



Requesting a Duplicate Certificate of Admission

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

- a. Go to <http://ecf.cafc.uscourts.gov> and click **Document Filing System**.
- b. Enter your PACER credentials.
- c. From the **Utilities** menu, select **Pay Miscellaneous Fees**.
- d. 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.
- e. Upload a letter in Portable Document Format (PDF) 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.
- f. Click the **Pay Now and Submit** button at the bottom of the screen to complete the transaction.
- g. The Clerk's Office will process the request within two business days. The completed certificate will be mailed to the requesting attorney at the attorney's official address of record in the court's CM/ECF system unless otherwise directed. Because Certificates of Admission are printed once each month, it may take up to three months to receive a new certificate.