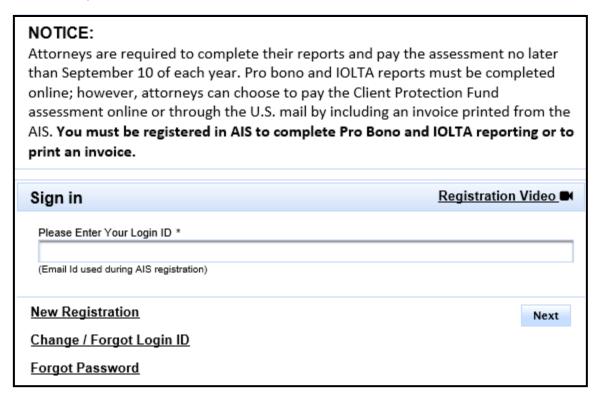


Attorney Information System

ATTORNEY COMPLIANCE STATUS IN AIS

Login to the Attorney Portal.



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

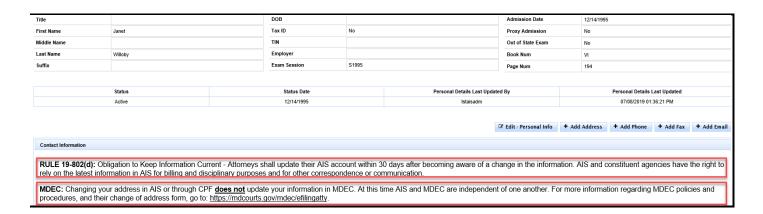


NOTE: Disciplinary/Administrations Actions have been combined into one tab. The Assessments tab has been renamed as Pay Assessments and the Personal Details tab has been renamed to Update Personal Details. The Name Changes tab has been removed.

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



Attorney Information System



START at the COMPLIANCE SUMMARY TAB

- 1. The Compliance Summary x 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.



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 🗙



Attorney Information System

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.	

END OF DOCMENT