

# Certificates of Good Standing

## Instructions & Information

Send all emails to: [clerk@wicourts.gov](mailto:clerk@wicourts.gov)

### **\*\*ALLOW 5 BUSINESS DAYS FOR PROCESSING\*\***

- An email with the **confirmation number** will be sent to you if your request was successful.
- Certificates are sent **USPS mail** and take **over a week** to be delivered.
- If you have not received your Certificate by the 12<sup>th</sup> business day after your request has been processed, please let the Clerk's office know.
- Allow an extra week for processing new admissions.

### **\*\*Digital copies are available upon request\*\*** (Step 08 of instructions)

- Requesting a digital copy DOES NOT speed up the processing time.
- There is no additional fee for a digital copy.

### **\*\*Certificates do not contain the attorney's State Bar Number.\*\***

- Certificate contains: Statement of good standing, registered name, admission date, print date, signature of Clerk or Deputy Clerk, and both ink and imprinted seals.
- There is no set expiration date for Certificates. Each agency has their own policy on date acceptability. (usually 1-3 months)

### **\*\*Certificates are only available for attorneys who are CURRENTLY in good standing with the Wisconsin State Bar.\*\***

- It is a **good idea** to have a Certificate at hand for expedited/emergency filings and out-of-state representation. There is no expedition process available.
- It is cheaper to request online and (if needed) order multiple Certificates per request.

### **\*\*REQUIRED INFORMATION\*\***

- ☐ Attorney's registered name and WI State Bar number
- ☐ Destination address for the Certificate
- ☐ Address for the payment receipt
- ☐ Attorney's email address for processing issues

Note: For disciplinary history letters, contact OFFICE OF LAWYER REGULATION (OLR).

For copy of admission application, contact BOARD OF BAR EXAMINERS (BBE).

For certificate of admission to practice, contact WISCONSIN STATE BAR (WISBAR).

*Instructions on next page*

# Certificates of Good Standing

## Instructions & Information

Send all emails to: [clerk@wicourts.gov](mailto:clerk@wicourts.gov)

### INSTRUCTIONS - REQUESTING A CERTIFICATE ONLINE:

01. Go to <https://www.wicourts.gov/services/payment/paymentsc.htm>
02. Select the box for "Certificate of Good Standing" (no other boxes need to be selected)
03. Enter the desired number of Certificates into the "Number of certificates" box.
04. Enter "N/A" into the comment box.

### ATTORNEY/FILER INFORMATION SECTION

05. Enter the attorney's name and Wisconsin State Bar Number.

For **multiple attorneys**:

- Clear the "N/A" from the comment box and enter: "Multiple attorney info via email"
- Email each attorney's name & State Bar Number to the Clerk's Office. If attorneys are getting multiple Certificates each, indicate how many Certificates each attorney gets.
- Select one of the attorneys and use their information to fill out this section of the form.

06. Fill in the address with the unit number. (The address is used for both the receipt and Certificate.)

To send the Certificate to a **different address**:

- Clear the "N/A" from the comment box and enter "Cert destination via email"
- Email the Certificate's destination address to the Clerk's Office (include attorney's name).

07. Enter a phone number and email address for contact in case of any issues during processing.
08. (Optional) To request a **digital copy**, clear the "N/A" from the comment box and enter: "Email to [insert email address]"

### PAYOR INFORMATION SECTION

09. Enter billing information. This data is only seen by the bank.
10. Please **review** all data before continuing, especially unit number on address!
11. Select "**Make Payment**" button, NOT "Payment Inquiry". (If the Make Payment button is gray, review the page and fill in any red boxes marked as "required".)

### MAKE A PAYMENT SECTION

12. Enter the payment information. (Payment options are checking/savings or credit/debit card)
13. Press "**Continue**".
14. **!!! Press "Confirm" to complete transaction !!!**

When finished correctly, you will receive a **confirmation email** within a few minutes.

# Certificates of Good Standing

## Instructions & Information

Send all emails to: [clerk@wicourts.gov](mailto:clerk@wicourts.gov)

If you have any information or requests that are not already covered by this form, please email it to the Clerk's Office at [clerk@wicourts.gov](mailto:clerk@wicourts.gov) (include the attorney's name in the email)

NOT accepted: Requests by fax or phone. Requests for payment upon pick-up. Requests for certified mail or using a shipping account number.

**Alternate** instructions - requesting a Certificate by mail (instead of online). Method **not preferred**:

**\*This is the slowest and most expensive method to request a Certificate.**

\*If the online request system is returning an error, please try again a little later, try a different browser, or clear browser cache before using this method.

Send all of the following to: Clerk of the Supreme Court, PO Box 1688, Madison, WI 53701-1688

- A written request including all of the required information (listed on the first page)
- Payment of \$3 per Certificate. Make checks payable to: "Clerk of the Supreme Court"