

Attorney Information System (AIS) Certificate of Good Standing Request Quick Reference Card

Overview



If at any time, an attorney needs a copy of their **Certificate of Good Standing (COGS)**, a request can be submitted directly through the Attorney Information System (AIS). There are two options: a **COGS without a raised seal**, which can be downloaded immediately, or a **COGS with a raised seal**, which is mailed to a specified address and available for immediate download. The **current fee** for either certificate is **\$7**. This Quick Reference Card will provide step-by-step instructions to request a **Certificate of Good Standing** through AIS.

Requesting a COGS Without a Raised Seal

1. Log into AIS at <https://jportal.mdcourts.gov/aisattorneyportal/security/login.xhtml>.
2. Select the **Certificate of Good Standing** tab.

Compliance Summary ✓ Update Personal Details File Pro Bono Report File IOLTA Report Pay Assessments **Certificate of Good Standing** Disciplinary/Administrative Actions

COGS Payment Receipts

Date Purchased	Valid Until	View Certificate
No records found.		

Notes:
A Certificate of Good Standing is valid for 60 days from the date it is issued.
If you require a Certificate of Good Standing with a raised seal, please indicate in the request process and provide an address where you wish the certificate to be mailed.
To prevent incurring multiple charges, you can only generate a certificate once per day. You can print multiple copies of the electronic, downloadable version.

Acquire New Certificate of Good Standing

3. Click the **Acquire New Certificate of Good Standing** button to start a new request.
4. The **Fee for Certificate of Good Standing** dialog box will display. Select the **No** radio button, if necessary, and click the **Next** button.

Certificate Online Payment

Attorney Number: [Redacted]

Fee for Certificate of Good Standing

Do you require a certificate with a raised seal?

No Yes

Next

Please click the above button only once.

5. The **Payment Information** tab displays. Enter the name, credit card number, expiration date, and security code of the payment method and click the **Next** button.

6. The **Submit Payment** tab will display. Review the information for accuracy. To edit payment information, click the **Previous** button and make corrections. To process the payment, click the **Submit Payment** button.

Certificate Online Payment

Attorney Number: [Redacted]

TECHNICAL SUPPORT | mdsupport@egov.com | 1-855-745-1798

Checkout

Payment Type | Payment Information | **Submit Payment**

Review & Confirm

Customer Information

Address [Redacted]

Country United States

Email Address jane.doe@mdcourts.gov

Payment Information

Credit Card Visa****1111

Name on Account Jane Doe

Exp. 07/2023

Transaction Summary

Subtotal	\$7.00
Fees	\$1.14
Total	\$8.14

Previous | **Submit Payment**

7. When the payment is successfully processed, a **Payment Summary** of the transaction will display. Click the **Exit** button to close the window after the payment is complete.

Certificate Online Payment

Attorney Number: [Redacted]

Payment Summary

Status: The Transaction is Successful.

Attorney: [Redacted]

Name: [Redacted]

Email: jane.doe@mdcourts.gov

Payment Type: CC

Card Type: VISA

Card Number: ****-****-****-1111

Agency Amount Paid: \$7.00

Payment Date: 03/08/2023

Status: SUCCESS

Confirmation Number: 20885882

AIS WEB Transaction ID: 939

If requested, the Clerk of the Supreme Court of Maryland will send a Certificate of Good Standing with a raised seal to the address selected. A copy with an imprinted seal will be available for your immediate use on the Certificate of Good Standing page.

Click the button below only after payment is complete.

Exit

A **Payment Receipt Confirmation** will automatically be sent to the email address provided on the form.

[EXTERNAL] Supreme Court of Maryland



donotreply@egov.com
To

Description	Order ID	Amount
Supreme Court of Maryland		\$7.00
Transaction Summary	20693430	\$7.00
Description	Order ID	Amount
Non-refundable Tyler Maryland Service Fee	20693432	\$1.14

This service is provided by Tyler Maryland, a third party working under a contract administered by the Maryland Administrative Office of the Courts (AOC).

Customer Information

Customer Name

Local Reference ID

Receipt Date

Receipt Time

[REDACTED]

20

3/20/2023

11:35:19 AM EDT

Payment Information

Payment Type

Credit Card Type

Credit Card Number

Billing Name

Credit Card

VISA

*****1111

[REDACTED]

Billing Information

Billing Address

Billing City, State

ZIP/Postal Code

Country

Phone Number

This receipt has been emailed to the address below.

Email Address

[REDACTED]

FREDERICK, MD

21701

US

8. To view and print the certificate, click the **View Certificate** button on the **Certificate of Good Standing** tab.

Compliance Summary ✓ Update Personal Details File Pro Bono Report File IOLTA Report Pay Assessments **Certificate of Good Standing** Disciplinary/Administrative Actions

COGS Payment Receipts

Date Purchased	Valid Until	View Certificate
03/02/2023	05/01/2023	View Certificate

Notes:
A Certificate of Good Standing is valid for 60 days from the date it is issued.
If you require a Certificate of Good Standing with a raised seal, please indicate in the request process and provide an address where you wish the certificate to be mailed.
To prevent incurring multiple charges, you can only generate a certificate once per day. You can print multiple copies of the electronic, downloadable version.

Acquire New Certificate of Good Standing

9. The **Certificate of Good Standing** will display in a new browser tab. It can be printed and/or downloaded to the local computer.
10. Close the new tab to return to AIS.



A **Certificate of Good Standing** with or without a raised seal is valid for **60 days** from the date it is issued.



To prevent multiple charges, **only one** certificate can be generated **per day**.



The electronic, downloadable version of the certificate can be printed or copied **multiple times**.

