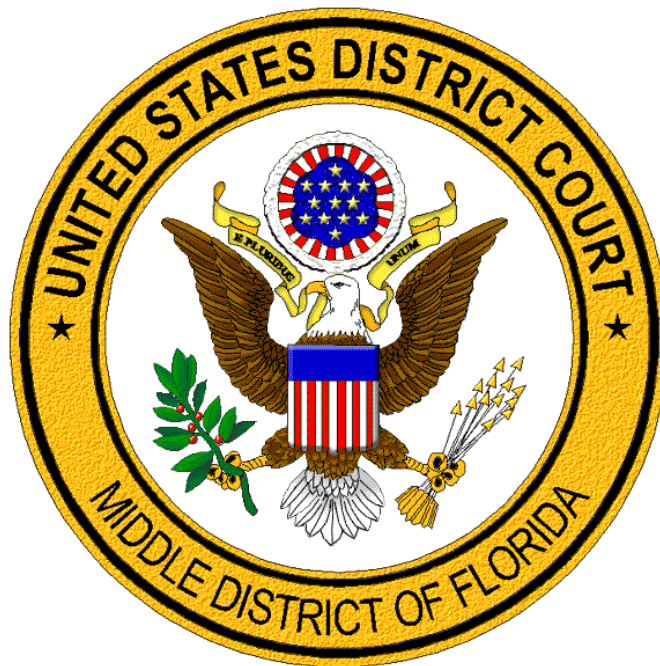


**UNITED STATES DISTRICT COURT  
MIDDLE DISTRICT OF FLORIDA**



**REQUESTING A CERTIFICATE OF  
GOOD STANDING**

**A GUIDE FOR LAWYERS**

## Certificates of Good Standing

A lawyer may request a Certificate of Good Standing from the Court. A Certificate of Good Standing is a standard AO form (AO136). Lawyers must log into CM/ECF to request a Certificate of Good Standing. The functionality for requesting a Certificate of Good Standing is available to lawyers through CM/ECF (<https://ecf.flmd.uscourts.gov/>).

There are two options for requesting a Certificate of Good Standing in CM/ECF.

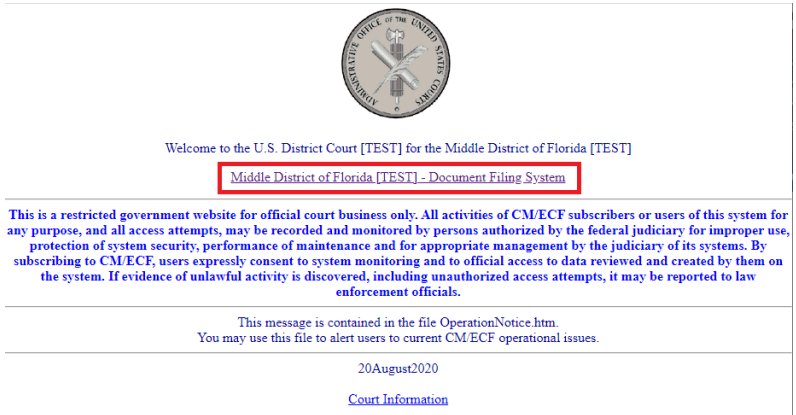
- [Certificate of Good Standing – Electronic PDF](#)
  - A certificate of good standing will be emailed to the lawyer.
- [Certificate of Good Standing – Original With Raised Seal](#)
  - A docket entry is made in the designated miscellaneous case.
  - Court staff will mail the Certificate of Good Standing with the raised seal to the lawyer at the address provided during docketing, within two (2) business days.


