

# Attorney Information System

## Frequently Asked Questions

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### **Is participation in AIS mandatory?**

Yes. Maryland Rule 19-802 provides that the following individuals shall register with AIS:

- (1) attorneys admitted to the Maryland bar or otherwise permitted to practice law in Maryland, including attorneys whose status is:
  - (A) active, inactive, or retired;
  - (B) suspended pursuant to Rule 19-606 or 19-741;
  - (C) subject to a temporary suspension order or decertification order entered under Rule 19-409 or 19-503;
  - (D) a judge, magistrate, or examiner;
  - (E) a judicial law clerk; or
  - (F) an attorney authorized to practice law in Maryland pursuant to 19-215 (legal services program) or 19-216 (military spouse).

As provided in Rule 19-802, those who are required to register must do so on or before June 1, 2019.

### **Why does AIS require my Social Security Number (SSN) to activate my registration?**

Attorneys on active status are required, by Rule 19-605, to provide the Client Protection Fund (CPF) a valid SSN and Taxpayer Identification Number (TIN) if applicable, unless he or she does not have one. Although the same obligation

does not apply to attorneys who are not on active status, if you wish to use AIS, you will need to provide CPF with an SSN. This is used to ensure that only you have access to your information in AIS. AIS also uses your Attorney Number, but, as that number is public, the SSN is needed to verify your identity. The SSN is stored in an encrypted format with restricted access. Upon registration, you are required only to enter the last 6 digits of your SSN, which is used in combination with your Attorney Number to verify your identification to complete registration. Once registered, you are no longer required to provide this information, and it is also not visible within your profile.

### **Where can I find my Attorney Number?**

Your Attorney Number is what was formerly referred to as your “CPF Number.” You can look up that number on the Attorney Listing page.

### **Can other attorneys see my information?**

No. Only you can see your full attorney profile. When attorneys use AIS to look up other attorneys, they are limited to only seeing the information already available to the public on the Attorney Listing page. That listing includes your attorney number, your name, your current status, the date you were admitted to practice, and your primary public address, if the status is not Judge/Magistrate, Inactive/Retired or Deceased.

### **Can the public see information about me in AIS?**

No. The public does not have direct access to AIS. The public can obtain information about Maryland Attorneys on the Attorney Listing page.

### **Does AIS include information about pending disciplinary matters?**

No. The administrative and disciplinary information displayed in AIS only reflects actions taken by the Court of Appeals which are a matter of public record. The Attorney Grievance Commission does not use AIS to manage active cases.

### **Who uses the information in AIS?**

AIS permits the courts and several entities that assist the Court of Appeals in its role in regulating the profession to review consistent and accurate information about attorneys and whether or not they are authorized to practice law. These entities include the Client Protection Fund, the Administrative Office of the Courts, the Attorney Grievance Commission, the Commission on Judicial Disabilities, the State Board of Law Examiners and the office of the Executive Director of Commissioners. The contact information maintained in AIS permits those entities to communicate effectively about annual assessments and reporting requirements.

### **I did not get a confirmation email after registering.**

Check your junk mail or SPAM folders in your email account. If you have an account that is part of a law firm or corporate network, your organization or network may have rules that automatically remove certain email messages from your inbox. Check with your network or email administrator. Finally, if you are still unsuccessful in verifying that you have successfully registered, contact that Judiciary's technical assistance team at Service Now, 410-260-1114.

### **Why am I receiving a "my identity cannot be verified" message?**

You are receiving this message because the information that the Client Protection Fund has on file does not match the information that you have entered. Please contact the Client Protection Fund at 410-630-8140 to verify and make any necessary corrections.

