Online filing is no longer available. Mail or fax to Access to Justice Department at the address/fax listed below.

ANNUAL IOLTA COMPLIANCE REPORT

MANDATORY INTEREST ON LAWYER TRUST ACCOUNTS PROGRAM (IOLTA)

(Maryland Code, Business Occupations and Professions, Section 10-303).

Annual reporting of IOLTA compliance is required pursuant to MD Rule 16-608. You are required to file this Annual IOLTA Compliance Report with the Maryland Court of Appeals on or before February 15, 2015. FAILURE TO DO SO MAY RESULT IN YOUR DECERTIFICATION TO PRACTICE LAW IN MARYLAND. You may file online or by mail, reporting on the status of your IOLTA account(s) in existence as of the date of your completing this report. Even if you do not have an IOLTA account you must complete and submit this report to be in compliance.

The undersigned attorney hereby declares compliance with the IOLTA Act by **checking ONE or MORE of the boxes** below as appropriate.

COMPLIANCE DETERMINATION

☐ 1. I certify that there has been **NO CHANGE REGARDING MY IOLTA PRACTICES OR ACCOUNT(S)** as reported in my IOLTA Compliance Report filed the prior year.

☐ 2. I certify that I have **DEPOSITED MY IOLTA ELIGIBLE TRUST FUNDS IN ACCOUNTS PAYING INTEREST** to the Maryland Legal Services Corporation (MLSC) Fund as identified below.

3. **FOR LAW FIRMS WITH "REPORTING ATTORNEYS" (check one below)**: [See reverse side, Instruction #3]

☐ 3a. I certify that I maintain and deposit all my IOLTA eligible funds in my Law Firm's IOLTA Account(s), which will be submitted under separate cover by the IOLTA Reporting Attorney of law firm identified below.

☐ 3b. I certify that I am the IOLTA REPORTING ATTORNEY chosen and authorized by my Firm to file the annual law firm IOLTA Compliance Report and will provide my Firm's account(s) information as per Instruction #3 on the back of this form.

☐ 4. I hereby **ELECT A WAIVER OF PARTICIPATION IN THE IOLTA PROGRAM** and certify that the average monthly balance(s) of my non-IOLTA trust account(s) is/are $3,500 or less.. I further attest that I will notify MLSC when the average monthly balance(s) of said account(s) exceeds $3,500 and at such time convert to an IOLTA account.

☐ 5. I certify that I **MAINTAIN MY IOLTA ACCOUNT(S) IN A STATE OTHER THAN MARYLAND** in which I and/or my law firm practice law, and that I am fully participating in that state's IOLTA program. I further attest that I will notify MLSC at such time as I establish a trust account containing nominal or short-term client funds that is properly subject to Maryland's IOLTA law.
Name of State: _____

☐ 6. I certify that I **DO NOT HAVE A CLIENT TRUST ACCOUNT** containing nominal or short-term funds that is subject to the IOLTA requirement because of my professional activities (new admittee, retired, government service, not in private practice of law, in-house corporate counsel, no legal activities in Maryland, other). I further attest that I will notify the Maryland Legal Services Corporation at such time as I establish a trust account containing nominal or short-term client funds that is properly subject to Maryland's IOLTA statute.

ACCOUNT INFORMATION & ATTORNEY/LAW FIRM IDENTIFICATION

Fields marked with asterisks (*) must be completed to be in compliance. PLEASE PRINT LEGIBLY.

Name of Attorney **(*)**_____

Firm Name & Office Address _____

_____

Telephone No._____ E-mail:_____

Name of Firm IOLTA Reporting Attorney (if known)_____

Name of Account(s)_____

Account Number(s)_____

Name of Financial Institution_____

Mailing Address of Financial Institution_____

_____ Telephone No._____

Signature **(*)**_____ Date **(*)**_____

SEE REVERSE SIDE FOR INSTRUCTIONS ON COMPLETING THIS FORM.

Online filing is no longer available. Mail or fax to Access to Justice Department at the address/fax listed below.

