Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit." At the bottom of the form, there are three buttons: "Submit", "Back", and "Cancel".

- You are now ready to complete the Request for Certificate of Good Standing submission. CM/ECF will present you with the docket entry text (remember, this will be an entry on an actual miscellaneous case docket), which includes the attorney's name who is requesting the certificate, the amount paid, to whom the certificate will be sent by e-mail, the date of the request, and a receipt number. If all appears correct, select "Next."

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Other Documents  
[1:22-mc-05005 Certificate of Good Standing](#)

Docket Text: Modify as Appropriate.  
 Request for Certificate of Good Standing for Sally Fields (9876) \$20, receipt number ACOXDC-1768907. Address to email certificate:mark\_fredrickson@cod.uscourts.gov. 4/20/2018

NOTE: Your certificate will be emailed to the designated email after verification and processing. (Fields, Sally)

Next Clear

- An advisement is given that the transaction will be final. Select "Next" and ignore the "Have you redacted" question.

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Other Documents  
[1:22-mc-05005 Certificate of Good Standing](#)

Docket Text: Final Text  
 Request for Certificate of Good Standing for Sally Fields (9876) \$20, receipt number ACOXDC-1768907. Address to email certificate:mark\_fredrickson@cod.uscourts.gov. 4/20/2018

NOTE: Your certificate will be emailed to the designated email after verification and processing. (Fields, Sally)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction. Have you redacted?

Next Clear

- Your request for a Certificate of Good Standing is completed, a docket entry in 22-mc-5000 is entered, you will receive an e-mail(s) with a receipt of the transaction, and a receipt number is provided in the docket entry. It is advisable to download or print this docket entry.

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Other Documents  
[1:22-mc-05005 Certificate of Good Standing](#)

U.S. District Court  
 District of Colorado [TEST]

Notice of Electronic Filing

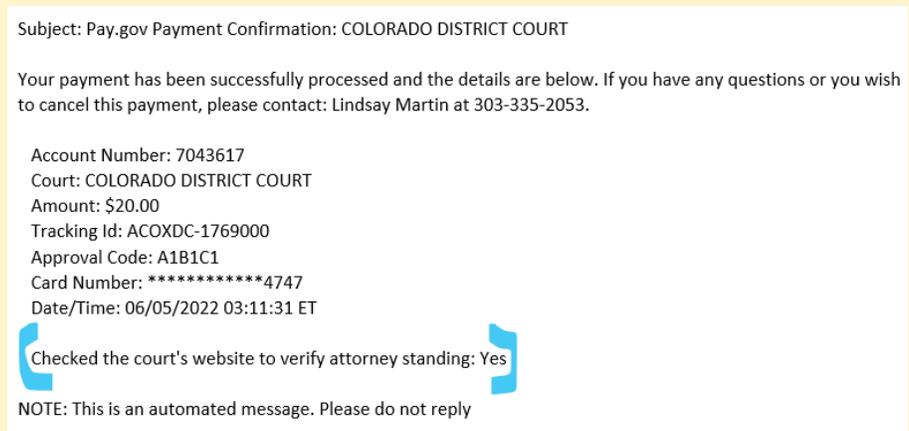
The following transaction was entered by Fields, Sally on 5/13/2022 at 9:54 AM MDT and filed on 5/13/2022  
 Case Name: Certificate of Good Standing  
 Case Number: [1:22-mc-05005](#)  
 Filer: [redacted]  
 Document Number: 8(No document attached)

Docket Text:  
 Request for Certificate of Good Standing for Sally Fields (9876) \$20, receipt number ACOXDC-1768907. Address to email certificate:mark\_fredrickson@cod.uscourts.gov. 4/20/2018

NOTE: Your certificate will be emailed to the designated email after verification and processing. (Fields, Sally)

1:22-mc-05005 Notice has been electronically mailed to:  
 [redacted]  
 1:22-mc-05005 Notice has been mailed by the filer to:  
 [redacted]

