

Certificates of Good Standing – Important Notes

* Send all emails regarding Certificates of Good Standing to: clerk@wicourts.gov *

DOCUMENTS

- **The Clerk's Office only issues Certificates of Good Standing.** The Office of Lawyer Regulation issues Disciplinary History Letters. The Board of Bar Examiners issues Admission Applications, Character & Fitness Applications, and Admission Certificates.
- If a state requires the use of a specific form or requires specific information, email the Clerk's Office and explain in detail exactly what is needed. Your request may require additional processing time and fees.

INFORMATION REQUIREMENTS:

- Attorney's registered name**
- Attorney's Wisconsin State Bar Number**
- Certificate destination address**
- Receipt address**
- Email Address** (For any issues found during processing)

CERTIFICATE INFORMATION:

- Each agency has its own requirements on how long a Certificate is acceptable for.
- Certificates are only available to registered attorneys that are currently in good standing with the Wisconsin State Bar.
- Resigned, deceased, and suspended attorneys will not be able to obtain a Certificate.
- Both ink-stamped seals and imprinted seals are officially recognized.

PROCESSING INFORMATION:

- Allow **5 business days** for the Clerk's Office to process your request once it has arrived.
*It is a good idea to have a Certificate of Good Standing on hand for unforeseen situations (*Expedited cases, Pro Hac Vice applications*).
- The quickest way to receive a Certificate is to order one online and request a digital copy (Step 4A)
- Requests are processed in the order they are received.
- Documents sent by mail can take a full week to arrive. (additional time during holidays)
- Completed Certificates are sent by mail. Requests to send Certificates by certified mail are not accepted.
- For new attorneys, it may take up to a week after admission to get the information into all of the systems necessary for the Certificate of Good Standing to be created.
- Requests submitted online usually arrive at the Clerk's Office on the following business day.

DIGITAL CERTIFICATE INFORMATION:

- Digital copies must be specifically requested.
- Requesting a digital copy does not bypass the processing time.
- If you ask for a digital copy at the same time that you request a Certificate of Good Standing, then there is currently no extra fee for the digital copy.
- We are unable to create a digital copy after the paper Certificate has already been mailed.

Certificates of Good Standing - Instructions

Request Certificates Online: (Option 1)

* For online requests, there is an additional convenience fee for US Bank *

1. Request the certificate online by going to:
<https://www.wicourts.gov/services/payment/paymentsc.htm>
2. Select “**Certificate of Good Standing**” (\$3.00 for each certificate)
3. Enter the **number** of certificates you want to request.
4. For the **COMMENT BOX** there is a **limit of 80-characters**, and there is no indication when that limit has been reached. Provide **only** the following information in the supplied format:
 - A. **Do you need a digital copy?**
Type “**Email to**” followed by the **email address**. The digital copy will be emailed and the physical copy will be sent in the mail.
 - B. **Do you need to request Certificates for multiple attorneys?**
Type only the **additional attorneys' names** and **WI State Bar Numbers**. Please use the format “[registered name] #[state bar number], ”
 - C. **Does the Certificate need to be sent to a different address than the receipt?**
Type the Certificate destination address **only if different** from the receipt address.

Please email any information that doesn't fit into the comment box to **clerk@wicourts.gov** so that your request can be properly processed.

5. Under the “Attorney/filer information” section, enter the requested attorney’s **name**, their **Wisconsin State Bar Number**, and the **Receipt Address**. Please remember to include the unit number. (if applicable)
6. Information entered into the “Payor information” section is only seen and used by the bank.
7. Select “**Make Payment**” (NOT “Payment Inquiry”) and then follow the on-screen instructions.
8. When finished correctly, you will receive a **confirmation email** within a few minutes.
9. Email any extra information from Step 4. (if applicable)

Request Certificates by Mail: (Option 2)

1. Send a request in **writing** addressed to:
CLERK OF THE SUPREME COURT
PO BOX 1688
MADISON WI 53701-1688
2. Enclose a signed check made out to “**Clerk of Wisconsin Supreme Court**”. The **fee** is \$3 for each certificate requested.
3. Include the attorney’s **name**, **WI State Bar Number**, and the **destination address** to send the Certificate to. If the Certificate and receipt need to go to different locations, please provide both addresses and specify which one the Certificate should be sent to.
4. Please provide either a phone number or an email address for **contact** if there is an issue.