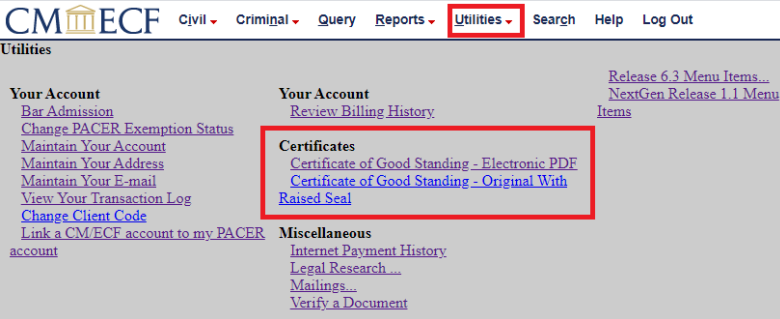
A lawyer must be in good standing with both The Florida Bar and the Middle District of Florida Bar to obtain a Certificate of Good Standing. **The Certificate of Good Standing will be created for the lawyer associated with the CM/ECF account.**

---

## Login to Middle District of Florida CM/ECF

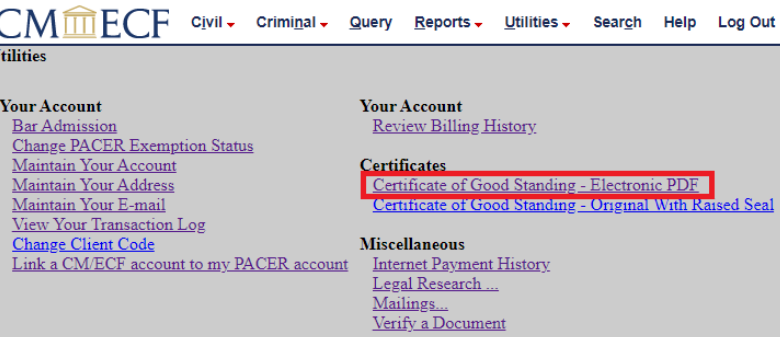
Log into CM/ECF to request a **Certificate of Good Standing**.


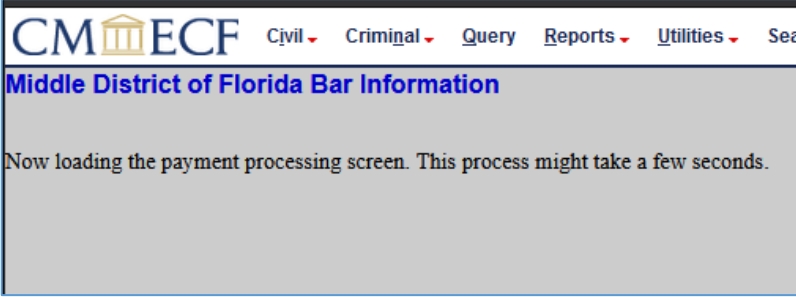
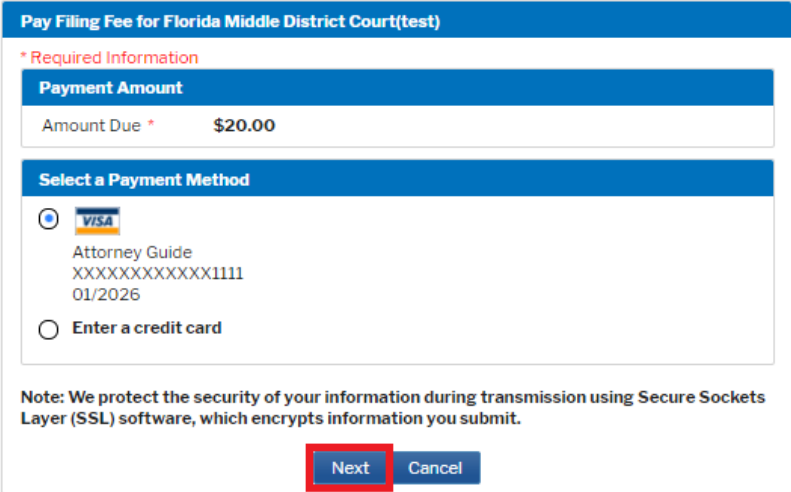
Step	Screen
<ul style="list-style-type: none"> <li>➤ If you are accessing CM/ECF from the court’s website, click the <b>Middle District of Florida – Document Filing System</b> link.</li> <li>➤ Login with your PACER username and password.</li> </ul>	

