



ATTORNEY COMPLIANCE STATUS IN AIS

Login to the Attorney Portal.

NOTICE:
Attorneys are required to complete their reports and pay the assessment no later than September 10 of each year. Pro bono and IOLTA reports must be completed online; however, attorneys can choose to pay the Client Protection Fund assessment online or through the U.S. mail by including an invoice printed from the AIS. **You must be registered in AIS to complete Pro Bono and IOLTA reporting or to print an invoice.**

Sign in
[Registration Video](#)

Please Enter Your Login ID *

(Email Id used during AIS registration)

New Registration
[Next](#)

Change / Forgot Login ID

Forgot Password

- a. Changes in AIS include the following new tabs:
 - i. Compliance Summary
 - ii. File Pro Bono Report
 - iii. File IOLTA Report



NOTE: *Disciplinary/Administrations Actions have been combined into one tab. The Assessments tab has been renamed as Pay Assessments and the Personal Details tab has been renamed to Update Personal Details. The Name Changes tab has been removed.*

- b. The following references have been added in the **Update Personal Details tab**: Rule 19-802(d) and the MDEC Change of Address notice.



Attorney Information System

| | | | | | |
|-------------|---------|--------------|-------|-------------------|------------|
| Title | | DOB | | Admission Date | 12/14/1995 |
| First Name | Janet | Tax ID | No | Proxy Admission | No |
| Middle Name | | TIN | | Out of State Exam | No |
| Last Name | Willoby | Employer | | Book Num | VI |
| Suffix | | Exam Session | S1995 | Page Num | 194 |

| | | | |
|--------|-------------|----------------------------------|-------------------------------|
| Status | Status Date | Personal Details Last Updated By | Personal Details Last Updated |
| Active | 12/14/1995 | tstaisadm | 07/08/2019 01:36:21 PM |

Edit - Personal Info + Add Address + Add Phone + Add Fax + Add Email

Contact Information

RULE 19-802(d): Obligation to Keep Information Current - Attorneys shall update their AIS account within 30 days after becoming aware of a change in the information. AIS and constituent agencies have the right to rely on the latest information in AIS for billing and disciplinary purposes and for other correspondence or communication.

MDEC: Changing your address in AIS or through CPF **does not** update your information in MDEC. At this time AIS and MDEC are independent of one another. For more information regarding MDEC policies and procedures, and their change of address form, go to: <https://mdcourts.gov/mdec/efilingatty>.

START at the COMPLIANCE SUMMARY TAB

1. The Compliance Summary ✖ tab is now the default tab displayed.
 - a. The Compliance Summary tab provides a status of the following attorney compliance obligations: Client Protection Fund (CPF) Assessment Payment, Tax Identification Number (TIN), Pro Bono, and IOLTA Reporting.
 - b. The CPF Payment, TIN, Pro Bono and IOLTA Compliance Item Status can be displayed as:
 - i. A green check ✔ indicating the compliance item is **Current and no further action is required**.

| Compliance Summary ✔ | | |
|----------------------|--------|--------------------|
| Compliance Item | Status | Detail |
| CPF | ✔ | Payments Current. |
| TIN | ✔ | Reporting Current. |
| Pro Bono | ✔ | Reporting Current. |
| IOLTA | ✔ | Reporting Current. |

OR as...

- ii. A red 'x' ✖ indicating a **compliance item is still due** or a **compliance item is overdue** resulting in a pending Administrative or Disciplinary Actions.

Compliance Summary ✖



Attorney Information System

| Compliance Item | Status | Detail |
|-----------------|--------|---|
| CPF | ✘ | Payment Due. Click 'Pay Assessments' tab to make payment or to download invoice. |
| TIN | ✘ | Reporting Due. Click 'Update Personal Details' tab, then click 'Edit Personal Info' button to report. |
| Pro Bono | ✘ | Reporting Due. Click 'File Pro Bono Report' tab to file your report. |
| IOLTA | ✘ | Reporting Due. Click 'File IOLTA Report' tab to file your report. |

Compliance Summary ✘

| Compliance Item | Status | Detail |
|-----------------|--------|---|
| CPF | ✘ | Action Pending. Non-Payment CPF Assessment Fee. Please contact the Client Protection Fund to resolve. Phone: 410-630-8140. |
| TIN | ✘ | Action Pending. Non-Compliant TIN. Please contact the Client Protection Fund to resolve. Phone: 410-630-8140. |
| Pro Bono | ✘ | Action Pending. Non-Compliant Pro Bono and IOLTA Reporting. Please contact the Administrative Office of the Courts to resolve. Phone: 410-260-1258. |
| IOLTA | ✘ | Action Pending. Non-Compliant Pro Bono and IOLTA Reporting. Please contact the Administrative Office of the Courts to resolve. Phone: 410-260-1258. |

END OF DOCUMENT