

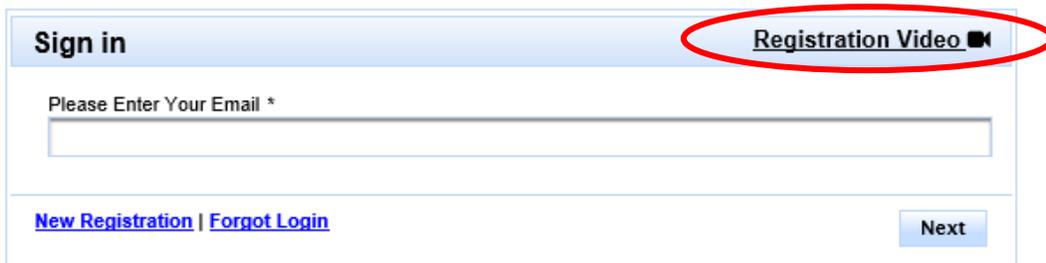
**ATTORNEY INFORMATION SYSTEM (AIS)**  
**Instructions – Creating an Account and Reviewing Your Profile**

The Attorney Information System (AIS) brings together information from various Maryland agencies involved in regulating the legal profession in one comprehensive system. **NOTE: Registration is required to use AIS.**

Use AIS to:

- Pay your annual Client Protection Fund assessment when invoiced each year.
- Verify your Tax Identification Number (TIN) each year.
- Report on Pro Bono and IOLTA – Starting July 10, 2019.
- Review and update your contact information.
- Review your Maryland Attorney status.
- Review any administrative and/or disciplinary actions taken by the Court of Appeals.

**1. Before you Begin! Registration VIDEO:** To help with your AIS account registration/activation, the Maryland Judiciary has developed a 5-minute on-demand Registration Video available to you from the main login page. It is available for review to provide an overview of the AIS registration process.



The screenshot shows a login form with a header bar containing 'Sign in' and 'Registration Video' (circled in red). Below the header is an email input field with the placeholder text 'Please Enter Your Email \*'. At the bottom left are links for 'New Registration' and 'Forgot Login', and at the bottom right is a 'Next' button.

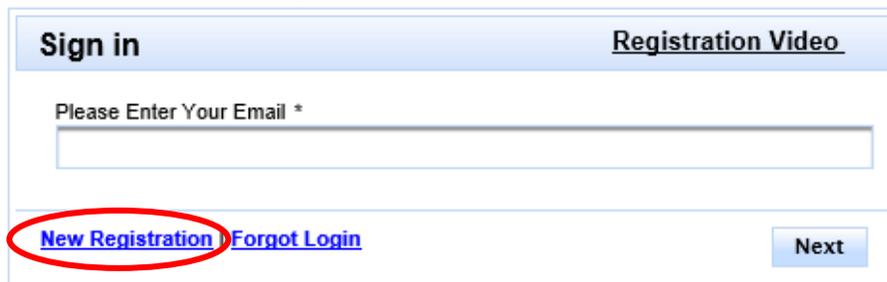
**2. Information needed for Registration:**

- a. *Your 10-digit Attorney ID Number;*
  - i. Previously referred to as your Client Protection Fund (CPF) Number.
  - ii. Find your number at: <http://mdcourts.gov/lawyers/attylist.html>.
- b. *The last 6-digits of your (SSN) Social Security Number; and*
- c. *A valid email address – This address will be used by AIS to send notifications and reminders. (Type in the email address. DO NOT CUT AND PASTE to enter the email address as this can cause problems.)*
  - i. The email address will become your login ID and will be used for correspondence to you from the AIS system.

**3. Go to the AIS Attorney Portal located at:** <https://jportal.mdcourts.gov/aisattorneyportal>

**4. Account Creation and Registration:**

- a. Select the New Registration Link to Start.



The screenshot shows the same login form as above, but with the 'New Registration' link circled in red. The 'Registration Video' link is no longer visible.

b. STEP 1: Attorney Registration: **(NOTE: Registration is a multi-step proces**

## Attorney Registration

1 Identity Verification    2 Account Registration    3 Confirmation

Please note the following:

1. You are requesting access to Maryland Judiciary Attorney Information System (AIS) Attorney Portal
2. Please have your [Attorney Number](#) (CPF Number). 
3. Your Email address is required to complete Registration

Attorney Number \*

First Name \*

Last Name \*

Last six digits of SSN \*

Already Registered? Please [Sign in](#) 

- Verify your identity; **(All data is required to move forward.)**
  - Enter your Attorney Number (CPF Number). If you do not have it - Find your number at: <http://mdcourts.gov/lawyers/attylist.html> or use the link on the screen.
  - Enter your First Name.
  - Enter your Last Name.
  - Enter the LAST 6-digits of your SSN (Social Security Number).
- Select the Next button when complete.

c. **STEP 2: Setup Security Questions:**

### Attorney Registration

1 Identity Verification    2 Account Registration    3 Confirmation

1. Please select your choice of security questions and enter their respective answers.  
2. These security questions will be used to verify your identity later.  
3. To protect your Account, it is important that, security questions and answers must be hard for other to guess while easy for you to remember.

#	Question	Answer
1	Select One	
2	Select One	
3	Select One	

**Submit**

- i. Select 3 security questions
  - 1. Provide and document your answers;
  - 2. Review your answers and confirm spelling before you select Submit!