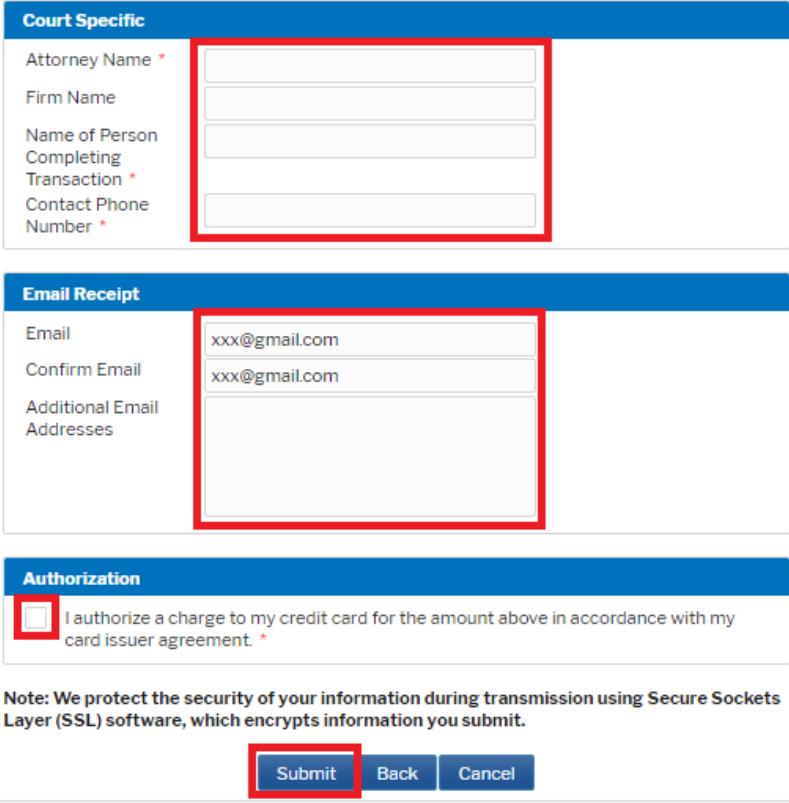
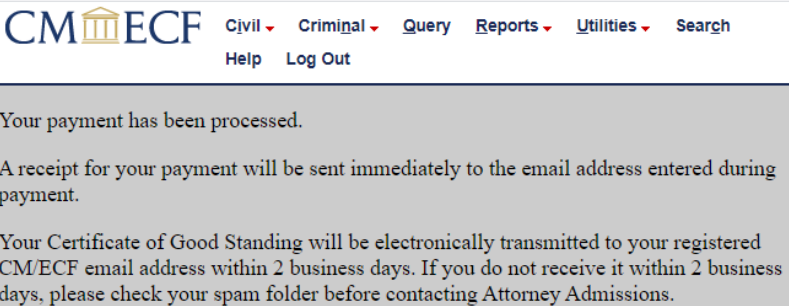
Step	Screen
<ul style="list-style-type: none"> <li>➤ If you are already logged into PACER. Go to the <b>Court Look Up</b> to access the Middle District or go to the <b>Maintenance</b> tab under <b>Manage My Account</b> and click <b>Display Registered Courts</b>.</li> <li>➤ Select <b>Florida Middle District Court</b> hyperlink.</li> </ul>	 <p>The screenshot shows the PACER Maintenance tab with a red box around the 'Maintenance' tab and another red box around the 'Display Registered Courts' link. Below, a blue bar reads 'Display Registered Courts'. Underneath, 'U.S. District Courts' is listed with 'Florida Middle District Court' highlighted by a red box. A 'Done' button is visible at the bottom right.</p>
<ul style="list-style-type: none"> <li>➤ Under the <b>Utilities</b> menu, select the type of <b>Certificate of Good Standing</b>.</li> <li>➤ <b>Certificate of Good Standing – Electronic PDF</b></li> <li>➤ <b>Certificate of Good Standing – Original with Raised Seal</b></li> </ul>	 <p>The screenshot shows the PACER Utilities menu. The 'Utilities' dropdown is highlighted with a red box. Under the 'Certificates' section, 'Certificate of Good Standing - Electronic PDF' is highlighted with a red box. Other options include 'Certificate of Good Standing - Original With Raised Seal'.</p>

## Certificate of Good Standing - Electronic PDF

An electronic **Certificate of Good Standing** is emailed to the requesting lawyer the following day.

