

UNITED STATES DISTRICT COURT

RUBY J. KRAJICK

CLERK OF COURT

SOUTHERN DISTRICT OF NEW YORK
40 FOLEY SQUARE, NEW YORK, NY 10007
300 QUARROPAS STREET, WHITE PLAINS, NY 10601

WWW.NYS.USCOURTS.GOV

CERTIFICATE OF GOOD STANDING/WALL CERTIFICATE

Certificates of Good Standing or Wall Certificates may be obtained by attorneys from the Clerk's Office by paying the appropriate fee and following the directions below:

In Manhattan:

1. By submitting your request, in writing, on the court's request for a certificate of good standing/wall certificate form signed by the attorney making the request, to the United States District Court, 40 Foley Square, New York, NY 10007, Attention: Attorney Services. The form must include the attorney's name, date of admission, bar number, and must be accompanied by the appropriate fee. You must also provide a self-addressed stamped envelope.

or

2. By the attorney appearing in person at Attorney Services and showing proper identification or a designee of the attorney may appear in person at Attorney Services with the request for a certificate of good standing or wall certificate form. Said letter of authorization must be signed by the attorney making the request, on the firm's letterhead and addressed to the United States District Court, 40 Foley Square, New York, NY 10007, Attention: Attorney Services. The certificate of good standing/wall certificate form must include the attorney's name, date of admission, bar number, and must be accompanied by the appropriate fee.

In White Plains:

1. By submitting your request, in writing, on the court's request for a certificate of good standing/wall certificate form, signed by the attorney making the request, to the United States District Court, 300 Quarropas Street, White Plains, NY 10601. The form must include the attorney's name, date of admission, bar number, and must be accompanied by the appropriate fee. You must also provide a self-addressed stamped envelope.

or

2. By the attorney appearing in person at the Clerk's Office, Room 147 and showing proper identification or a designee of the attorney may appear in person with a letter of authorization. Said letter of authorization must be signed by the attorney making the request, on the firm's letterhead and addressed to the United States District Court 300 Quarropas Street, White Plains, NY 10601. The certificate of good standing/wall certificate form must include the attorney's name, date of admission, bar number, and must be accompanied by the appropriate fee.

For a fee schedule, please follow the link below:

<http://nysd.uscourts.gov/fees.php>

REQUEST FOR A CERTIFICATE OF GOOD STANDING
OR A WALL CERTIFICATE

The Fee for a Certificate is \$19.00

ATTORNEY INFORMATION

Full Name: _____ SDNY Bar Code: _____

Firm/Company Name: _____

Address: _____

City: _____ State _____ Zip: _____

Phone: () _____ ---- _____ Email: _____

Date of Admission to the Southern District of NY : _____

Requesting: Certificate Wall Certificate

Signature of Attorney: _____

Name of Attorney's Designee (If applicable): _____

DIRECTIONS:

Return the original completed request form and \$19.00** fee:

(1) by mail, together with a self-addressed stamped envelope to the Court at either address noted above;

or

(2) in person (by the attorney or the attorney's designee) to the Clerk's Office at either courthouse noted above.

**Checks should be made payable to the Clerk of Court for the Southern District of New York