### Attorney Registration

1 Identity Verification    2 Account Registration    3 Confirmation

1. Please select your choice of security questions and enter their respective answers.  
2. These security questions will be used to verify your identity later.  
3. To protect your Account, it is important that, security questions and answers must be hard for other to guess while easy for you to remember.

#	Question	Answer
1	What street did you grow up on?	Main Street
2	In what city or town was your first job?	New York
3	What elementary school did you attend?	St.

**Submit**

**(HINT: This page can be printed from the browser before selecting the Submit button.)**

- 3. Select the Submit Button.

- ii. Enter the email address that will be used for your AIS account login and ALL notifications.  
**(Note: This will be used by the AIS system to send reminders).**

### Attorney Registration

1 Identity Verification    2 Account Registration    3 Confirmation

1. Please enter your new email address
2. This email will serve as your login for the AIS Attorney Portal
3. A Password key will be sent to this email address

New Login \*

Confirm Login \*

Submit

### Attorney Registration

1 Identity Verification    2 Account Registration    3 Confirmation

1. Please enter your new email address
2. This email will serve as your login for the AIS Attorney Portal
3. A Password key will be sent to this email address

New Login \*

 ← Enter

Confirm Login \*

 ← Confirm

Submit

1. Select the Submit button.

# Attorney Registration



Your registration is not complete. An email has been sent to you with further instructions. If you do not receive your email within a few minutes, please check your Spam/Junk folders.

- iii. Go to your email and select the verification link. **(Note: This must be completed within 72 hours or it will expire and registration will need to be repeated.)**

### STEP 3: CONFIRMATION EMAIL with Registration Link:

**From:** attorney.communications.noreply@mdcourts.gov  
**Sent:** Tuesday, January 29, 2019 2:17 PM  
**To:** AttorneyName@lawfirm.com  
**Subject:** Maryland Judiciary Attorney Information System - complete the registration process

Dear Attorney Name,

We have received your online request for access to the Maryland Judiciary Attorney Information System (AIS). We are one step away from completing this request but require you to click the link below to complete the registration process.

[Click here to complete your AIS registration](#)



(This link will expire in 3 days)

Please do not reply to this e-mail as it is generated from an automated system. If you have received this e-mail in error, or have a question or concern about its content, please contact the Maryland Judiciary Service Desk at 410-260-1114.

Thank you,  
The Attorney Information System (AIS) Support Team

- iv. You will be returned to AIS to Create a new Password:
- v. Create and confirm your password when prompted.
  - 1. **(Password Rules: Must include at least: 1 uppercase, 1 lowercase, 1 number and must be 12 characters long.)**

**Create New Password**

Login: AttorneyName@lawfirm.com

New Password \*

Confirm New Password \*

**Submit**

A. Password must contain at least one from each of the following:

1. Uppercase Letter
2. Lowercase Letter
3. Number

B. Password must be: at least 12 characters long.

- vi. Confirm both entries are the same.
- vii. Select the Submit button.

**Operation Successful**

Please Sign in.

Sign in

- viii. SUCCESS!!
- ix. Select the Sign in button.
- x. You will be returned to the Login Page to enter in your email address.
- xi. Then select the Next button.

**Sign in** [Registration Video](#)

Please Enter Your Email \*

AttorneyName@lawfirm.com
x

←
 Email address for notices!

[New Registration](#) | [Forgot Login](#)
Next

- xii. You will be forwarded to the Sign in Password screen to enter the password you just created for AIS.
- xiii. Enter the password as created.
- xiv. Select the Sign in button.

**Sign in**

Login ID: **AttorneyName@lawfirm.com**

Please Enter Your Password \*

.....

[Back](#) | [Forgot Password](#)
Sign in

- xv. It may take a few seconds for the system to locate your record and bring it to the screen but the AIS Attorney Portal will display with your profile information.

# ATTORNEY INFORMATION SYSTEM

AIS Attorney Portal

Need Support?

## 5. Review and Update Your Personal Information.

- a. Review and update your contact information:
  - i. Designate and/or verify a primary address. This information is used to contact you in case your login ID is not working;
  - ii. Specify if any address currently listed should be kept confidential (optional); and
  - iii. Verify that the Tax ID/TIN information entered is correct.

## 6. Review the Administrative and Disciplinary Actions tabs.

- a. Select these tabs to review if there are any “Administrative Actions” or “Disciplinary Actions” associated with your profile. The effective date of any action taken that affects your bar status is displayed in the second column; the type of action is displayed in the third column. If the action has been resolved, the effective date of that resolution is displayed in the “Resolution Date” column, and the nature of the resolution is displayed under the column labeled “Resolution.”

## 7. Other AIS Training Videos.

- a. Once you have successfully registered and activated your AIS account, log on and click on the Training Videos menu on the left of the screen to view overviews of the following topic areas:
  - i. Navigation and Personal Information and Disciplinary and Administration Actions.



## 8. Support.

- a. If you need additional assistance activating your account, submit a ticket using the **Need Support?** Interface, send an email to: [mdcourts@service-now.com](mailto:mdcourts@service-now.com) or contact Service Now at **410-260-1114**, the Maryland Judiciary’s IT technical support desk.



WE HOPE YOU FOUND THIS DOCUMENT HELPFUL!

The Attorney Support Team