

# Attorney Information System (AIS) IOLTA Reporting QRC Quick Reference Card

## Overview



The Attorney Information System (AIS) is a secure and comprehensive online database for Maryland lawyers. As part of the annual reporting process, attorneys are required to complete the IOLTA Report every year. Take the following steps to log into AIS, view, and complete your IOLTA reporting obligation.

## Filing IOLTA Reporting

1. Log into AIS at <https://jportal.mdcourts.gov/aisattorneyportal/security/login.xhtml>.
2. The Home Page displays. IOLTA reporting can be accessed from the **Compliance Summary** tab or the **File IOLTA Report** tab. The example below demonstrates the steps from the **Compliance Summary** tab.

From the **Compliance Summary** tab, click the **Start/Edit File IOLTA Report** button in the **Action** column to access your IOLTA report.

Compliance Item	Status	Detail	Action
CPF	✓	Payments Current.	Start/Edit Pay Assessments
Federal EIN (Tax ID)	✓	Reporting Current.	Start/Edit Personal Info
Pro Bono	✗	Reporting Due. Click 'Start/Edit File Pro Bono Report' button to file your report.	Start/Edit File Pro Bono Report
IOLTA	✗	Reporting Due. Click 'Start/Edit File IOLTA Report' button to file your report.	Start/Edit File IOLTA Report

3. Select the **Start/Edit Report** button to start a report for the current reporting cycle.

Reporting Year	Reporting Period	Submitted	Date Submitted	Action
2022	July 1, 2021 - June 30, 2022	No		Start/Edit Report

4. The **Annual IOLTA Compliance Report** homepage displays, which outlines the rules and responsibilities for completing the report. There are four (4) separate sections within the IOLTA Report to be completed: **Step-I Certification**, **Step-I Firm Information**, **Step-III Account Information**, and **Step-IV Signature and Submission**. After each step, select the **Save and Continue** button to move to the next tab.

**MLSC**  
MARYLAND LEGAL SERVICES CORPORATION  
IOLTA - INTEREST ON LAWYER TRUST ACCOUNTS

**ANNUAL IOLTA COMPLIANCE REPORT**  
(Maryland Code, Business Occupations and Professions, Section 10-303)

**TO BE IN COMPLIANCE EVERY MARYLAND ATTORNEY MUST SUBMIT AN ANNUAL IOLTA REPORT. FAILURE TO DO SO MAY RESULT IN THE DECERTIFICATION TO PRACTICE LAW IN MARYLAND.**

Annual reporting for IOLTA compliance is required pursuant to MD Rule 19-409. You are required to file this IOLTA Compliance Report annually with the Supreme Court of Maryland on or before **SEPTEMBER 10th** of each year. You are required to report all IOLTA account(s) in existence as of the date of your completing this report. Even if you do not have an IOLTA account you must report to comply.

In instances where all IOLTA eligible trust funds of all attorneys in a law firm are deposited in shared law firm IOLTA accounts, the firm shall designate an attorney to be its IOLTA Reporting Attorney. The IOLTA Reporting Attorney shall be authorized to report on all law firm IOLTA account information for the firm with that reporting attorney's signature. Every individual attorney at the law firm must also report on IOLTA to comply but WILL NOT include account information in their reporting; the individual attorney will only provide the compliance determination information and reference the name of the IOLTA Reporting Attorney.

*Even if you do not have an IOLTA account you must report to comply.*

Step-I Certification   Step-II Firm or Solo Practitioner Information   Step-III Account Information   Step-IV Signature and Submission

## Step - I Certification

The first step requires you to certify that you maintain a Maryland IOLTA account and provide additional information.

