



Requesting a Duplicate Certificate of Admission

An attorney wishing to receive a Duplicate Certificate of Admission will need to complete the following:

- a. Log in to the CAFC's CM/ECF system (<http://ecf.cafc.uscourts.gov>) and click **Login to E-file (CM/ECF)**.
- b. In CM/ECF, select **Pay Miscellaneous Fees** from the drop-down under the **Utilities** tab.
- c. Select **Duplicate Certificate of Admission** from the drop-down menu.
 - Please ensure that the correct fee type and amount are displayed before selecting the desired quantity.
- d. Upload a document/letter, in pdf format requesting a Duplicate Certificate of Admission.
 - The letter must include the attorney's current contact information (name, firm/office, address, phone number, and email address) along with the attorney's admission date.
 - Please contact the Clerk's Office at 202-275-8000 if you do not have your admission date.
- e. Click the **Pay Now and Submit** button at the bottom of the screen.
 - Pay.gov will open in a separate browser window for payment using either a credit or debit card.
 - If the Pay.gov window does not automatically open, ensure that the "Pop up Blocker" on your internet browser is set to "off."
 - You must select the **Submit Payment** button to complete the payment transaction.
 - At the payment confirmation window, please select **Close Window** to close the browser and return to CM/ECF.
- f. Once the request is received by the court, it will be processed within one business day.