



UNITED STATES DISTRICT COURT
Southern District of Mississippi
Office of the Clerk

ATTORNEY PROCEDURES

Requesting Certificate of Good Standing

TO: All Attorneys
FROM: Arthur Johnston, Clerk
DATE: August 6, 2024
SUBJECT: Requesting Certificate of Good Standing Using CM/ECF

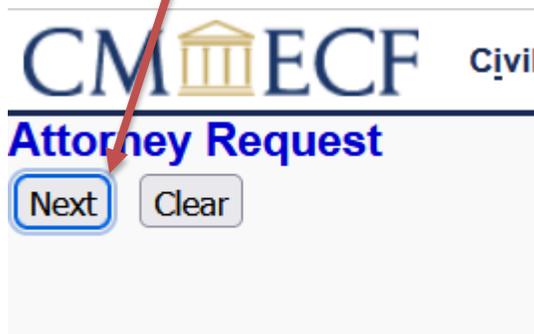
To request a Certificate of Good Standing online, you must have an upgraded individual PACER account. If you do not have an upgraded individual PACER Account, click [HERE](#) for procedures. Once you have a PACER Account, follow the applicable steps [HERE](#) to request filing access.

Once you have access to the Southern District of Mississippi CM/ECF filing system, follow the steps below to request a Certificate of Good Standing while in the CM/ECF menu:

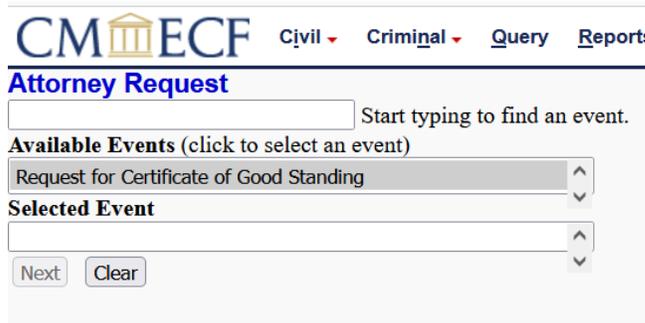
1. In the Utilities menu, select **Attorney Certificate Request**



2. Click **Next**



3. Select **Request for Certificate of Good Standing** (the only available event) ...



CM/ECF Civil Criminal Query Reports

Attorney Request

Start typing to find an event.

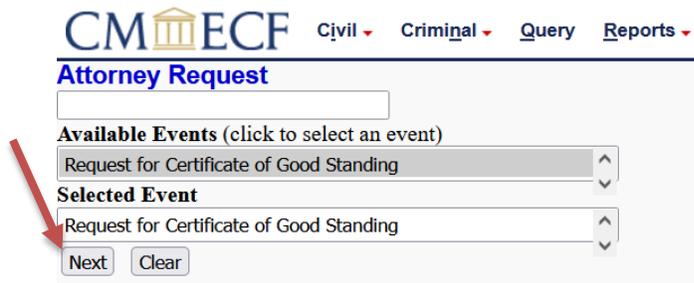
Available Events (click to select an event)

Request for Certificate of Good Standing

Selected Event

Next Clear

... to place it in the “Selected Event” list, then click **Next**



CM/ECF Civil Criminal Query Reports

Attorney Request

Available Events (click to select an event)

Request for Certificate of Good Standing

Selected Event

Request for Certificate of Good Standing

Next Clear

4. Read and acknowledge the warning message, then click **Next**



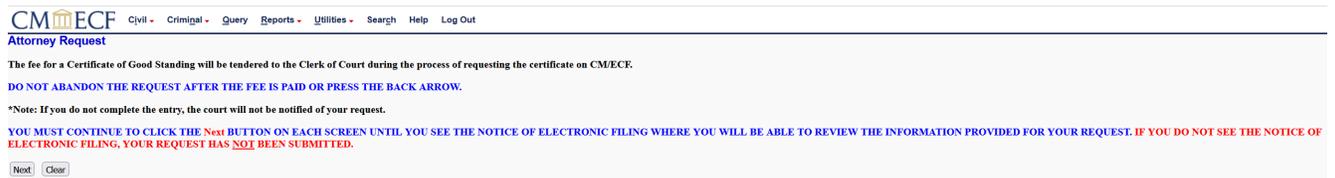
CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Attorney Request

If you are **NOT** currently a member of the Mississippi Bar in good standing, do **NOT** continue docketing this event. You must be generally admitted in our court in accordance with Rule 83.1(a) of the Local Uniform Civil Rules of the United States District Courts for the Northern District of Mississippi and the Southern District of Mississippi to request a certificate. Please contact the Clerks Office at 601-608-4028 for more information.

