

Attorney Information System (AIS) Copy of Bar Application Request Quick Reference Card

Overview

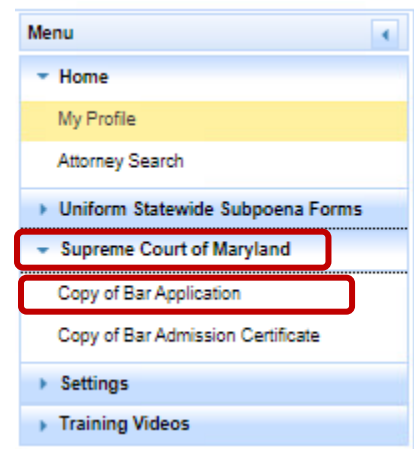


If an attorney needs a copy of their **Bar Application**, a request can be submitted directly through the Attorney Information System (AIS). There are two options: a **Standard Copy** or a **Certified Copy**. A certified copy includes a statement of certification from the Clerk of the Supreme Court.

Either 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 standard copy is **\$15** and the certified copy is **\$20**. This QRC will provide step-by-step instructions to request a copy of **Bar Application** through AIS.

Requesting a Copy of Bar Application

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 Application** 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 Application Online Payment** page will display.
5. Select the desired option of either a **Standard Copy** or a **Certified Copy** of the certificate.

Bar Application Online Payment

Attorney Number:

Fee for Bar Application

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 Application**:

- 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.

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

Attorney Number: [Redacted]

Checkout

\$16.30 X

Payment Type Customer Information Payment Information Submit Payment

Review & Confirm

Customer Information	Payment Information
Address Jane Lawyer 123 Main Street Baltimore, MD 21201	Credit Card Visa****1111
Country United States	Name on Account Jane Lawyer
Email Address Jane.lawyer@lawfirm.com	Exp. 02/2031

Transaction Summary

Subtotal	\$15.00
Fees	\$1.30
Total	\$16.30

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 Application 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:	\$15.00
Payment Date:	04/12/2024
Status:	SUCCESS
Confirmation Number:	21593356
AIS WEB Transaction ID:	4807

The Clerk of the Supreme Court of Maryland will send the Copy of your Bar Application 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 Application** 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 Application Request through AIS, contact Customer Services @ 410.260.1114 or mdcourts@service-now.com.