Attorney Information System (AIS)
Assessment Payment Processing
Quick Reference Card

Overview
Attorneys are responsible to pay annual Client Protection Fund Assessments each fiscal year in order to stay in compliance. This can be completed through the Attorney Information System (AIS). This Quick Reference Card will provide step by step instructions to pay assessments through AIS.

Assessment Payment Process
1. Log into AIS at Sign in to AIS Attorney Portal (mdcourts.gov). Select the Start/Edit Pay Assessments link to access your Pay Assessments tab.

2. The Invoice Summary will display, indicating the assessment balance due. In the bottom right corner of the page, select Start Payment.

3. The Federal EIN (Tax ID) Verification page will display. Attorneys are required to verify their Tax ID as part of their annual assessment reporting requirements. Select the appropriate answer.

4. Select the confirmation box and click Next to display the Payment Information page.
5. Enter Credit/Debit Card – Information required:
   - Name on credit card
   - Valid credit card
   - Account number
   - Expiration date
   - Security code

Note: Credit/Debit Card fee is $1.00 + 2% of the transaction amount.

6. Review Customer Information and Payment Information for accuracy.

If edits are required, select Previous to make changes.
If no edits are required, select Submit Payment to process the payment.
7. When the payment is successfully processed, a **Payment Summary** of the transaction will display.

![Payment Summary]

A **Payment Receipt Confirmation** will automatically be sent to the attorney's Login ID/Email Address.

![Payment Receipt Confirmation]

**Getting Help**

For assistance with paying assessment fees online through AIS, contact JIS Support @ 410.260.1114 or [mdcourts@service-now.com](mailto:mdcourts@service-now.com).