CERTIFICATE OF GOOD STANDING - RAISED SEAL

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 *Certificates*, select the **Certificate of Good Standing – Raised Seal** link.
4	From the *Available Events* list, select the **Fee for Certificate of Good Standing Paid** option and click **[Next].**
5	A blank screen will display, click **[Next]**.
6	Message screen displays. • Certificates take approximately 1 week to process. • If a certificate is needed immediately, please go into the Clerk's Office Intake Section and a docket clerk will issue a certificate while you wait, provided all necessary requirements have been met. • If you request the certificate at the intake counter, you may pay by cash, check, money order, or credit card. • Your membership status will be verified, and the fee will be billed through pay.gov. • Click [Next] to complete the transaction. *NOTE*: **DO NOT** *stop this transaction before you receive a Notice of Electronic Filing.*
7	Select the number of certificates being requested from the Quantity drop down and click **[Next].**

STEP	ACTION
8	Enter the full **mailing address** for which the certificates are to be sent, include the city, state and zip code in the field provided. Click **[Next]** when finished.
9	Message screen displays. *NOTE: **DO NOT** stop this transaction before you receive a Notice of Electronic Filing.* • Click **[Next]**. *The payment screen may take a few seconds to load.*
10	Enter your credit card information and click **[Continue]**.
11	Pay.gov will display a verification screen. • Review the information entered. • Check the box to authorize the charge to your card. • Click **[Continue].** *The authorization for payment may take a few seconds to process.*
12	A modify text screen will display, no action is required. Click **[Next]**.
13	A final text screen will display, click **[Next]**.
14	The Notice of Electronic Filing screen displays, and your transaction is complete. • Certificates take approximately 1 week to process.