Step	Screen
<ul style="list-style-type: none"> <li>➤ Select <b>Certificate of Good Standing – Electronic PDF</b>.</li> </ul>	 <p>This screenshot is identical to the one above, showing the 'Utilities' menu with 'Certificate of Good Standing - Electronic PDF' highlighted by a red box.</p>

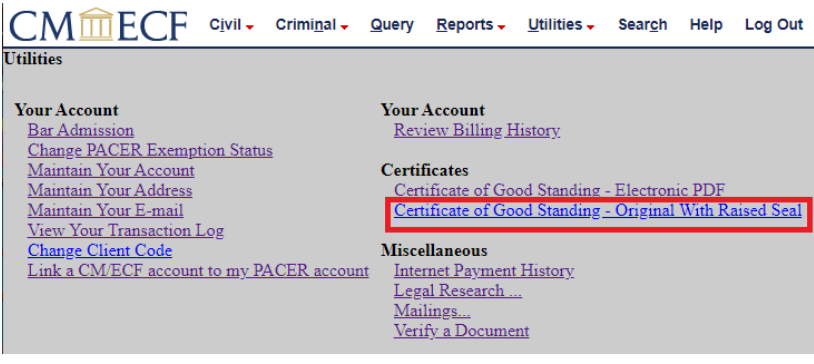

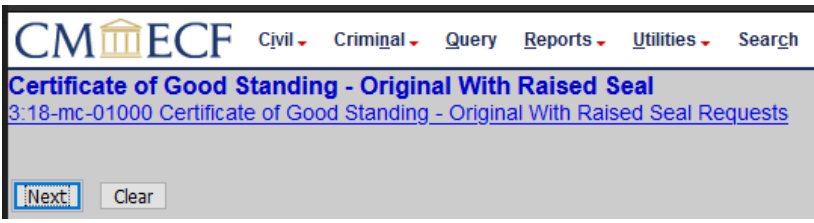

<ul style="list-style-type: none"> <li>➤ Verification of good standing and notice regarding fee requirement.</li> <li>➤ <b>NOTE:</b> The certificate of good standing will be created for the lawyer associated with the PACER account.</li> <li>➤ Select <b>Click to Pay</b>.</li> </ul>	<p style="text-align: center;"><b>Message for lawyer in good standing with both The Florida Bar and the Middle District of Florida.</b></p> <p style="text-align: center;"><a href="#">Middle District of Florida Bar Information</a></p> <p style="text-align: center;"><b>Certificate of Good Standing - Request</b></p> <p>Please hold while we review your membership status ...</p> <p>We have verified your membership status. Pursuant to the District Court Miscellaneous Fee Schedule, issued in accordance with 28 U.S.C. § 1914, there is a fee of 20.00 dollars which will be charged to your credit card. Your Certificate of Good Standing will be electronically transmitted to your registered CM/ECF email address which is: uscourtsfmd+AttorneyG@gmail.com . If this information is not correct, please select <a href="#">Maintain Your Account</a> to update your information.</p> <p>To complete your request, please select <a href="#">Click to pay</a> </p> <p><small>*For pay.gov email confirmation receipt provide email address in the last section, prior to payment submission *ACH payments: confirm routing number and account number prior to submission. Rejected or returned items will be subject to a \$53.00 fee.</small></p>
<ul style="list-style-type: none"> <li>➤ Transition to payment screens.</li> <li>➤ Do not click the Back button.</li> </ul>	
<ul style="list-style-type: none"> <li>➤ Select or enter your payment method.</li> <li>➤ When accurate, select <b>Next</b>.</li> </ul>	