A. Click the box(es) to select the applicable certification option for the reporting period.

*Even if you do not have an IOLTA account you must report to comply.*

Step-I Certification	Step-II Firm or Solo Practitioner Information	Step-III Account Information	Step-IV Signature and Submission
<b>CERTIFICATION:</b> The undersigned attorney hereby declares compliance with the IOLTA Act by checking ONE or MORE of the boxes below as appropriate.			
1.	I certify that I maintain a Maryland IOLTA account and I have DEPOSITED MY IOLTA ELIGIBLE TRUST FUNDS IN ACCOUNTS PAYING INTEREST to the Maryland Legal Services Corporation (MLSC) Fund as identified below.		<input checked="" type="checkbox"/>
<b>FOR LAW FIRMS WITH REPORTING ATTORNEYS:</b>			
2a.	I certify that I maintain and deposit all my IOLTA eligible funds in my Law Firm's IOLTA Account(s), which will be submitted under separate cover by the IOLTA Reporting Attorney identified below.		<input type="checkbox"/>
	Firm Reporting Attorney:		<input type="button" value="MD Bar Attorney Search"/>
2b.	I certify that I am the IOLTA REPORTING ATTORNEY chosen, am a Maryland barred attorney and authorized by my Firm to file the annual law firm IOLTA Compliance Report by providing my Firm's account information.		<input type="checkbox"/>
3.	I hereby ELECT A WAIVER OF PARTICIPATION IN THE IOLTA PROGRAM and certify that the average monthly balance(s) of my non-IOLTA trust account(s) is/are \$3,500 or less. I further attest that I will notify MLSC when the average monthly balance(s) of said account(s) exceeds \$3,500 and at such time convert to an IOLTA account.		<input type="checkbox"/>
4.	I certify that I MAINTAIN MY IOLTA ACCOUNT(S) IN A STATE OTHER THAN MARYLAND in which I and/or my law firm practice law, and that I am fully participating in that state's IOLTA program. I further attest that I will notify MLSC at such time as I establish a trust account containing nominal or short-term client funds that is properly subject to Maryland's IOLTA law.		<input type="checkbox"/>
	Name of State(s):		<input type="checkbox"/> Delaware <input type="checkbox"/> District of Columbia <input type="checkbox"/> Pennsylvania <input type="checkbox"/> Virginia
5.	I certify that I DO NOT HAVE A MARYLAND TRUST ACCOUNT containing nominal or short-term funds that is subject to the IOLTA requirement because of my professional activities (new admittee, retired, government service, not in private practice of law, in-house corporate counsel, no legal activities in Maryland, other). I further attest that I will notify the Maryland Legal Services Corporation at such time as I establish a trust account containing nominal or short-term client funds that is properly subject to Maryland's IOLTA statute.		<input type="checkbox"/>
<input type="button" value="Save &amp; Close"/>			<input type="button" value="Save &amp; Continue"/>

- If (1.) is selected, Steps I through IV are required for entry.
- If (2a.) is selected, Steps I, II, and IV are required for entry. Selection of **Firm Reporting Attorney** is also required.
- If (2a.) and (2b.) are selected, Steps I through IV are required for entry.
- If (3.) is selected, Steps I and IV are required for entry.
- If (4.) is selected, Steps I and IV are required for entry. Selection of **Name of State(s)** is also required.
- If (5.) is selected, Steps I and IV are required for entry.

B. Once completed, select the **Save and Continue** button to move to **Step-II Firm Information**.

**NOTE:** The option to **Save & Close** is available at any time to complete the report at a later time. The report will display as Submitted = **No**.

## Step - II Firm Information

The second step requires you to add your associated firm information, if applicable. **NOTE:** If you are not a part of a firm, click the check box  if you are not part of a firm. Click the **Save & Continue** to proceed to **Step-III Account Information**.

- A. To add or change the recorded firm information, click the **Select Firm** button.

*Even if you do not have an IOLTA account you must report to comply.*

Step-I CertificationStep-II Firm or Solo Practitioner InformationStep-III Account InformationStep-IV Signature and Submission

Firm or Solo Practitioner Information:

To add or change Firm Information, click button on the right ⇨ Select Firm

Firm Information Not Available.

Check here if you are not part of a firm

Save & CloseSave & Continue

- B. The **Law Firms** window will display. Attorneys can search for existing firms from a picklist or add a new firm.

Law Firms ✕

**Law Firms**

Add Firm + Edit Delete

Search

If your firm name is not found select the 'Add Firm +' button to add it to AIS.

CloseSubmit Selection

- C. Type the name (or part of the name) of the law firm into the **Firm Name** field.
- D. Click the **Search** button.
- E. A list of firm names that meet the criteria will display. Locate the correct firm name and click to highlight it.
- F. Review the firm name, address, and phone number. If correct, click **Submit Selection** button.

