

INFORMATION FOR PRO BONO LATE FILERS

This information applies to attorneys who have been DECERTIFIED for failing to file the timely *pro bono legal services report*. If you are filing after February 15 but have not yet been decertified, you may continue to follow the regular reporting procedure by submitting your report to the address on the current year form, or filing online.

If you have been decertified because you did not file a timely *pro bono* report, please follow the steps below so you may be reinstated.

1. Click on the Information Packet for the Calendar Year for which you failed to file a timely report:

<http://www.mdcourts.gov/probono/reportsinfopackets.html>

Print out the packet for the year for which you were decertified. (This is noted beside your name on the Decertification Order.)

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

Administrative Office of the Courts - Access to Justice Department
2001E/F Commerce Park Drive
Annapolis, MD 21401
Fax: 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 *pro bono* 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 *pro bono* reporting. You may still have to fulfill other requirements to satisfy the Client Protection Fund or IOLTA reporting requirements.**
- **Online filing is NOT AVAILABLE for late filing after decertification.**