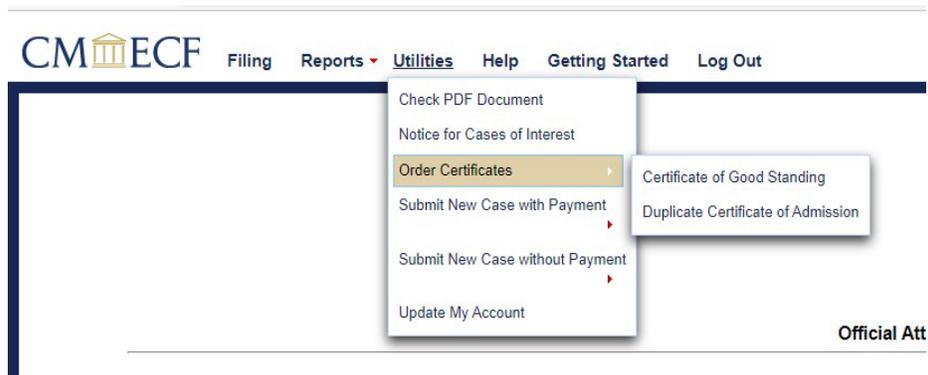


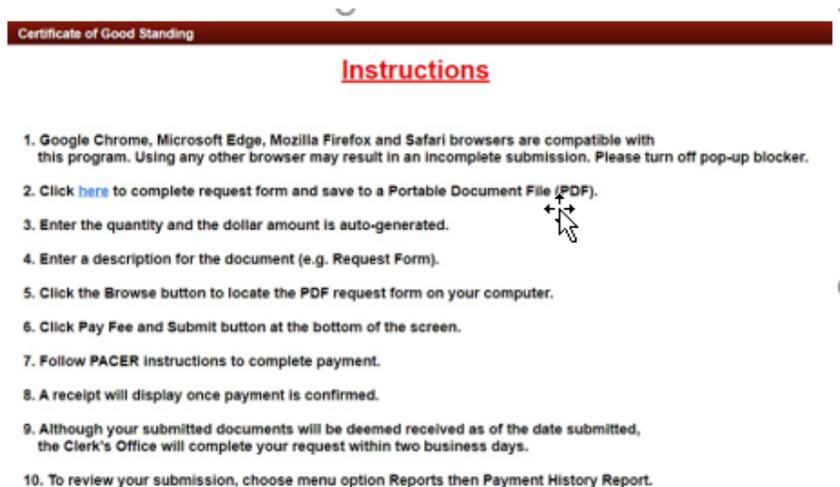
## Order Certificates

Appellate ECF registered filing users may electronically request copies of Certificates of Good Standing and Duplicate Certificates of Admission. Complete the [request form](#) and save as a portable document file (PDF) to upload when making the electronic request. The associated fee must be submitted by credit/debit or electronic check through the Pay.gov website.

1. Log in to the CM/ECF electronic filing system.
2. From the Startup page, select the menu option **Utilities**.
3. Select Order Certificates and choose the appropriate option.



4. Be sure to read the instructional text.



5. **Type** is a read-only field based upon the menu option selection. Enter the number of copies you are ordering in **Quantity**. The amount will change based on the number of copies requested.
6. Enter a description of the document in the **Description** field.
7. Click the **Browse** button to upload the previously saved request form.
8. Click the **Pay Fee and Submit** button to launch the payment program.

Type  
Certificate of Good Standing

Quantity  
1

Amount  
\$20.00

Submit Documents

Description  
Additional Document

Browse... Click Browse to add another document.

Document	Description	Size	Sequence	Remove All
COGS.pdf	Request Certificate	7 KB		X

Pay Fee and Submit

9. You will be navigated to **PACER – Manage My Account**. Your **Username** should display but you must enter your password and click the **Login** button to proceed with payment. Click the **Clear** button to re-enter **Username** and/or **Password**. Selecting the **Cancel** button will likely return an error in the browser.

If you need to restart, close the browser and login to electronic filing again.

**PACER**  
Public Access To Court Electronic Records

## Manage My Account

... TRAIN ...

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 \***      TimeIProudtestt

**Password \***     

[Not TimeIProudtestt? 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.

10. Complete the **Payment Information** and click **Next**.

<b>Account Number</b>	7055611
<b>Username</b>	TimeIProudtestt
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Active
<b>Account Type</b>	Upgraded PACER Account

**Pay Other Court Fee for U.S. Court Of Appeals, Third Circuit (test)**

*\* Required Information*

**Payment Amount**

Amount Due \*      **\$20.00**

**Select a Payment Method**

Timeless Proud  
XXXXXXXXXXXX4747  
03/2025

Enter a credit card

Enter an ACH account

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

11. Complete the **Court Specific** section.

12. Place a checkmark in the authorization box and click **Submit**.

**Court Specific**

Attorney Name \* Timeless Proud

Contact Telephone Number \* 2155555555

Person Completing Transaction \* self

Case Number (enter NA if not applicable) \* NA

**Email Receipt**

Email testtimeca3@gmail.com

Confirm Email testtimeca3@gmail.com

Additional Email Addresses

**Authorization**

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.

Submit Back Cancel

13. The **Payment Successful** screen should display, and you will be redirected to the Court of Appeals NextGen site. If you are not redirected within 30 seconds, click the **Submit** button.

**Pay Other Court Fee for U.S. Court Of Appeals, Third Circuit (test)**

**Payment Successful**

Your payment was successful. You will now be redirected back to U.S. Court Of Appeals, Third Circuit (test) to view your receipt or complete your transaction.

If you are not redirected within 30 seconds, click the 'Submit' button below. Do not click the Refresh or Back buttons, as this may result in multiple charges.

If this problem continues to occur, please contact the court.

Submit

14. The receipt will display, and you may print it from this screen.

Your payment is complete. [Print](#) the payment receipt.

Receipt	A03-62617-283
Payment Date	02/24/2023
Amount	\$20.00
Fee Type	Certificate of Good Standing