



## ATTORNEY COMPLIANCE STATUS IN AIS

1. Sign into the Attorney Portal.

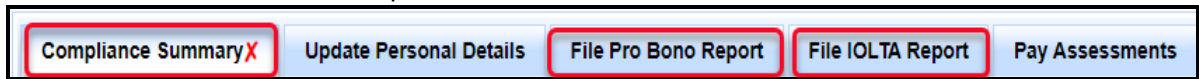
Please Enter Your Login ID.  
(Login ID would be Email ID used during AIS registration)

[New Registration](#)      [Forgot Login ID](#)      [Change Login ID](#)

Next

[Please click here for Browser Recommendations](#)

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



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

Title		DOB		Admission Date	06/17/2008
First Name	█	Tax ID	No	Proxy Admission	No
Middle Name	█	Federal EIN (Tax ID):		User Role	Uniform Bar Exam
Last Name	█	Employer		Book Num	IX
Suffix		Session	W2008	Page Num	24

Status	Status Date	Personal Details Last Updated By	Personal Details Last Updated
Active	06/17/2008	marian.isaac	06/22/2024 09:55:20 AM

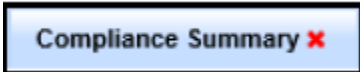
Edit - Personal Info   
  + Add Address   
  + Add Phone   
  + Add Fax   
  + Add Email

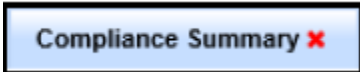
**RULE 19-802(e):** Obligation to Keep Information Current - Attorneys shall update their AIS account within 30 days after becoming aware of a change in the information. AIS and constituent agencies have the right to rely on the latest information in AIS for billing and disciplinary purposes and for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

### Need Help

For assistance, contact Customer Services @410.260.1114 or [mdcourts@service-now.com](mailto:mdcourts@service-now.com).