

INFORMATION FOR IOLTA LATE FILERS

This information applies to attorneys who are submitting an IOLTA report when online reporting is closed. If you are filing after February 15 but before reporting closes in late August, you may continue to follow the regular reporting procedure by submitting your report to the address on the current year form, or filing online. **Online filing no longer available.**

If you did not file a timely IOLTA report and need to submit one when online reporting is closed, please follow the steps to comply with the IOLTA reporting requirement.

1. Go the following link and print out the Annual IOLTA Compliance Report:

<http://mdcourts.gov/lawyers/pdfs/ioltacompliance.pdf>

2. Complete the packet and mail or fax it to:

Administrative Office of the Courts
Access to Justice Department
2001 E/F Commerce Park Drive
Annapolis, MD 21401 or fax form to 410-260-2504

This address is only for LATE FILING. Timely reports must be submitted to the address indicated on the current year form or filed electronically.

3. Mail a \$50 check or money order for the Recertification Fee, made payable to "Clerk, Maryland Court of Appeals" to:

Office of the Clerk
Maryland Court of Appeals
361 Rowe Boulevard
Annapolis, Maryland 21401

Please note your recertification will not be processed until the Court receives your payment.

4. Once the fee has been paid and a correct, completed form is received you will be included in a Recertification Order, restoring your status for the purposes of IOLTA reporting. Recertification Orders are signed by the Court of Appeals of Maryland each **Monday**. A copy of the order is emailed to all court clerks' offices. Copies are also mailed to each attorney named in the order.

NOTE:

- **You will be included in the Recertification Order only if both the payment and your report are received no later than close of business on the prior Friday.**
- **Recertification restores your status only for purposes of IOLTA reporting. You may still have to fulfill other requirements to satisfy**

the Client Protection Fund or Pro Bono reporting requirements.

- **Online filing is NOT AVAILABLE for late filing after decertification.**