

To order a **Certificate of Good Standing with check payment**, follow the directions below carefully. To order with Visa or MasterCard, order online at <https://www.michbar.org/programs/cogs>.

## **NORMAL PROCESSING (3-5 business days processing)**

All requests are \$15 per certificate and will be sent through the U.S. Mail.

### **Step 1: Enter Contact Information**

- ★ You must provide your email address that is on file with the State Bar of Michigan. If you are unsure what email you have on record, you may verify online at: <https://www.michbar.org/memberdirectory/home>

### **Step 2: Enter Verification Information**

The member who is the subject of the request must sign the Request Form, certifying that he or she is an Active, Voluntary Inactive or Emeritus member of the State Bar and is not subject to pending disciplinary proceedings in Michigan or another jurisdiction. *Requests without the member's signature cannot be processed.*

### **Step 3: Enter Number of Certificates Needed**

- ★ If you need the certificates notarized, note the following:
  - Notarized certificates have an additional \$10 fee per order
  - Processing time is 5-7 business days.
  - Check the 'Notarized' box in the "special handling" section of the request form.

### **Step 4: Enter Special Handling – if needed**

- ★ Email or fax copy of your certificate (no additional fee)
  - All emailed certificates will be watermarked "not an original document."
  - Original certificate will be sent U.S. Mail to your address of record or otherwise noted address.

### **Step 5: Enter Check Payment Information**

### **Step 6: Mail Completed Form with Check to:**

State Bar of Michigan, Attn: Member Services, 306 Townsend St, Lansing, MI 48933-2012.

**Questions?** Contact Member Services at (888) SBM-ForU or (888) 726-3678.



### **NOTE:**

- Paperwork stating that your certificate needs to come "from the highest court" requires you to obtain a certificate from the Michigan Supreme Court Clerk's Office. You can access their form at <http://courts.mi.gov/courts/michigansupremecourt/clerks/pages/attorney-certification.aspx>.
- Requests for Disciplinary History, can be obtained from Attorney Discipline Board website at <http://www.adbmich.org/>.
- Certificate requests for **corporations** are handled by the Michigan Department of Licensing and Regulatory Affairs, Corporation Division. They can be reached at (517) 241-6470.



CERTIFICATE OF GOOD STANDING
NORMAL PROCESSING (3-5 BUSINESS DAYS BY U.S. MAIL)

Step 1: Enter Contact Information

Date: \_\_\_\_\_

Attorney's Email (on file with SBM): \_\_\_\_\_

Michigan attorney #: P \_\_\_\_\_ Attorney Name: \_\_\_\_\_

SEND CERTIFICATE TO:

Address: \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Phone number of person requesting certificate: \_\_\_\_\_

Step 2: Verification Required. (Requests cannot be completed without attorney signature and date.)
'I certify that I am an Active, Voluntary Inactive or Emeritus member of the State Bar of Michigan and that I am not subject to pending disciplinary proceedings in Michigan or another jurisdiction.'
ATTORNEY SIGNATURE DATE

Step 3: Number of Certificate(s) \_\_\_\_\_ x \$15 = \$ \_\_\_\_\_

Notarized (5-7 business days) ..... \$10 = \$ + \_\_\_\_\_

TOTAL \$ = \_\_\_\_\_

Step 4: Special Handling - Optional

(If needed, a copy of the certificate can be sent. Enter the email or fax # below. The original will still be mailed.)

Email/Fax copy to: \_\_\_\_\_

Step 5: Payment

Check #: \_\_\_\_\_ made payable to State Bar of Michigan

Step 6: Mail Form and Check to:

State Bar of Michigan, Attn: Member Services, 306 Townsend St Lansing, MI 48933-2012