Supreme Court of Maryland

Annapolis, MD



CERTIFICATE OF GOOD STANDING

STATE OF MARYLAND, ss:

I, Gregory Hilton, Clerk of the Supreme Court of Maryland, do hereby certify that on the seventeenth day of December, 2020,

[REDACTED NAME]
having first taken and subscribed the oath prescribed by the Constitution and Laws of this State, was admitted as an attorney of said Court, is now in good standing, and as such is entitled to practice law in any of the Courts of said State, subject to the Rules of Court. This certificate of good standing is valid through the first day of May, 2023.



In Testimony Whereof, I have hereunto set my hand as Clerk, and affixed the Seal of the Supreme Court of Maryland, this second day of March, 2023.

Gregory Hilton
Clerk of the Supreme Court of Maryland

Requesting a COGS With a Raised Seal

The steps to request a **Certificate of Good Standing** with a raised seal are similar to the previous steps, with the additional step of providing a mailing address so the certificate can be sent via USPS. The attorney will also be able to access the electronic version immediately after payment, if desired.

1. Log into AIS at <https://jportal.mdcourts.gov/aisattorneyportal/security/login.xhtml>.
2. Select the **Certificate of Good Standing** tab.

The screenshot shows a navigation bar with several tabs: Compliance Summary, Update Personal Details, File Pro Bono Report, File IOLTA Report, Pay Assessments, Certificate of Good Standing (highlighted with a red box), and Disciplinary/Administrative Actions. Below the navigation bar is a table with columns for Date Purchased, Valid Until, and View Certificate. The table contains the text "No records found." Below the table is a "Notes" section with red text: "A Certificate of Good Standing is valid for 60 days from the date it is issued. If you require a Certificate of Good Standing with a raised seal, please indicate in the request process and provide an address where you wish the certificate to be mailed. To prevent incurring multiple charges, you can only generate a certificate once per day. You can print multiple copies of the electronic, downloadable version." At the bottom right, there is a button labeled "Acquire New Certificate of Good Standing" which is highlighted with a red box.

3. Click the **Acquire New Certificate of Good Standing** button to start a new request.
4. The **Fee for Certificate of Good Standing** dialog box will display. Select the **Yes** radio button.
5. Select the address to mail the certificate with a raised seal. To use the address already on file, use the **Send to Primary Address** option. To send to a different address, select the **Send to Address of Choice** option.

The screenshot shows a dialog box titled "Certificate Online Payment". It has an "Attorney Number:" field at the top. Below it is a section titled "Fee for Certificate of Good Standing". This section contains two radio buttons: "Do you require a certificate with a raised seal?" with "No" and "Yes" options. The "Yes" option is selected. Below this is another section titled "Address To Mail the Certificate (With Raised Seal)" with two radio buttons: "Send to Primary Address" and "Send to Address Of Choice". The "Send to Address Of Choice" option is selected. Below these are several text input fields for "Address Line1", "Address Line2", "City/State", "Postal Code", "Country", and a dropdown menu for "Country" (set to "United States"). At the bottom right, there is a "Next" button highlighted with a red box. Below the "Next" button, there is a red text instruction: "Please click the above button only once."

6. Enter the address and click the **Next** button.
7. The **Payment Information** tab displays. Enter the name, credit card number, expiration date, and security code of the payment method and click the **Next** button.
8. The **Submit Payment** tab will display. Review the information for accuracy. To edit payment information, click the **Previous** button and make corrections. To process the payment, click the **Submit Payment** button.
9. When the payment is successfully processed, a **Payment Summary** of the transaction will display. Click the **Exit** button to close the window after the payment is complete.

Certificate Online Payment

Attorney Number: [REDACTED]

Payment Summary

Status: The Transaction is Successful.

Attorney: [REDACTED]

Name: [REDACTED]

Email: jane.doe@mdcourts.gov

Payment Type: CC

Card Type: VISA

Card Number: **** * 1111

Agency Amount Paid: \$7.00

Payment Date: 03/08/2023

Status: SUCCESS

Confirmation Number: 20885882

AIS WEB Transaction ID: 939

If requested, the Clerk of the Supreme Court of Maryland will send a Certificate of Good Standing with a raised seal to the address selected. A copy with an imprinted seal will be available for your immediate use on the Certificate of Good Standing page.

Click the button below only after payment is complete.

Exit

10. A **Payment Receipt Confirmation** will automatically be sent to email address added to the form.
11. The request for the certificate with a raised seal will be processed and the certificate will be mailed to the address provided. To view and print the certificate with an imprinted (not raised) seal immediately, click the **View Certificate** button on the **Certificate of Good Standing** tab.

Compliance Summary			Update Personal Details			File Pro Bono Report			File IOLTA Report			Pay Assessments			Certificate of Good Standing			Disciplinary/Administrative Actions		
COGS Payment Receipts																				
Date Purchased	Valid Until	View Certificate																		
03/08/2023	05/07/2023	View Certificate																		
03/02/2023	05/01/2023	View Certificate																		

Notes:
 A Certificate of Good Standing is valid for 60 days from the date it is issued.
 If you require a Certificate of Good Standing with a raised seal, please indicate in the request process and provide an address where you wish the certificate to be mailed.
 To prevent incurring multiple charges, you can only generate a certificate once per day. You can print multiple copies of the electronic, downloadable version.

Acquire New Certificate of Good Standing

11. The **Certificate of Good Standing** will display in a new tab. Print and/or downloaded to the local computer, if desired.
12. Close the new tab to return to AIS.

Getting Help



For assistance with requesting a Certificate of Good Standing through AIS, contact JIS Support @ 410.260.1114 or mdcourts@service-now.com.