

# Attorney Information System (AIS)

## Copy of Bar Admission Certificate Request

### Quick Reference Card

#### Overview



If an attorney needs a copy of their **Bar Admission Certificate**, a request can be submitted directly through the Attorney Information System (AIS).

The certificate can be mailed to the address on file in AIS or a different specified address. A copy can also be made available for in person pickup. The **current fee** for the certificate is **\$20**. This Quick Reference Card will provide step-by-step instructions to request a copy of **Bar Admission Certificate** through AIS.

#### Requesting a Copy of Bar Admission Certificate

1. Log into AIS at <https://jportal.mdcourts.gov/aisattorneyportal/security/login.xhtml>.
2. From the **Menu** on the left side of the window, select the **Supreme Court of Maryland** option.
3. Click the **Copy of Bar Admission Certificate** option.  
The Supreme Court of Maryland page will display.

**Supreme Court of Maryland**

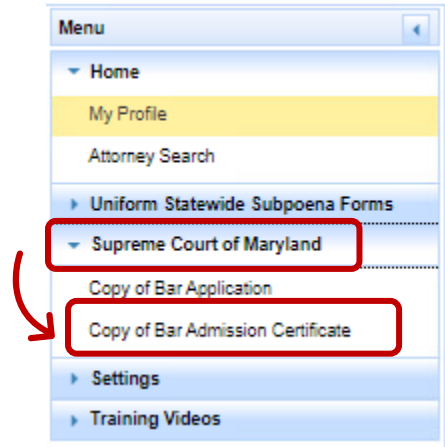
Welcome to the Supreme Court of Maryland's Online Attorney Portal in AIS!

Here you can seamlessly handle a variety of legal transactions and services with the highest court in Maryland. Our user-friendly online platform is designed to streamline your interactions with the court, making your professional life more efficient and convenient.

Within this portal, you'll find a range of essential tools and services tailored to meet the unique needs of attorneys like you.

At the Supreme Court of Maryland, we understand the demands of your profession, and our online portal is committed to supporting your legal endeavors. Feel free to explore the features and services available here, and don't hesitate to reach out if you have any questions or require assistance. Your convenience and success are our top priorities, and we're here to assist you every step of the way.

Thank you for choosing the Supreme Court of Maryland's Online Attorney Portal in AIS. We look forward to serving your document needs efficiently and effectively.



4. Click the **Next** button. The **Bar Admission Certificate Online Payment** page will display.
5. Select the desired option of either a **Standard Copy** or a **Certified Copy** of the certificate.

**Bar Admission Certificate Online Payment**

Attorney Number:

**Fee for Bar Admission Certificate**

Standard Copy  Certified Copy

Send to Primary Address  Send to Address Of Choice  In Person Pickup

**JANE LAWYER 123 MAIN STREET, Baltimore, MD 21201 USA**

Please click the above button only once.

6. Select the method/location of delivery. There are three options to receive a copy of your **Bar Admission Certificate**:

Bar Admission Certificate Online Payment

Attorney Number: [Redacted]

### Fee for Bar Admission Certificate

Standard Copy  Certified Copy

Send to Primary Address  Send to Address Of Choice  In Person Pickup

**JANE LAWYER 123 MAIN STREET, Baltimore, MD 21201 USA**

[Next](#)

Please click the above button only once.

- Send to your **Primary Address**: Send to the address on file in AIS.
  - Send to **Address of Choice**: Send to a new address. Enter the address in the fields displayed when this option is selected.
  - Request **In Person Pickup**: Hold in the Annapolis-based office until picked up.
7. Click the **Next** button.
8. Enter the credit card information, including name, credit card number, expiration date, and security code.
9. Click the **Next** button. The **Submit Payment** page displays.

Bar Admission Certificate Online Payment

Attorney Number: [Redacted]

## Checkout

\$21.40 X

Payment Type Customer Information **Payment Information** Submit Payment

### Payment Information

Complete all required fields [ \* ]

**Name on Credit Card \***  
Jane Lawyer

**Credit Card Number \***  
4111111111111111

**Expiration Date \***  
02 - February 2027

**Security Code \***  
123

[Previous](#) [Next](#)

Click the button below only after payment is complete.

[Exit](#)

10. Review the information. If correct, click the **Continue** button. **NOTE:** To return to and edit any information, click the **Previous** button.

Bar Admission Certificate Online Payment

Attorney Number: [REDACTED]

## Checkout

\$21.40 X

Payment Type Customer Information Payment Information Submit Payment

### Review & Confirm

Customer Information	Payment Information
<b>Address</b> Matthew Louis Mainen 5938 DORCHESTER WAY North Bethesda, MD 20852	<b>Credit Card</b> Visa****1111
<b>Country</b> United States	<b>Name on Account</b> Jane Lawyer
<b>Email Address</b> matthew.mainen@gmail.comXXX	<b>Exp.</b> 02/2031

### Transaction Summary

<b>Subtotal</b>	\$20.00
<b>Fees</b>	\$1.40
<b>Total</b>	\$21.40

Previous **Continue**

Click the button below only after payment is complete.

Exit

11. 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.

Bar Admission Certificate Online Payment

Attorney Number: [REDACTED]

## Payment Summary

Status:	The Transaction is Successful.
Attorney:	Lawyer, Jane
Name:	Lawyer, Jane
Email:	Jane.lawyer@lawfirm.com
Payment Type:	CC
Card Type:	VISA
Card Number:	****-****-****-1111
Agency Amount Paid:	\$20.00
Payment Date:	04/12/2024
Status:	SUCCESS
Confirmation Number:	21593126
AIS WEB Transaction ID:	4806

The Clerk of the Supreme Court of Maryland will send the Copy of your Bar Admission Certificate through the mail.

Click the button below only after payment is complete.

Exit



Once payment is complete, you will receive a system-generated email acknowledging your request for a copy of the **Bar Admission Certificate** from the Supreme Court of Maryland. Additionally, a **Payment Receipt Confirmation** will automatically be sent to the email address provided on the form.



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

## Getting Help



For assistance with requesting a copy of your **Bar Admission Certificate** through AIS, contact Customer Services @ 410.260.1114 or [mdcourts@service-now.com](mailto:mdcourts@service-now.com).