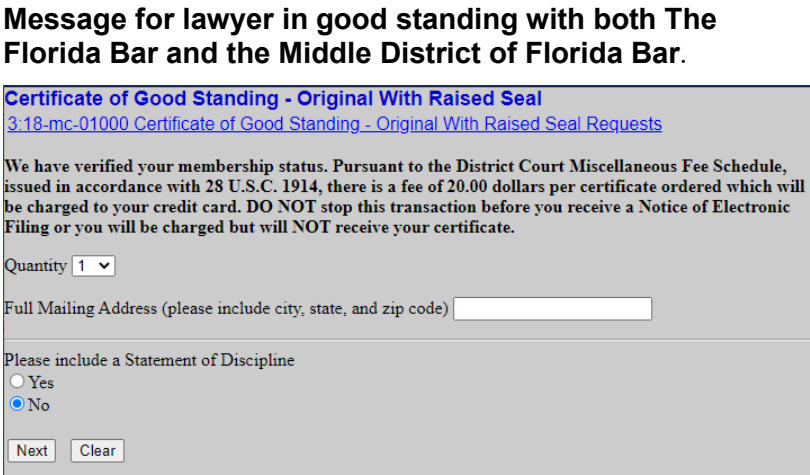
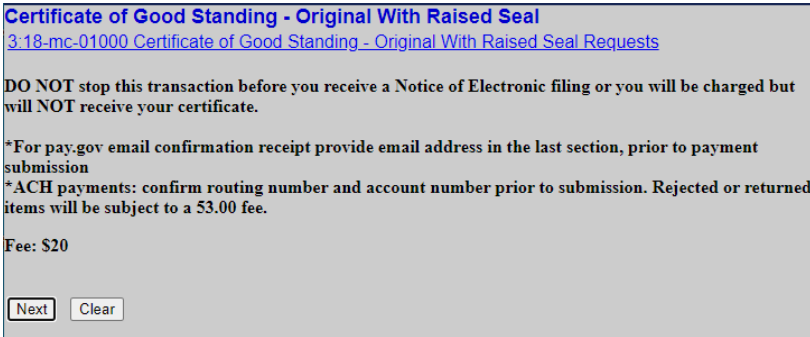

<ul style="list-style-type: none"> <li>➤ <b>Court Specific:</b> Enter requested information.</li> <li>➤ <b>E-Mail Receipt:</b> Enter email address(es) to receive a receipt.</li> <li>➤ <b>Authorization:</b> Review and mark.</li> <li>➤ When accurate, click <b>Submit</b>.</li> <li>➤ <b>Note: Do not click the Back button</b> as the payment is processing.</li> </ul>	 <p><b>Court Specific</b></p> <p>Attorney Name *  Firm Name  Name of Person Completing Transaction *  Contact Phone Number *</p> <p><b>Email Receipt</b></p> <p>Email  Confirm Email  Additional Email Addresses</p> <p><b>Authorization</b></p> <p><input type="checkbox"/> I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement. *</p> <p>Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.</p> <p>Submit Back Cancel</p>
<ul style="list-style-type: none"> <li>➤ When the user is returned to CM/ECF, a confirmation page will appear.</li> <li>➤ No docket entry is made in a case; there will not be an NEF.</li> </ul>	 <p>CM/ECF Civil Criminal Query Reports Utilities Search  Help Log Out</p> <p>Your payment has been processed.</p> <p>A receipt for your payment will be sent immediately to the email address entered during payment.</p> <p>Your Certificate of Good Standing will be electronically transmitted to your registered CM/ECF email address within 2 business days. If you do not receive it within 2 business days, please check your spam folder before contacting Attorney Admissions.</p>

