

Attorney Information System (AIS) Resetting an Account Password Quick Reference Card

Overview



The Attorney Information System is a secure, comprehensive information database for Maryland lawyers available online. Take the following steps to reset an account password.

Resetting an AIS Account Password

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. Enter your **Login ID/Email ID** and click the **Next** button.

3. Click the Reset Password link.

4. The **Reset Password** page will display. Click the **Submit** button.

A confirmation notice will display.

5. An email will be sent to the registered email address, with a link to reset your password. Click the link to complete the steps to reset your password.



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

6. Enter a password in the **New 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

Update Password

⚠ Create new password.

New Password*

Aw@lkin4hePark

Confirm Password*

Aw@lkin4hePark

Submit



AIS password will expire every **six (6)** months

7. Click the **Submit** button.

8. A confirmation message will display.

Your account has been updated.

Your account has been updated.

9. Sign in with updated credentials.

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](#)

AIS Account Lockout

When an attorney exceeds five (5) attempts to enter an invalid password, the account will lock for **30 minutes**.

After 30 minutes, the attorney must select **Reset Password** on the **Reset Password** page to receive an email with a link to reset the password. Refer to **Resetting an AIS Account Password** section above.

█@gmail.comXXX

ⓘ Your account has been temporarily locked due to multiple password failures. After 30 minutes, please click on Reset Password to receive a link to reset your password.

[Back to Login](#)

Password

Reset Password

Next

Getting Help



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