

Procedure for Filing a Request for a Certificate of Good Standing

Background

Certificates of good standing may be issued to attorneys who are admitted and licensed to practice before the highest court of any state, who have no current disciplinary actions recorded, and who are current with all dues required by the district. See NeGenR 1.7(d) and (h).

Attorneys may request certificates of good standing by telephone or letter. Effective August 23, 2010, attorneys may also request certificates of good standing electronically through CM/ECF. A \$19.00 fee is collected for each certificate issued. Attorneys who request certificates through CM/ECF may pay the required fee online.

Filing request and payment of certificate of good standing

Follow these steps to request the certificate of good standing and pay the fee online:

| STEP | ACTION |
|------|---|
| 1 | Log in to CM/ECF using your court-assigned CM/ECF login and password. <u>Note:</u> Each attorney must pay the fee using his or her own CM/ECF login and password. Multiple attorneys from the same firm cannot pay their fees at the same time. |
| 2 | On the blue menu bar in CM/ECF, click Civil > Miscellaneous Fees > Certificate of Good Standing . |
| 3 | Select Certificate of Good Standing from the list of available events and click Next . The case number will be displayed. Click Next . <u>Note:</u> This is a generic case number used only for payment of the certificate of good standing fee. This event is a text-only entry and does not require the preparation or uploading of a PDF document. |
| 4 | Type the name of the attorney paying the fee. Click Next . |
| 5 | The screen will display a message that a \$19.00 administrative fee will be charged. Click Next . |
| 6 | Enter the personal and payment information under either Option 1: Pay Via |

| STEP | ACTION |
|------|--|
| | Bank Account OR Option 2: Pay Via Plastic Card and click Continue with ACH Payment or Continue with Plastic Card Payment . |
| 7 | Check the I authorize a charge to my account for the above amount box and click Submit Payment . Click Next . <u>Note:</u> Clicking Next on this screen commits your transaction. You will have no further opportunity to modify this transaction if you continue. |
| 8 | The Docket Text: Final Text screen appears. Click Next . The Notice of Electronic Filing screen appears informing you that you have paid your certificate of good standing fee. <u>Note:</u> No electronic notice will be sent for this event because there are no parties or attorneys added to the case. You should print or save the Notice of Electronic Filing screen for a record of this transaction. |
| 9 | The clerk's office will issue a certificate of good standing and e-mail the certificate to the attorney. If an e-mail address is not provided, the certificate will be mailed to the attorney via U.S. postal service. |

Changes to e-mail and mailing addresses

To make changes to your e-mail or mailing address, click **Utilities > Maintain Your Address > Maintain Your E-mail**. Make the necessary changes or corrections to your information.

Note: If your name is linked to a law firm, you will not be able to change your mailing address. If this is the case, notify the clerk's office at (866) 220-4381 (Omaha) or (866) 220-4379 (Lincoln) and the staff will make the appropriate change for you.

Revision control log

| Date | Comments | By |
|----------|-----------------------------|-----|
| 11/07/11 | Updated to reflect new fee. | JLS |
| 12/01/16 | Updated to reflect new fee. | DKM |