<p>➤ <b>EXAMPLE:</b> E-mail confirmation of the payment.</p>	<p>Pay.gov Payment Confirmation: FLORIDA MIDDLE DISTRICT COURT(TEST) <span>Inbox x</span></p> <p><b>do_not_reply@psc.uscourts.gov</b> 10:33 AM (5 minutes ago) ☆ ↶</p> <p>to Your e-mail address</p> <p>This originated on a test/development server.</p> <p>Your payment has been successfully processed and the details are below. If you have any questions or you wish to cancel this payment, please contact: Megan Jaffe at 407-835-5644.</p> <p>Account Number: 70        Court: FLORIDA MIDDLE DISTRICT COURT(TEST)        Amount: \$20.00        Tracking Id: AFLMXDC        Approval Code: A1B1C1        Card Number: *****1111        Date/Time: 03/29/2021 10:33:46 ET</p> <p>Attorney Name: New Attorney        Name of Person Completing Transaction: Press Secretary</p> <p>NOTE: This is an automated message. Please do not reply</p>
<p>➤ <b>EXAMPLE:</b> E-mail containing the Certificate of Good Standing.</p>	<p>Certificate of Good Standing - Attorney Guide <span>Inbox x</span></p> <p><b>Do Not Reply</b> &lt;DO_NOT_REPLY@flmd.usco... 12:55 AM (7 hours ago) ☆ ↶ ⋮</p> <p>to Your e-mail address</p> <p>Attached is your Certificate of Good Standing from the Middle District of Florida. Please print and save the attached file for your records. Thank you.</p> <p>-----</p> <p>Important Note: This mailbox is not monitored. Please DO NOT Reply to this email. Direct all inquiries to Attorney Admissions.</p> <p>-----</p> <div data-bbox="678 1247 935 1419" style="border: 1px solid #ccc; padding: 5px; text-align: center;">  <p>UNITED STATES DISTRICT COURT Middle District of Florida</p> <p><b>PDF</b> Cogs-Doc0021074....</p> </div> <p style="text-align: center;"> <span>↶ Reply</span>    <span>↶ Reply all</span>    <span>➤ Forward</span> </p>

## Certificate of Good Standing - Original with Raised Seal

A **Certificate of Good Standing** with a raised seal is mailed to the lawyer at the address entered during the request after verification and processing.

Step	Screen
<ul style="list-style-type: none"> <li>➤ Select <b>Certificate of Good Standing – Original With Raised Seal</b>.</li> </ul>	 <p>The screenshot shows the CM/ECF Utilities page. The 'Certificates' section is highlighted with a red box, and the link 'Certificate of Good Standing - Original With Raised Seal' is selected.</p>
<ul style="list-style-type: none"> <li>➤ Under <b>Available Events</b>, click to select <b>Certificate of Good Standing – Original With Raised Seal</b>.</li> <li>➤ The event will display under <b>Selected Events</b>.</li> <li>➤ Click <b>Next</b>.</li> </ul>	 <p>The screenshot shows the 'Available Events' section of the CM/ECF interface. The 'Certificate of Good Standing - Original With Raised Seal' event is selected in the dropdown menu, and the 'Selected Event' section below it shows the same event name, both highlighted with a red box.</p>
<ul style="list-style-type: none"> <li>➤ The system is processing data behind the scenes.</li> <li>➤ Click <b>Next</b>.</li> </ul>	 <p>The screenshot shows a processing screen with the title 'Certificate of Good Standing - Original With Raised Seal' and a sub-header '3:18-mc-01000 Certificate of Good Standing - Original With Raised Seal Requests'. A 'Next' button is highlighted with a blue box.</p>
<ul style="list-style-type: none"> <li>➤ Notice regarding 2 business day processing time.</li> <li>➤ Click <b>Next</b>.</li> </ul>	 <p>The screenshot shows the same processing screen as the previous step, but with a notice: 'It takes approximately 2 business days to process a request. If a statement of discipline is needed, please include it in your request. There is no charge for this information.' The 'Next' button is highlighted with a blue box.</p>

Step	Screen
<ul style="list-style-type: none"> <li>➤ The system is processing data behind the scenes.</li> <li>➤ Click <b>Next</b>.</li> </ul>	
<ul style="list-style-type: none"> <li>➤ Verification of good standing and notice regarding fee requirement.</li> <li>➤ <b>Quantity:</b> Select quantity of certificates requested.</li> <li>➤ <b>Full mailing address:</b> Enter complete mailing address. This is where the certificate will be mailed.</li> <li>➤ <b>Statement of Discipline:</b> indicate selection by clicking radio button to mark yes or no.</li> <li>➤ Click <b>Next</b>.</li> </ul>	
<ul style="list-style-type: none"> <li>➤ Payment information.</li> <li>➤ Click <b>Next</b> after reading.</li> </ul>	
<ul style="list-style-type: none"> <li>➤ Transition to PACER website.</li> </ul>	



