

Instructions

1. Navigate to <u>https://ecf.iasd.uscourts.gov</u>. Select the **Document Filing System** link.



2. Enter your PACER username and password. Select the Login box.

63
Iowa Southern District Court Login
* Required Information
Username *
Paceword *
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Client Code
Login Clear
<u>Need an account?</u> <u>Forgot password?</u> <u>Forgot username?</u>
This is a restricted government website for official PACER use only. All
activities of PACER subscribers of 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.

3. Check the **acknowledgement** and select **Continue**.



4. Select Civil and Attorney Fees.



5. Select Certificate of Good Standing. Select Next.



6. Select Next.



7. Select **Next** and you will be directed to PACER to make your payment.

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Next Clear					

PACER

8. After entering your PACER username and password select Login.

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Password *	•••••
Not Susie	wilson? <u>Click here to login as a different user</u> ount2 Forgot Your Password2 Forgot Username2
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9. Select the payment method and complete the required fields. Select Next.

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10. Select the box authorizing the payment and select **Submit**.

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yer (SSL) software, which encrypts information you submit.				

Note: You have not completed all steps to receive a Certificate of Good Standing. You will be directed back to CM/ECF to complete the request. Do not click the back button.

11. Select Next on the next two screens.



12. If you want a record of the transaction, print the Notice of Electronic Filing page as illustrated below. You will not receive an email confirmation from the court. Your certificate will be mailed to you.

Notice of Electron	U.S. District Court Southern District of Iowa
The following transa Case Name: Case Number: Filer:	ction was entered by Wilson, Susie on 5/25/2022 at 10:49 AM CDT and filed on 5/25/2022 Attorney Annual Renewal Fees <u>4:22-at-00001-SMR</u>
Document Number: Docket Text: Certificate of Goo	3(No document attached) d Standing fee of \$20 paid. Receipt # AIASXDC-4468005.(Wilson, Susie)
4:22-at-00001-SMR 4:22-at-00001-SMR	Notice has been electronically mailed to: Notice has been delivered by other means to: