

ATTORNEYS - IMPORTANT DATES TO REMEMBER

- **July 10** – On or before July 10 of each year, AIS will generate and send electronically to each attorney who is responsible for an assessment, or who has volunteered to contribute to the Fund, a notice of assessment for the next ensuing fiscal year. The AIS generated email will include notice to comply with the Federal Tax Identification Number disclosure and notice to comply with the pro bono and IOLTA reporting requirements.
- **August 31** – Deadline for submitting a notarized Affidavit of Inactive/Retired Status for the current payment and reporting cycle. Status change will become effective the prior July 1.
- **September 10** – On or about September 10 of each year, a late fee of \$25 will be assessed if the invoiced assessment has not been paid. Pro bono and IOLTA reports are also due by this date.
- **January 10** – On or about January 10 of each year, an additional late fee of \$50 will be assessed on any outstanding balance due on the fiscal year invoice.
- **February 10** – Pursuant to Rule 19-606, 19-409 and 19-503, as soon as practicable after February 10 each year, AOC shall electronically send a **Notice of Default** to each attorney who has failed to pay the CPF assessment in full, including late fees and charges for dishonored checks, and/or failed to provide their federal tax identification number or statement that there is no such number to the Fund, and/or has not filed the required IOLTA Compliance Report, and/or has not filed the required Pro Bono Legal Service Report.
- **March 10** – No later than March 10 each year, the Supreme Court of Maryland will receive a proposed Temporary Suspension Order and Decertification Order stating the names and Fund account numbers of those attorneys who failed to comply with the above stated obligations. At their discretion, the Court signs the Temporary Suspension and/or Decertification Order, usually at the March or April Conference.