Law Firms ✕

**Law Firms**

New + Edit Delete

Search

Firm Name	Firm Address	Phone Number
Monument Legal Services	120 Bush Ave, Baltimore, MD 21111-1111	(222) 222-2222

CloseSubmit Selection

**NOTE:** If the information needs to be updated, click the **Edit** button to make changes before submitting.

- G. The firm name has been added to the report. Click the **Save & Continue** button to proceed to **Step-III Account Information**.

FIRM INFORMATION:	
To add or change Firm Information, click button on the right ↗	
<a href="#">Select Firm</a>	
Firm Name	<b>Monument Legal Services</b>
Firm Address	120 Bush Ave, Baltimore, MD 21111-1111
Phone Number	(222) 222-2222
<a href="#">Save &amp; Close</a>	
<a href="#">Save &amp; Continue</a>	

If the firm name is not listed, take the following steps:

- H. Click the **New+** button.

Law Firms

*Your search did not return any results. Please refine search criteria and try again.*

**Law Firms** [New +](#) [Edit](#) [Delete](#)

Firm Name: \*

[Close](#) [Submit Selection](#)

- I. The **Law Firms > Create** window will display. Enter the information in the required (\*) fields to create a new entry and add the law firm to the AIS picklist.

Law Firms

**Law Firms > Create**

Firm Name: *	<input type="text"/>
Address1 *	<input type="text"/>
Address2	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text" value="Select State"/>
Zip *	<input type="text"/>
Phone Number	<input type="text"/>

[Cancel](#) [Save](#)

- J. Click the **Save** button.

- K. A message indicating the new firm was saved successfully will display and the newly-added law firm will display in the list. Click the firm name to highlight it.

The screenshot shows a window titled "Law Firms" with a success message: "Law Firm Saved Successfully". Below the message, there are buttons for "New +", "Edit", and "Delete". A search bar contains "MGGGHM" and a "Search" button. A table lists the firm details:

Firm Name	Firm Address	Phone Number
MGGGHM	101 South Main Street, Suit 500, Bel Air, MD 21015	(410) 111-2222

At the bottom, there are "Close" and "Submit Selection" buttons. The "Submit Selection" button is highlighted with a red box.

- L. Select the **Submit Selection** button to add the firm name to the report.
- M. Click the **Save & Continue** button to progress to **Step-III Account Information**.

### Step-III Account Information

Maryland IOLTA accounts must be added as part of the IOLTA reporting process. Do not report operating accounts, individual client trust accounts, or IOLTA accounts remitting to other jurisdictions. Only current IOLTA accounts are to be reported. **NOTE:** Account information can be edited or deleted if needed.

- A. To add an account for reporting, click the **New Account** button.

The screenshot shows the "Step-III Account Information" window. It has a progress bar with four steps: "Step-I Certification", "Step-II Firm Information", "Step-III Account Information", and "Step-IV Signature and Submission". Below the progress bar, there is a section titled "ACCOUNT INFORMATION:" with a note: "Only report Maryland IOLTA accounts. Do not report: operating accounts, individual client trust accounts or IOLTA accounts remitting to other jurisdictions." There are buttons for "New Account +", "Edit Account", and "Delete Account". A message states: "There are no IOLTA accounts in the System. Please click button above to create a New Account." At the bottom, there are "Save & Close" and "Save & Continue" buttons. The "New Account" button and the "Save & Continue" button are highlighted with red boxes.

- B. The **Create Account** window is displayed. Enter the **last 3-digits** of the IOLTA Account Number.

The screenshot shows the "Create Account" window. It has a field for "Account Number (Last 3 digits) \*" with the value "301". There is a dropdown menu for "Financial Institution \*" with the text "Select One". There is a checked checkbox for "Open". At the bottom, there are "Cancel" and "Save" buttons.

- C. In the **Financial Institution** field, click the drop-down arrow and select the name of the institution where the account exists. If the bank is not listed, select Other. **NOTE:** If the account is closed, deselect the **Open** check box.

- D. Click the **Save** button.

