

Attorney Information System (AIS) New Account Registration Quick Reference Card

Overview



The Attorney Information System (AIS) is a secure, comprehensive information database for Maryland lawyers available online. AIS brings together information from various Maryland agencies involved in regulating the legal profession in one comprehensive system.

NOTE: Registration is required to use AIS.

Use AIS to:

- Pay your annual Client Protection Fund assessment when invoiced each year.
- Verify your Tax Identification Number (TIN) each year.
- Report on Pro Bono and IOLTA – Starting July 10, 2019.
- Obtain Subpoena forms.
- Review and update your contact information.
- Review your Maryland Attorney status.
- Review any administrative and/or disciplinary actions taken by the Supreme Court of Maryland.

1. Information needed for Registration:

- a. Your 10-digit **Attorney ID Number***
 - i. Previously referred to as your Client Protection Fund (CPF) Number.
 - ii. Find your number at: <http://mdcourts.gov/lawyers/attylist.html>.
- b. The last 6-digits of your **(SSN) Social Security Number**; and*
- c. A valid email address – This address will be used by AIS to send notifications and reminders. **(Type in the email address. DO NOT CUT AND PASTE to enter the email address as this can cause problems.)***
 - i. The email address will become your login ID and will be used for correspondence to you from the AIS system.

Take the following steps to register for a new account in AIS.

Registering for a New AIS Account

1. Navigate to the Attorney Information System (AIS) portal at <https://jportal.mdcourts.gov/aisattorneyportal/security/login.xhtml>.
2. The **AIS Sign in** page will display. Click the **New Registration** link at the bottom left.

3. The **Attorney Registration** page will display. Enter your **Attorney Number** and **last six (6) digits of SSN**.

4. Click the **Next** button.


5. The **Attorney Registration** page will display. Enter your **attorney number, first and last name**, and **email address** in the required (*) fields.

6. Enter a password in the **Password** field and again in the **Confirm Password** field using the following requirements:
 - A minimum of 12 characters
 - At least 1 Upper case letter
 - At least 1 Lower case letter
 - At least 1 Number



AIS passwords expire every **six (6)** months

7. Click the **Submit** button and a notification will display.

 Your registration is not complete. An email has been sent to you with further instructions. If you do not receive your email within a few minutes, please check your Spam/Junk folders.

8. An email with a password reset link will be sent to the email address listed. Click the link in the email to complete your AIS registration.

Subject: Maryland Judiciary Attorney Information System - complete the registration

We have received your online request for access to the Maryland Judiciary Attorney request but require you to click the link below to complete the registration process.

[Click here to complete your AIS registration](#)

(This link will expire in 1 hour).

Please do not reply to this e-mail as it is generated from an automated system. If you have any content, please contact the Maryland Judiciary Service Desk at 410-260-1114.

Thank you,
The Attorney Information System (AIS) Support Team



The link will expire in one hour from receipt of the email.

9. A confirmation message will display. Select the **Click here to proceed** link to confirm the validity of the email address.

Confirm validity of e-mail address
[redacted]@mdcourts.gov.

Confirm validity of e-mail address [redacted]@mdcourts.gov.

[» Click here to proceed](#)

10. A notification will display indicating the account is set up.

Your account has been updated.

Your account has been updated.

11. If desired, navigate back to the **AIS Sign in** page and log in with the new Login ID and password.

Getting Help



For assistance with AIS, contact JIS Support @ 410.260.1114 or mdcourts@service-now.com.