Attorney Information System (AIS)
New Account Registration
Quick Reference Card

Overview

The Attorney Information System (AIS) is an online, secure, and comprehensive information database for Maryland lawyers. AIS brings together information from various Maryland agencies involved in regulating the legal profession in one comprehensive system. 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
- Obtain subpoena forms
- Review and update your contact information
- Review your Maryland Attorney status
- Review any administrative and/or disciplinary actions taken by the Court of Appeals

Registration is required to use AIS. The following information is needed to register:

- **10-digit Attorney ID Number**
  - Previously referred to as Client Protection Fund (CPF) Number

- **Last 6-digits of your (SSN) Social Security Number**

A valid email address

- Email address will be used as the Login ID
- Also used by AIS to send notifications, reminders, and other correspondence

**NOTE:** Type the email address directly into the applicable field. **DO NOT CUT AND PASTE,** as this can cause problems.

Registering for a New AIS Account


2. The AIS Sign in page will display. Click the New Registration link at the bottom left.

3. The Attorney Registration page will display. Enter your **Attorney Number** and **last six (6) digits of SSN.**

4. Click the Next button.
5. The **Attorney Registration** page will display. Enter your **attorney number**, **first and last name**, and **email address** in the required (*) fields.

6. Enter a password in the **Password** field and again in the **Confirm Password** field using the following requirements:
   - A minimum of 12 characters
   - At least 1 Upper case letter
   - At least 1 Lower case letter
   - At least 1 Number

   **AIS passwords expire every six (6) months**

7. Click the **Submit** button and a notification will display.

   "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."

8. An email with a password reset link will be sent to the email address listed. Click the link in the email to complete your AIS registration.

   **Subject:** Maryland Judiciary Attorney Information System - complete the registration

   We have received your online request for access to the Maryland Judiciary Attorney 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 1 hour)*

   Please do not reply to this e-mail as it is generated from an automated system. If you content, please contact the Maryland Judiciary Service Desk at 410-260-1114.

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

9. A confirmation message will display. Select the **Click here to proceed** link to confirm the validity of the email address.

10. A notification will display indicating the account is set up.

11. If desired, navigate back to the **AIS Sign in** page and log in with the new Login ID and password.

**Getting Help**

For assistance with AIS, contact JIS Support @ 410.260.1114 or mdcourts@service-now.com.