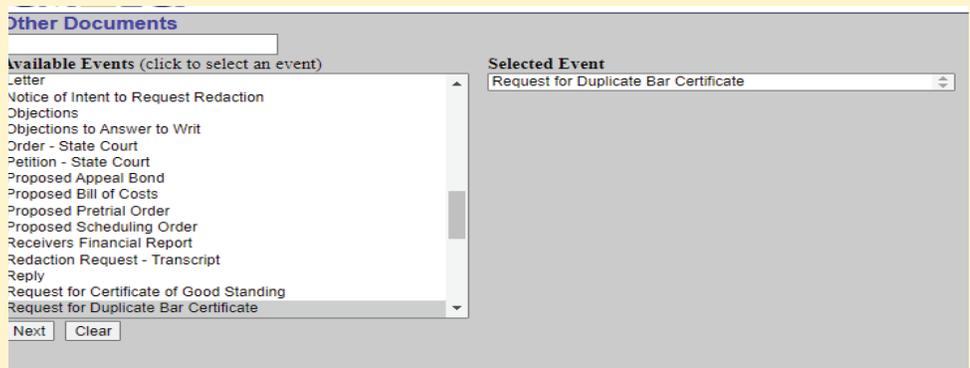
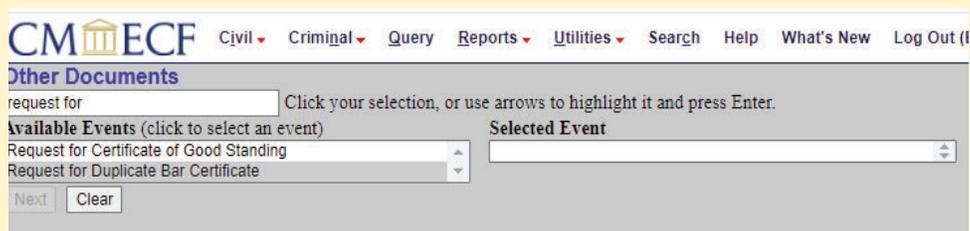
- The e-mail you receive from PACER to confirm payment and completion of the transaction will read as follows below; notice the confirmation that the requestor checked the court’s website to verify In Good Standing status:



## VI. Requesting a Duplicate Bar Admission Certificate

If you have lost your original certificate or wish to have a second bar admission certificate, you may request a duplicate **electronic** [pdf] certificate (though it will be signed by the current Clerk of Court and with the new date of issuance). The request process generally follows the same procedure as the *Submitting a Request for a Certificate of Good Standing* process described above, but differs as follows:

- Search for “Request for Duplicate Bar Certificate” in Civil Events → Other Filings → Other Documents. Select “Next” to proceed with the request.



- Enter the request in the **Civil Case Number** search box as case no. **22-mc-5001**, **In re: Duplicate Bar Certificate**, and **NOT** in case no. 22-mc-5000, **In re: Certificate of Good Standing**, which is reserved for Certificate of Good Standing requests.

Enter **22-mc-5001**:

The screenshot shows the CM/ECF search interface. At the top, there are navigation tabs: Civil, Criminal, Query, Reports, and Utilities. Below the tabs is the 'Other Documents' section. Underneath, there is a 'Civil Case Number' label and a text input field containing '1:22-mc-5001'. Below the input field are two buttons: 'Next' and 'Clear'.

CM/ECF will search for **22-mc-5001 In re: Duplicate Bar Certificate**. Select “Next.”

The screenshot shows the search results page. The case name '1:22-mc-05001 In re: Duplicate Bar Certificate' is displayed in blue text. Below the case name are two buttons: 'Next' and 'Clear'.

