



**UNITED STATES DISTRICT COURT  
DISTRICT OF MARYLAND  
OFFICE OF THE CLERK**

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**INSTRUCTIONS FOR REQUESTING A CERTIFICATE OF GOOD STANDING**

1. Go to our website at <http://www.mdd.uscourts.gov/>. Before proceeding, you must have Attorney's Bar Number in order to apply. To retrieve your bar number, click **Attorney Admissions** on the left-hand side, then click the **Bar Membership Information** bullet (or go to <http://www.mdd.uscourts.gov/attorney/attybar.asp>). Enter your first and last names, click **Submit**. Retain this number for the following steps.
2. Click **CM/ECF** on the left hand side. Click the bullet **Electronic Case Filing**. Click **District of Maryland – Document Filing System**, then enter your CM/ECF Login and Password. Click **Login**.
3. Once in CM/ECF, click **Civil**, then from the category **Court Events**, select **Certificate of Good Standing**, and then select **Request for Certif. of Good Standing**. Click **Next** three times.
4. Enter your attorney bar number. Click **Next**.
5. Enter your full name. Click **Next**.
6. Enter the email address where you would like to receive the Certificate of Good Standing. Click **Next**.
7. Click **Next** to accept the \$18 fee. You will be taken to the payment screen.

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Visit the U.S. District Court's Website at [www.mdd.uscourts.gov](http://www.mdd.uscourts.gov)

8. Complete the payment information on the Pay.gov screen as follows:
  - a. Option 1 – Pay Via Bank Account (ACH): Complete the form and click **Continue with ACH Payment**.  
  
Option 2 – Pay Via Plastic Card: Complete the form and click **Continue with Plastic Card Payment**.
  - b. If you would like a confirmation, enter your email address.
  - c. Check the authorization box. Click **Submit Payment**.
9. Click **Next** twice to accept that your credit or debit card has been charged.
10. Review the final docket text for accuracy. Click **Next** to complete the transaction.

**If you do not receive your certificate by email within five business days, or if you have a problem completing your request in CM/ECF, please contact the Clerk's Office either at [MDD\\_AttyAdmissions@mdd.uscourts.gov](mailto:MDD_AttyAdmissions@mdd.uscourts.gov) or at (410) 962-3293.**