

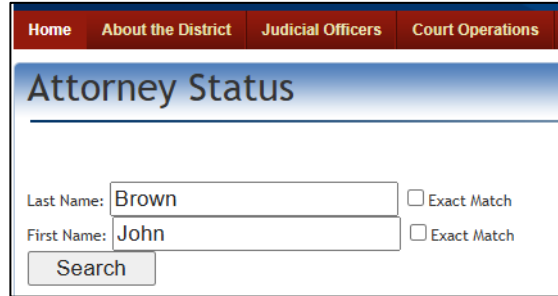
**Instructions for Requesting a Certificate of Good Standing  
or Duplicate Bar Certificate**

*Attorneys employed by a federal agency (e.g. Department of Justice, Federal Public Defender, etc.) are provisionally admitted, meaning a Certificate of Good Standing cannot be provided as outlined above. Instead, these attorneys should contact the Attorney Services Division for additional assistance at 303-335-2466 or via email at [cod\\_attorneyservices.@cod.uscourts.gov](mailto:cod_attorneyservices@cod.uscourts.gov).*

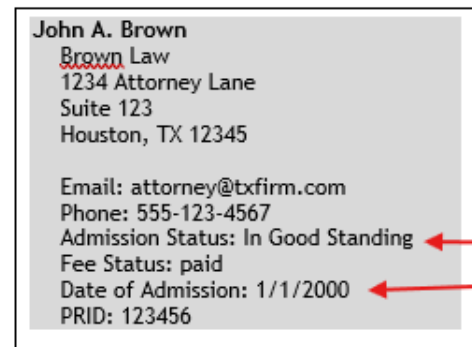
Before logging into PACER, take the following steps:

1. The certificate will be produced to reflect the attorney's name as indicated in the District of Colorado's CM/ECF. Verify that the attorney's name in CM/ECF is current. If the attorney's name has changed, update it before submitting the request for a certificate.

2. Confirm that the attorney is In Good Standing by searching for the attorney's name using the [Attorney Status tool](#).



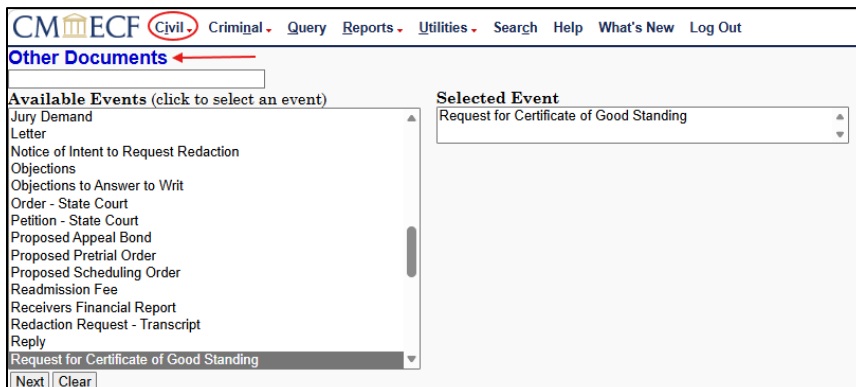
3. In addition to Admission Status, take note of the attorney's Date of Admission.




4. Locate the attorney's primary bar number. This is usually the state court jurisdiction in which the attorney practices the most. The primary bar number is formatted with the state abbreviation followed by the number (e.g. Texas bar number = TX12345).

After verifying this information, proceed as follows:


5. Log into PACER, then route to the Colorado District Court's CM/ECF page.
6. Go to **Civil** → [Other Filings] **Other Documents**.
7. Select either **Request for Certificate of Good Standing** or **Request for Duplicate Bar Certificate**, then **Next**.



8. You will be prompted to enter a Civil Case Number. This will be a miscellaneous case through which the request is processed.
  - a. If requesting a Certificate of Good Standing, enter **22-mc-5000**, then **Next**.
  - b. If requesting a Duplicate Bar Certificate, enter **22-mc-5001**, then **Next**.
9. Proceed through the following screens until prompted for the primary bar number, date of admission, and email address to which the certificate should be mailed. Enter this information as verified in Step 3 above.

 <a href="#">Civil</a> ▾ <a href="#">Criminal</a> ▾ <a href="#">Query</a> <a href="#">Reports</a> ▾ <a href="#">Utilities</a> ▾ <a href="#">Search</a> <a href="#">Help</a> <a href="#">What's New</a> <a href="#">Log Out</a>	
<b>Other Documents</b>	
<a href="#">1:22-mc-05000 In re: Certificate of Good Standing</a>	
CO Attorney bar number:	<input type="text" value="TX12345"/>
Date of admission in U.S. District Court:	<input type="text" value="1/1/2000"/>
The Certificate of Good Standing will be emailed to the email address you designate here:	<input type="text" value="attorney@txfirm.com"/>
<input type="button" value="Next"/>	<input type="button" value="Clear"/>

10. After verifying the \$21 fee amount to be charged, you will route to PACER to pay the “filing fee” for the certificate. Select the credit card of your choice, then **Next**. Verify the email address and **Submit** the transaction.

Account Number	7043617
Username	cosfields9876
Account Balance	\$0.00
Case Search Status	Inactive
Account Type	Upgraded PACER Account
<b>Pay Filing Fee for Colorado District Court (test)</b>	
<b>Payment Summary</b>	
<b>Payment Method</b>	<b>Payment Details</b>
 Test XXXXXXXXXXXXX4747 01/2040  Sally Fields 5678 Indictment Way Denver, CO 80290 USA	Payment Amount \$21.00 Fee Type Filing Fee

11. You will return Colorado District Court’s CM/ECF. A verification screen will reflect transaction information. Work your way through the following screens by selecting **Next** until you reach the Notice of Electronic Filing (NEF) screen. This is your indication that the request has been successfully processed.

PACER will send an emailed receipt of the transaction. Requests are usually processed in 2-3 business days, in the order in which they are received. When the certificate has been prepared, the attorney will receive an NEF advising that the certificate has been issued and can access the attached certificate via an imbedded link.