INSTRUCTIONS TO ATTORNEY (OR FIRM MANAGING/IOLTA REPORTING ATTORNEY)

1. **EVERY MARYLAND ATTORNEY MUST SUBMIT AN ANNUAL COMPLIANCE FORM. FAILURE TO DO SO MAY RESULT IN YOUR DECERTIFICATION TO PRACTICE LAW IN MARYLAND.** If you completed an IOLTA compliance report for the prior year and there is NO CHANGE to your IOLTA practices or accounts contained in the report previously submitted, simply check Box #1, sign, date and return the form to the address indicated below OR file online at the judiciary website at www.mdcourts.gov.
2. **You are required to report on your IOLTA account(s) in existence as of the date of your completing this report**. If you have current IOLTA accounts at more than one financial institution and will not be submitting your form online, please make copies of the reverse side of this form and complete a copy for each account. If you have multiple IOLTA-eligible accounts at the same institution, simply list all account numbers on the reverse page in the space provided. Attach additional sheets if necessary.
3. In instances where all IOLTA eligible trust funds of all attorneys in a law firm are deposited in shared law firm IOLTA accounts, the firm shall designate an attorney to be its "**IOLTA Reporting Attorney**." The Reporting Attorney shall be authorized to report on all law firm IOLTA accounts by submitting one form listing all of the specific IOLTA account information for the firm with that attorney's signature (or multiple forms as indicated at instruction 2, above). For online filers, all accounts should be reported by the Reporting Attorney, in the corresponding fields provided.

   Individual attorneys at such firms must also submit compliance forms or file online, but need to indicate only name, address, phone number of their law firm and the name of the IOLTA Reporting Attorney (DO NOT provide IOLTA account information.)
4. MD Code, Human Services Article, Title 11 directs the Maryland Legal Services Corporation (MLSC) to implement and administer the IOLTA program. This form must be submitted to the Administrative Office of the Courts via ~~online filing at www.mdcourts.gov or by mail to P.O. Box 319, Simpsonville, MD, 21150-0319 no later than **February 15, 2015** to maintain compliance with MD Rule 16-608~~. Online filing no longer available. Mail or fax to the Access to Justice Dept. at the address/fax listed below.
5. If you have IOLTA-eligible funds that need to be deposited into an IOLTA account, please contact MLSC for an IOLTA Enrollment form or go to the MLSC website at www.mlsc.org to download the form. IOLTA enrollment forms must be submitted to an approved IOLTA financial institution. **It is not necessary to have an IOLTA account to be in compliance with IOLTA. If you are unsure as to whether to open an IOLTA account, please contact MLSC, 410-576-9494, ext. 1000.**

• If you have further questions regarding the IOLTA compliance report, visit the MLSC website at www.mlsc.org and follow links "Lawyers – IOLTA Compliance" or call MLSC at (410) 576-9494 or (800) 492-1340.

Your IOLTA compliance report must be filed by FEBRUARY 15, 2015. We encourage attorneys to complete the form online at www.mdcourts.gov, at which time a confirmation report verifying your filing can be obtained. If you choose to file by mail, confirmation reports are not available so please make a copy for your records. If filing by mail, both your IOLTA compliance report and pro bono legal service report should be mailed to:

Access to Justice Department
Administrative Office of the Courts
~~**P.O. Box 319**~~ 2001 E/F Commerce Park Drive, Annapolis, MD 21401
~~**Simpsonville, MD 21150-0319**~~ fax: 410-260-2504

CHANGE OF ADDRESS INSTRUCTIONS: If you have a change in your address, you must provide that information in writing directly to the Client Protection Fund at the address listed below or via fax at (410) 260-3636. MLSC cannot change your address. You can contact the Client Protection Fund at:

Client Protection Fund of Maryland
~~2011 Commerce Park Drive~~ 200 Harry S. Truman Parkway, Suite 350
Annapolis, Maryland 21401
or call ~~(410) 260-3635~~ 410-630-8140

SEE REVERSE SIDE FOR COMPLIANCE FORM