Item #	Account Number (Last 3 digits)	Financial Institution	Open
1	301	Bank of Hope	Yes

- The Account entry can be edited or deleted when highlighted.
  - Additional accounts can be created by selecting the **New Account +** button and repeating steps above.
- E. Select the **Save & Continue** button to proceed to **Step-IV Signature and Submission**.

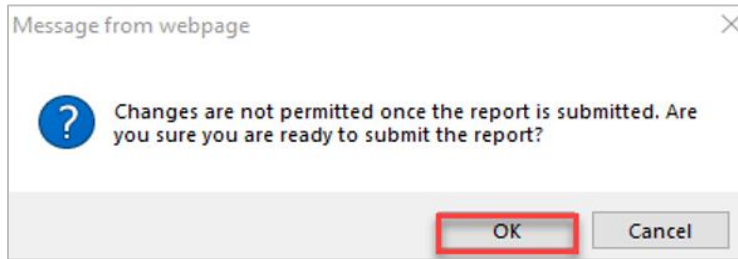
## Step-IV Signature and Submission

The final step is to review and sign the IOLTA report.

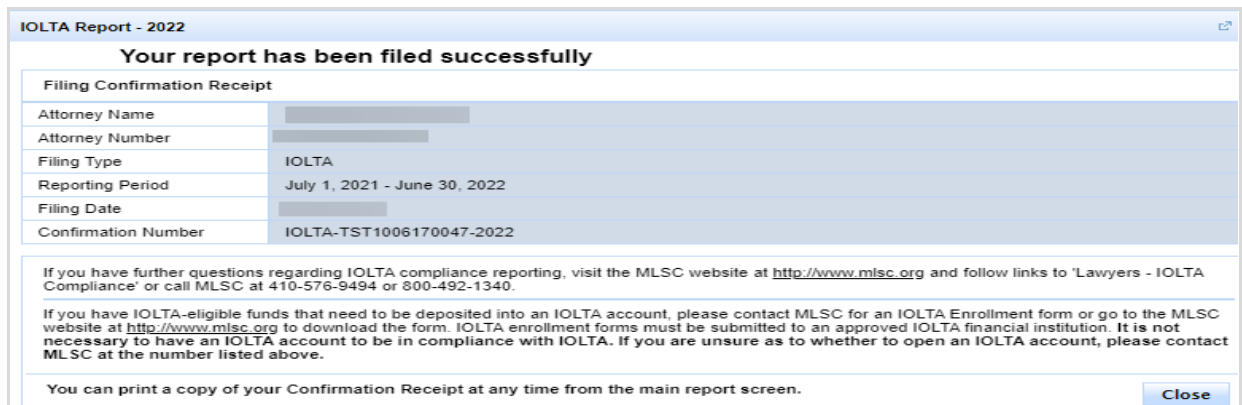
*Even if you do not have an IOLTA account you must report to comply.*

- A. In the **Lawyer's signature** field, enter your full name. **NOTE:** By entering your name here, you are certifying that this form is completed by you personally.
- B. Click the **Submit** button. A form will display with answers provided. Review for accuracy before proceeding.
- NOTE:** If any sections are incomplete, an error will generate in a red banner at the top of the screen. To correct the issue, navigate back to the appropriate tab, select the **Save and Continue** button on that step, then return to **Step-IV Signature and Submission**.
- C. Select the **Submit** button to officially submit your IOLTA Report filing.

D. A confirmation message will display. Click **OK** when you are ready to submit the report.



E. The **Filing Confirmation Receipt** will display. A copy of the **Confirmation Receipt** can be printed from the main **File IOLTA Report** tab.



F. Click the **Close** button.

## Final Notes

- The report was successfully submitted.
- The report can be printed from the **File IOLTA Report** tab.
- The **Filing Confirmation Receipt** can be printed from the IOLTA Report tab.
- The option to edit the report is no longer available after submitting.
- The option to delete an incomplete report is no longer available after submitting.
- IOLTA Compliance status is changed to Reporting Current.

Compliance Item	Status	Detail
CPF	✓	Payments Current.
TIN	✓	Reporting Current.
Pro Bono	✓	Reporting Current.
IOLTA	✓	Reporting Current.

## Getting Help



For assistance with AIS, contact JIS Support @ 410.260.1114 or [mdcourts@service-now.com](mailto:mdcourts@service-now.com).