

FAQS RE: AIS LETTER DATED DEC. 10, 2018

1. Why did I get this letter? I am RETIRED/SUSPENDED/ A JUDGE/A MAGISTRATE/A LAW CLERK.

Although attorneys on inactive status (retired), judges, magistrates and law clerks are exempt from the pro bono and IOLTA reporting requirements, new Rule 19-802 requires all attorneys regardless of status, including those on active, inactive or retired status, as well as judges, magistrates and examiners, to register with AIS. Please note that registration is required on or before June 1, 2019.

All attorneys are required to maintain current contact information in AIS. That will help us ensure that you receive regular communications regarding your status as a Maryland attorney as required.

2. Why did I get this letter? The Attorney is DECEASED.

The record status associated with an Attorney profile determines what type of notices and communication they receive from AIS. Documentation to change an attorney status to Deceased must be provided to the Court of Appeals to verify and change the record status. Once the status is changed they will no longer receive communication of any kind. You may contact the Court of Appeals at 410-260-1500.

3. When do the revised rules take effect?

The revised rules take effect January 1, 2019.

4. Where can I find out information about these rule changes?

The revised rules are published in the Rules Order for the 198th Rules Report. Visit: www.mdcourts.gov/rules/ruleschanges and click on the Rules Order for the 19^{8th} Report. or you can find the direct URL here: <https://mdcourts.gov/sites/default/files/rules/order/ro198.pdf>.

5. When do I have to register with AIS?

No later than June 1, 2019.

6. What information is required to register with AIS?

The first time you register with AIS you must have your Attorney ID# and Social Security Number to verify your identity. You will also need a valid email address that will be used as your login ID and used for future communications from AIS.

The Attorney ID# is on the letter you just received. You may also find your Attorney ID# at: <https://www.mdcourts.gov/lawyers/attylist>

7. Where do I register with AIS?

Visit: www.mdcourts.gov/lawyers/ais.

8. When will I be required to complete my pro bono and IOLTA reporting?

You will receive an email notification by July 10, 2019. At that time you can go online to pay your Client Protection Fund (CPF) assessment and file your pro bono and IOLTA reports. For this year only, you will be reporting on an 18-month period from January 1, 2018

through June 30, 2019. After that you will file each year for the previous fiscal year (July 1 – June 30).

9. **Do I have to pay the Client Protection Fund dues online?**

No. The rules permit you to pay by check or money order if you prefer. See Rule 19-605(a).

10. **Do I have to file my pro bono and IOLTA reporting online?**

Yes. Under the new rules you must file your annual pro bono and IOLTA reports online.

11. **My address is not correct in AIS? How do I get it corrected in AIS?**

Register and login to AIS to verify and update your contact information or contact the Client Protection Fund of the Bar of Maryland at 410-630-8140.

12. **My Name has changed. How do I get it corrected in AIS?**

Please contact the Court of Appeals at 410-260-1500. Proof of name change may be required. Only the Court of Appeals can change a name in AIS.

13. **What if I am Inactive/Retired and I do not register in AIS?**

There is no enforcement provision in Rule 19-802. If at any time you do become active or are subject to one of the rules requiring Client Protection Fund dues or pro bono or IOLTA reporting, you will be required to register.