

Certificates of Good Standing

Send all emails regarding Certificates of Good Standing to the Clerk's Office: clerk@wicourts.gov

CERTIFICATES OF GOOD STANDING

A Certificate of Good Standing is a certified document issued by the Supreme Court Clerk's Office affirming that an attorney is in good standing with the Wisconsin State Bar. Each agency has their own policy on how long they consider a Certificate acceptable for.

Certificates are only available to registered attorneys that are currently in good standing with the Wisconsin State Bar. Resigned, deceased, or suspended attorneys are not eligible to receive a Certificate, but they can contact the Office of Lawyer Regulation to obtain a disciplinary history statement.

Each Certificate contains the statement of standing, the attorney's registered name, the date the attorney was admitted to the state bar, the current date, the signature of the Clerk (or Deputy Clerk), and an imprinted seal. Digital copies will also have an ink-stamped seal. Both ink-stamped seals and imprinted seals hold the same official recognition.

REQUIRED INFORMATION

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

USEFUL TIPS

- It is a **good idea** to have a Certificate already on hand for expedited/emergency filings and out-of-state representation.
- The **quickest** way to receive a Certificate is to order it online and request a digital copy (Step 09).
- It is **cheaper** to request a Certificate online than by mail (banking fee is less than a postage stamp). Ordering multiple Certificates in 1 request is slightly cheaper than making separate requests.

PROCESSING TIME

- Requests are processed in the order they are received.
- Online requests usually arrive at the Clerk's Office on the following business day.
- Allow **5 business days** for the Clerk's Office to process your request after it has been received.
- Certificates are sent by mail. It usually takes a little over a week for the mailed Certificate to be delivered.
- Requested digital copies are sent via email, usually 1-2 business days after processing.

PLEASE NOTE

- Digital copies are available but need to be asked for at the same time as the Certificate's request. There is currently no extra fee for a digital copy. Requesting a digital copy does not speed up the processing time.
- We are unable to create digital copies after the Certificate has been mailed.
- NOT accepted: Requests submitted by fax, email, or phone. Requests for payment upon pick-up. Requests to send Certificates by certified mail or by using a shipping account number.
- For new attorneys, it may take up to a week after admission to get your information into all of the systems necessary to create a Certificate.

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INSTRUCTIONS: REQUEST A CERTIFICATE ONLINE: (OPTION 1)

01. Carefully read the information regarding Certificates of Good Standing on the previous page.
02. Go to <https://www.wicourts.gov/services/payment/paymentsc.htm>

FEES AND COSTS SECTION

03. Select the box for "**Certificate of Good Standing**" (no other boxes need to be checked).
04. Enter the required number of Certificates into the "**Number of certificates**" box.
05. Enter "**N/A**" into the comment box.

ATTORNEY/FILER INFORMATION SECTION

06. Enter the **attorney's name** and WI State **Bar Number**. To request Certificates for multiple attorneys, follow step 10-A.
07. Fill in the **payment receipt address**, including any required **unit** number (This address is used for both the receipt *and* Certificate). To send the Certificate to a different address, follow step 10-B.
08. Enter a **phone number** and **email address** for contact if there are any issues during processing.
09. To request a digital copy, follow step 10-C.
10. **Skip this step unless indicated above.**
 - 10-A. **Clear** the "N/A" from the comment box, **enter** ONLY "Multiple attorney info via email", and then **email** each attorney's name & State Bar Number to the Clerk's Office. If attorneys are getting multiple Certificates each, then also indicate how many Certificates each attorney gets.
 - 10-B. **Clear** the "N/A" from the comment box, **enter** ONLY "Cert destination via email", and **email** the Certificate's destination address to the Clerk's Office (include attorney's name).
 - 10-C. **Clear** the "N/A" from the comment box and **enter** ONLY "Email to *femail address*"

PAYOR INFORMATION SECTION

11. Enter the **billing information**. This data is only seen by the bank.
12. Please **review** all data before continuing.
13. 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

14. Enter the **payment information**. (Payment options are checking/savings or credit/debit card)
15. Press **Continue**.
16. **!!!** Press **Confirm** to **complete transaction !!!**
17. When finished correctly, you will receive a **confirmation email** within a few minutes.
18. **Email** any extra information to the Clerk's Office at clerk@wicourts.gov (include attorney's name)

INSTRUCTIONS: REQUEST A CERTIFICATE BY MAIL: (OPTION 2)

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 previous page)
- Payment of \$3 per Certificate (Make checks payable to: Clerk of the Wisconsin Supreme Court)