

Attorney Information System (AIS) Assessment Payment Processing Quick Reference Card

Overview



Attorneys are responsible to pay annual Client Protection Fund Assessments each fiscal year in order to stay in compliance. This can be completed through the Attorney Information System (AIS). This Quick Reference Card will provide step by step instructions to pay assessments through AIS.

Assessment Payment Process

1. Log into AIS at [Sign in to AIS Attorney Portal \(mdcourts.gov\)](https://mdcourts.gov). Select the **Start/Edit Pay Assessments link** to access your **Pay Assessments** tab.

Compliance Item	Status	Detail	Action
CPF	X	Payment Due. Click 'Start/Edit Pay Assessments' button to make payment or to download invoice.	Start/Edit Pay Assessments

2. The **Invoice Summary** will display, indicating the assessment balance due. In the bottom right corner of the page, select **Start Payment**.

Invoice Balance :	\$130.00
Other Balance :	\$0.00
Total Amount Outstanding :	\$130.00
	Start Payment
	*A Third Party service fee will be applied.

3. The **Federal EIN (Tax ID) Verification** page will display. Attorneys are required to verify their Tax ID as part of their annual assessment reporting requirements. Select the appropriate answer.

Federal EIN (Tax ID) Verification

Please confirm the Tax ID information before proceeding with the payment.

Federal Tax ID Reporting

No, I do not have a Tax ID

Yes, I have a Tax ID as given below

Federal EIN (Tax ID): Format: XXXXXXXXX or XX-XXXXXXX

Last Reported: 11/15/2021 08:48:51 AM

I confirm that the above Federal Tax ID information is accurate.

[Next](#)

4. Select the confirmation box and click **Next** to display the **Payment Information** page.

5. Enter Credit/Debit Card – Information required:

- Name on credit card
- Valid credit card
- Account number
- Expiration date
- Security code

Note: Credit/Debit Card fee is \$1.00 + 2% of the transaction amount.

6. Review **Customer Information** and **Payment Information** for accuracy.

If edits are required, select Previous to make changes.

If no edits are required, select Submit Payment to process the payment.

7. When the payment is successfully processed, a **Payment Summary** of the transaction will display.

Payment Summary

Status: The Transaction is Successful.

Attorney: [REDACTED]

Name: [REDACTED]

Email: [REDACTED]

Payment Type: CC

Card Type: VISA

Card Number: ****_*-1111

Agency Amount Paid: \$133.60

Payment Date: 01/13/2022


Status: SUCCESS

Confirmation Number: 19647450

AIS WEB Transaction ID: 2589218

A **Payment Receipt Confirmation** will automatically be sent to the attorney's Login ID/Email Address.

[EXTERNAL] Maryland Client Protection Fund

 donotreply@egov.com
To [REDACTED]

Payment Receipt Confirmation

Your payment may take up to 24 hours to process.
Note: Your bank statement will reflect a charge from AIS Online Payment.

Receipt Contact Information

Contact Name Client Protection Fund of the Bar of Maryland
Contact Email mdsupport@egov.com
Contact Phone 1-855-745-1798
Contact Address 200 Harry S. Truman Parkway, Suite 350, Annapolis, Maryland 21401

Transaction Summary

Description	Order ID	Amount
Attorney Information System (AIS) Client Protection Fund		\$130.00
Transaction Summary	19647450	\$130.00
Description	Order ID	Amount
Non-refundable NIC Maryland Service Fee	19647452	\$3.60

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

Customer Information

Customer Name [REDACTED]
Local Reference ID [REDACTED]_2022JULY_BILLING2589151_13000_1
Receipt Date 1/13/2022
Receipt Time 10.10.17 AM EST

Payment Information

Payment Type Credit Card
Credit Card Type VISA
Credit Card Number [REDACTED]
Billing Name [REDACTED]

Billing Information

Billing Address [REDACTED]
Billing City, State ARLINGTON, VA
ZIP/Postal Code 22202
Country US
Phone Number [REDACTED]
This receipt has been emailed to the address below.
Email Address [REDACTED]

Getting Help



For assistance with paying assessment fees online through AIS, contact JIS Support @ 410.260.1114 or mdcourts@service-now.com.