Step	Screen
<ul style="list-style-type: none"> <li>➤ Select or enter your payment method.</li> <li>➤ When accurate, select <b>Next</b>.</li> </ul>	<div style="border: 1px solid #ccc; padding: 10px;"> <p><b>Pay Filing Fee for Florida Middle District Court(test)</b></p> <p><i>* Required Information</i></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><b>Payment Amount</b></p> <p>Amount Due *      <b>\$20.00</b></p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Select a Payment Method</b></p> <p><input checked="" type="radio"/>  VISA  Attorney Guide  XXXXXXXXXXXX1111  01/2026</p> <p><input type="radio"/> Enter a credit card</p> </div> <p><small>Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.</small></p> <p style="text-align: right;"> <input type="button" value="Next"/> <input type="button" value="Cancel"/> </p> </div>
<ul style="list-style-type: none"> <li>➤ <b>Court Specific:</b> Enter requested information.</li> <li>➤ <b>E-Mail Receipt:</b> Enter email address(es) to receive a receipt.</li> <li>➤ <b>Authorization:</b> Review and mark.</li> <li>➤ When accurate, click <b>Submit</b>.</li> <li>➤ <b>Note: Do not click the Back button</b> as the payment is processing.</li> </ul>	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><b>Court Specific</b></p> <p>Attorney Name * <input type="text"/></p> <p>Firm Name <input type="text"/></p> <p>Name of Person Completing Transaction * <input type="text"/></p> <p>Contact Phone Number * <input type="text"/></p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><b>Email Receipt</b></p> <p>Email <input type="text" value="xxx@gmail.com"/></p> <p>Confirm Email <input type="text" value="xxx@gmail.com"/></p> <p>Additional Email Addresses <input type="text"/></p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Authorization</b></p> <p><input type="checkbox"/> I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement. *</p> <p><small>Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.</small></p> <p style="text-align: right;"> <input type="button" value="Submit"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/> </p> </div> </div>

Step	Screen
<ul style="list-style-type: none"> <li>➤ <b>Docket text will vary based on selections made in event.</b></li> <li>➤ <b>Note: This is the FINAL screen.</b> Clicking <b>Next</b> commits this transaction and you will have no further opportunity to modify the event or the attachment (if any).</li> <li>➤ Click <b>Next</b>.</li> </ul>	<p><b>Certificate of Good Standing - Original With Raised Seal</b>  <a href="#">3:18-mc-01000 Certificate of Good Standing - Original With Raised Seal Requests</a></p> <p>Docket Text: Final Text</p> <p><b>Fee for Certificate of Good Standing paid for Attorney Guide, Bar Number 0021074, in the amount of \$20. Receipt number AFLMXDC-359576.</b>  <b>Quantity: 1 certificate(s)</b>  <b>Mailing address: 123 Main Street Jacksonville, FL 32202</b>  <b>Statement of Discipline: No.</b></p> <p><b>NOTE: Your certificate will be mailed to you after verification and processing</b>  <b>(Guide, Attorney)</b></p> <p><b>Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue. Have you redacted?</b></p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
<ul style="list-style-type: none"> <li>➤ The <b>Notice of Electronic Filing</b> displays the filing information.</li> <li>➤ <b>Note:</b> There is no document number for this entry.</li> </ul>	<p><b>Certificate of Good Standing - Original With Raised Seal</b>  <a href="#">3:18-mc-01000 Certificate of Good Standing - Original With Raised Seal Requests</a></p> <p style="text-align: center;">U.S. District Court [TEST]  Middle District of Florida [TEST]</p> <p><b>Notice of Electronic Filing</b></p> <p>The following transaction was entered by Guide, Attorney on 3/29/2021 at 11:51 AM EDT and filed on 3/29/2021</p> <p><b>Case Name:</b> Certificate of Good Standing - Original With Raised Seal Requests  <b>Case Number:</b> <a href="#">3:18-mc-01000</a>  <b>Filer:</b>  <b>Document Number:</b> No document attached</p> <p>Docket Text:  <b>Fee for Certificate of Good Standing paid for Attorney Guide, Bar Number 0021074, in the amount of \$20. Receipt number AFLMXDC-359576.</b>  <b>Quantity: 1 certificate(s)</b>  <b>Mailing address: 123 Main Street Jacksonville, FL 32202</b>  <b>Statement of Discipline: No.</b></p> <p><b>NOTE: Your certificate will be mailed to you after verification and processing</b>  <b>(Guide, Attorney)</b></p> <p>3:18-mc-01000 Notice has been electronically mailed to:  3:18-mc-01000 Notice has been delivered by other means to:</p>

