

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF PENNSYLVANIA**

) **Misc. No. 2:24-mc-12345**
)
) **Request for Certificate of Good Standing**
) **or Duplicate Certificate of Admission**

Filing Instructions:

1. Complete the Request form in its entirety and sign it (s/ signatures are acceptable). You must flatten the PDF before e-filing - see [here](#) for further information.
 - Attorneys requesting a Certificate of Good Standing are reminded that they must notify the Clerk of Court if they are subject to discipline (whether final or pending) or administrative action (e.g., for failure to pay dues or meet continuing education requirements) against their license, in any other court or by any state bar or attorney licensing authority. Attorneys subject to reciprocal administrative suspension with this Court are ineligible to obtain a Certificate of Good Standing from the Clerk of Court.
2. File the completed and signed Request form in CM/ECF under Civil > Other Filings > Other Documents > **Attorney Request for Certificate (To be filed at 2:24-mc-12345, Credit Card Required)**.
 - File your Request as the PETITIONER. Do not add your name, as either a Party or an Attorney, to the Miscellaneous case.
 - Pay the appropriate fee via pay.gov when prompted. The applicable fee for a Certificate of Good Standing or Duplicate Certificate of Admission can be found on the court's website at <https://www.pawd.uscourts.gov/fee-schedule>.
 - Please be advised that the fee is **NON-REFUNDABLE** should the Clerk of Court find that you are not a member in good standing of the bar of the court and no certificate is produced.
 - PRINT THE NOTICE OF ELECTRONIC FILING screen that displays immediately after you have docketed the Request. You will NOT be emailed a separate Notice of Electronic Filing. This screen will include a transaction timestamp and a Document Number and will serve as confirmation that your Request has been submitted to the Clerk of Court.

Notes:

IF THE CERTIFICATE CAN BE GRANTED, within five to seven (5-7) business days of submitting the Request, you will receive the certificate in PDF format by email from [PAWD Attorney Status@pawd.uscourts.gov](mailto:PAWD_Attorney_Status@pawd.uscourts.gov).

- If you require a hard copy of the certificate, please check the appropriate box on this form and a hard copy will also be mailed to the address you provide. If this box is not checked, you will not receive a hard copy of the certificate.

Please direct questions or status inquiries by email to [PAWD Attorney Status@pawd.uscourts.gov](mailto:PAWD_Attorney_Status@pawd.uscourts.gov) or by phone to 412-208-7500. Please include the transaction timestamp and Document Number reflected on the Notice of Electronic Filing screen with any inquiry, if available.

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF PENNSYLVANIA**

) **Misc. No. 2:24-mc-12345**
)
) **Request for Certificate of Good Standing**
) **or Duplicate Certificate of Admission**

Full Name: _____

PA Bar ID Number: _____

If you do not have a PA Bar ID Number, please enter the basis on which you were and remain eligible for admission to the Bar of this Court under Local Civil Rule 83.2.A.2.

Date of Admission to the Western District of PA (if known): _____

Firm/Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email Address: _____

Requesting: Certificate of Good Standing **OR*** Duplicate Certificate of Admission

**If you would like a Certificate of Good Standing and a duplicate Certificate of Admission, you must file separate requests and pay for each.*

Do you require a hard copy of the certificate? NO YES

Are you subject to discipline (whether final or pending) or administrative action (e.g., for failure to pay dues or meet continuing education requirements) against your license, in any other court or by any state bar or attorney licensing authority?

If yes, please explain below and attach any relevant documentation.

NO YES _____

I, the undersigned, certify that I am a member in good standing of the bar of the United States District Court for the Western District of Pennsylvania. I understand that payment of the fee for a certificate is due at the time of filing this request. I understand that the fee is non-refundable should the Clerk of Court find that I am not a member in good standing of the bar of the United States District Court for the Western District of Pennsylvania and no certificate is produced. I declare under the penalties for perjury that the foregoing statements and information are true and correct.

Signature of Attorney: _____ Date: _____