Next Clear

5. Read and acknowledge the next instructional message, then click **Next**



CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Attorney Request

The fee for a Certificate of Good Standing will be tendered to the Clerk of Court during the process of requesting the certificate on CM/ECF.

DO NOT ABANDON THE REQUEST AFTER THE FEE IS PAID OR PRESS THE BACK ARROW.

*Note: If you do not complete the entry, the court will not be notified of your request.

YOU MUST CONTINUE TO CLICK THE Next BUTTON ON EACH SCREEN UNTIL YOU SEE THE NOTICE OF ELECTRONIC FILING WHERE YOU WILL BE ABLE TO REVIEW THE INFORMATION PROVIDED FOR YOUR REQUEST. IF YOU DO NOT SEE THE NOTICE OF ELECTRONIC FILING, YOUR REQUEST HAS NOT BEEN SUBMITTED.

Next Clear

6. Read and acknowledge the message regarding paying of the fee, then click **Next**



CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

Attorney Request

On the next screen, you will be prompted to pay the request fee.

DO NOT ABANDON THE REQUEST AFTER THE FEE IS PAID OR PRESS THE BACK ARROW.

*Note: If you do not complete the entry, the court will not be notified of your request.

YOU MUST CONTINUE TO CLICK THE Next BUTTON ON EACH SCREEN UNTIL YOU SEE THE NOTICE OF ELECTRONIC FILING WHERE YOU WILL BE ABLE TO REVIEW THE INFORMATION PROVIDED FOR YOUR REQUEST. IF YOU DO NOT SEE THE NOTICE OF ELECTRONIC FILING, YOUR REQUEST HAS NOT BEEN SUBMITTED.

Fee: \$21

Next Clear

7. Pay.gov via PACER will always prompt you again for credentials. Enter your PACER password and click **Login**

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

 **Login**

*** Required Information**

Username * mssdtestatty

Password *



Not mssdtestatty? [Click here to login as a different user](#)

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

This is a restricted government website for official PACER use only. All activities of PACER subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to PACER, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials.

8. Complete all required information for payment (designated by red asterisk *), and click **Next**

*** Required Information**

Payment Amount

Amount Due * **\$21.00**

Enter Payment Method



Account Holder Name * ?

Card Type * ▾

Account Number * ?

Card Expiration Date * ▾ / ▾

Use billing address

Address *

City *

State * ▾ ?

Zip/Postal Code *

Country * ▾

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

9. Verify the payment information, and e-mail addresses are correct for receiving the receipt; add any additional e-mail(s) in the space provided, if necessary. In order to process the payment, click the check box to authorize the charge, then click **Submit**

Payment Summary	
Payment Method	Payment Details
 XXXXXXXXXXXX4747 05/2027 Jason Bourne 300 East Main Street Terry, MS 39170 USA	Payment Amount \$21.00 Fee Type Filing Fee

Email Receipt	
Email	<input type="text" value="██████████test@gmail.com"/>
Confirm Email	<input type="text" value="██████████test@gmail.com"/>
Additional Email Addresses	<input type="text"/>

Authorization
<input checked="" type="checkbox"/> I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement. *

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

10. Your browser will be re-directed back to CM/ECF, and you must continue processing the event to finish the request for the Certificate of Good Standing. Enter all applicable information on the screen and click **Next**

CM  ECF Civil Criminal Query Reports

Attorney Request

Full Name

MS Bar #

Admission Date (if known)

Phone Number

Email Address (for receipt of certificate)

11. On the subsequent screen, simply click **Next**

CM  ECF Civil

Attorney Request

12. Click **Next** on the final docket text screen. This is the entry that will appear in the court-only shell case.

Attorney Request

Docket Text: Final Text
Request for Certificate of Good Standing for Test Attorney, Mississippi Bar Number: 33889900, Phone: 601-788-4321, Email address: testattorney@nowhere.com, (Paid \$21 fee; receipt number AMSSXDC-184917) (Attorney, Test)

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?

13. The shell case Notice of Electronic Filing (NEF) will appear, indicating you have completed the request for Certificate of Good Standing.

[Attorney Request](#)

U.S. District Court [TEST]

Southern District of Mississippi

Notice of Electronic Filing

The following transaction was entered by Attorney, Test on 7/31/2024 at 2:21 PM CDT and filed on 7/31/2024

Case Name: Plaintiff v. Defendant

Case Number: [3:24-mc-08888](#)

Filer:

Document Number: 3(No document attached)

Docket Text:

[Request for Certificate of Good Standing for Test Attorney, Mississippi Bar Number: 33889900, Phone: 601-788-4321, Email address: testattorney@nowhere.com, \(Paid \\$21 fee; receipt number AMSSXDC-184917\)\(Attorney, Test\)](#)

No public notice (electronic or otherwise) sent because the entry is private

14. The court will review and process your request and contact you accordingly.