---

## Lawyer Not in Good Standing

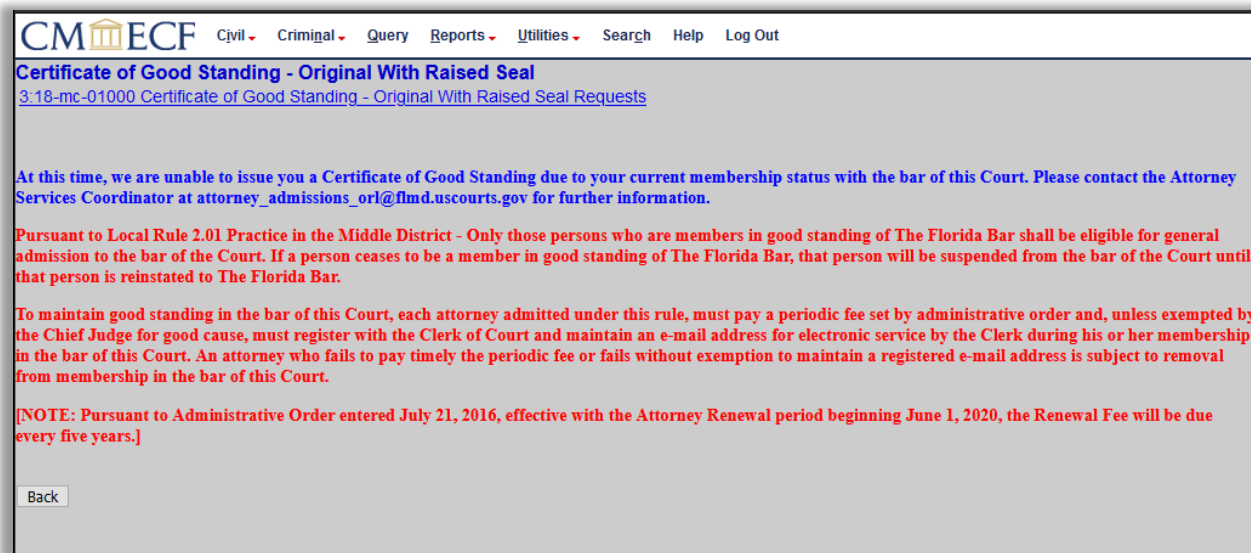
When a lawyer is not in good standing with either The Florida Bar or the Middle District of Florida Bar one of the following messages is displayed:

### Message for Electronic PDF Request:



The screenshot shows a web browser window with the URL [http://www.flmd.uscourts.gov](#). The page title is "Middle District of Florida Bar Information". The main heading is "Certificate of Good Standing - Request". The content includes a message stating that the user's membership status with The Florida Bar is not in good standing, preventing the issuance of a Certificate of Good Standing. It provides contact information for the Attorney Services Coordinator at [attorney\\_admissions\\_orl@flmd.uscourts.gov](mailto:attorney_admissions_orl@flmd.uscourts.gov). The page also contains text regarding Local Rule 2.01 General Admission to Practice and a note about the Renewal Fee.

### Message for Original with Raised Seal Request:



The screenshot shows a web browser window with the URL [http://www.flmd.uscourts.gov](#). The page title is "Certificate of Good Standing - Original With Raised Seal". The content includes a message stating that the user's membership status with the bar of this Court is not in good standing, preventing the issuance of a Certificate of Good Standing. It provides contact information for the Attorney Services Coordinator at [attorney\\_admissions\\_orl@flmd.uscourts.gov](mailto:attorney_admissions_orl@flmd.uscourts.gov). The page also contains text regarding Local Rule 2.01 Practice in the Middle District and a note about the Renewal Fee. A "Back" button is visible at the bottom left.

---

**Revision Log**

<b>Date</b>	<b>Comments</b>	<b>By</b>
3/29/21	Updated references to payments and logging in through PACER due to NextGen upgrade.	NAS