- Follow the same process as used for Certificate of Good Standing requests, including payment of the fee imposed under 28 U.S. Code § 1914. The final confirmation and docket entry of your request will appear like so:

The screenshot shows the docket entry for the case. At the top, it says 'Other Documents' and '1:22-mc-05001 In re: Duplicate Bar Certificate'. Below that, it says 'U.S. District Court' and 'District of Colorado'. The main section is titled 'Notice of Electronic Filing' and contains the following information: 'The following transaction was entered by Fields, Sally on 6/5/2022 at 1:12 AM MDT and filed on 6/5/2022'. The 'Case Name' is 'In re: Duplicate Bar Certificate', the 'Case Number' is '1:22-mc-05001', the 'Filer' is 'Fields, Sally', and the 'Document Number' is '8 (No document attached)'. Below this, the 'Docket Text' is: 'Request for Duplicate Bar Certificate for Sally Fields Colorado attorney bar number 28576 \$20, receipt number ACOXDC-1769000. Address to email certificate:edward\_butler@cod.uscourts.gov Date of admission in U.S. District Court:6/8/98 NOTE: Your certificate will be emailed after verification and processing. (Fields, Sally)'. At the bottom, it says '1:22-mc-05001 Notice has been electronically mailed to:' and '1:22-mc-05001 Notice has been mailed by the filer to:'.

## VII. After the Request is Filed

The Clerk's Office will receive your request and you will be sent a separate e-mail that contains a pdf version of your Certificate of Good Standing or Duplicate Bar Certificate. **The processing time for certificate requests is approximately 2 to 3 days.**

**Certificate requests are handled in the order in which they are received – phone calls or e-mails requesting expedited processing will not be honored**, as the Attorney Services Division of the Clerk's Office does not permit "queue-jumping."

When the Clerk's Office has completed the processing of your request, you will receive either a rejection notice, indicating that you are not eligible for a certificate of good standing (administrative removal status, or some form of disciplinary status) **or** you will receive notice that the certificate has been issued. If the latter, the **Notice of Electronic Filing** will appear similar to this:

**This is an automatic e-mail message generated by the CM/ECF system. Please DO NOT RESPOND to this e-mail because the mail box is unattended.**

**\*\*\*NOTE TO PUBLIC ACCESS USERS\*\*\*** Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing. However, if the referenced document is a transcript, the free copy and 30 page limit do not apply.

U.S. District Court - District of Colorado

### Notice of Electronic Filing

The following transaction was entered on 6/5/2022 at 2:56 AM MDT and filed on 6/5/2022

Case Name:	In re: Certificate of Good Standing
Case Number:	<a href="#">1:22-mc-05000</a>
Filer:	
Document Number:	<a href="#">15</a>

### Docket Text:

Attached is the Certificate of Good Standing you requested from the District of Colorado. This electronic document is the only version of the certificate you will receive. To retrieve your certificate, click the document number link associated with this Notice of Electronic Filing or docket entry. If presented with the login page, enter your PACER login and password to authenticate who you are. You have 15 days from the filed date to view the document for free through the email. After the 15 days, you will have to log into PACER to retrieve your certificate and could incur a charge. Be sure to PRINT and/or SAVE the document locally at the initial viewing. (Butler, Edward)

1:22-mc-05000 Notice has been electronically mailed to:

## VIII. FYI - Requests for Bar Admission Status from State Bar Authorities

State bar boards of admission often request original certificates of good standing or bar admission certificates in either a paper format or paper format with additional certification (i.e., "exemplification") from the Clerk's Office. These are generally not provided but may be available under extenuating circumstances. Please be aware that for efficiency reasons the District of Colorado Clerk's Office provides **electronic** format certificates in pdf, ordered by counsel following the procedures described in the previous sections of these Instructions..

A state bar board is welcome to use the Attorney Status service available on this website [HERE](#) to determine a District of Colorado bar member's current status, or is welcome to call the court's Attorney Services Division at 303-335-2466 or e-mail [cod\\_attorneyservices@cod.uscourts.gov](mailto:cod_attorneyservices@cod.uscourts.gov) to confirm a bar member's status or disciplinary history. The Clerk's Office will not provide copies of members' bar application records.

## IX. Appendices

- **None at this time.**