

CERTIFICATE OF GOOD STANDING – ELECTRONIC PDF

How to Instructions

STEP	ACTION
1	Log into CM/ECF using your login credentials for the Middle District of North Carolina.
2	Select Utilities from the blue ribbon.
3	Under <u>Certificates</u> , select the Certificate of Good Standing – Electronic PDF link.
4	<p>A verification screen will display.</p> <ul style="list-style-type: none">Verify your email address is correct. <i>If the email address is incorrect, click the Maintain Your Account link to update your email address. Instructions for updating your email address can be found in our CM/ECF User Manual – Section 3 from the court’s website.</i>Click the “Click to Pay” link to submit the fee for this request. <i>The payment screen may take a few seconds to load.</i>
5	Enter your credit card information and click [Continue].
6	<p>Pay.gov will display a verification screen.</p> <ul style="list-style-type: none">Review the information entered.Check the box to authorize the charge to your card.Click [Continue]. <i>The authorization for payment may take a few seconds to process.</i>
7	A message will display confirming your payment and that a certificate of good standing will be electronically transmitted within one business day to your registered CM/ECF email address. Your transaction is complete.