

Annual reporting of IOLTA compliance is required pursuant to MD Rule 19-409. You are required to file this Annual IOLTA Compliance Report with the Maryland Court of Appeals on or before February 15, 2018. **FAILURE TO DO SO MAY RESULT IN YOUR DECERTIFICATION TO PRACTICE LAW IN MARYLAND.** You may file online or by mail, reporting on the **status of your IOLTA account(s) in existence as of the date of your completing this report.** Even if you do not have an IOLTA account you must complete and submit this report to be in compliance.

**COMPLIANCE DETERMINATION**  
 (Please read carefully as these options have changed)

The undersigned attorney hereby declares compliance with the IOLTA Act by **checking ONE or MORE of the boxes** below as appropriate.

- 1. I certify that I maintain a Maryland IOLTA account and I have **DEPOSITED MY IOLTA ELIGIBLE TRUST FUNDS IN ACCOUNTS PAYING INTEREST** to the Maryland Legal Services Corporation (MLSC) Fund as identified below.
- 2. **FOR LAW FIRMS WITH "REPORTING ATTORNEYS" (check one below):** [See reverse side, Instruction #3]
  - 2a. I certify that I maintain and deposit all my IOLTA eligible funds in my Law Firm's IOLTA Account(s), which will be submitted under separate cover by the IOLTA Reporting Attorney identified below.
  - 2b. I certify that I am the IOLTA REPORTING ATTORNEY chosen and authorized by my Firm to file the annual law firm IOLTA Compliance Report and will provide my Firm's account information as per Instruction #3 on the back of this form.
- 3. I hereby **ELECT A WAIVER OF PARTICIPATION IN THE IOLTA PROGRAM** and certify that the average monthly balance(s) of my non-IOLTA trust account(s) is/are \$3,500 or less. I further attest that I will notify MLSC when the average monthly balance(s) of said account(s) exceeds \$3,500 and at such time convert to an IOLTA account.
- 4. I certify that I **MAINTAIN MY IOLTA ACCOUNT(S) IN A STATE OTHER THAN MARYLAND** in which I and/or my law firm practice law, and that I am fully participating in that state's IOLTA program. I further attest that I will notify MLSC at such time as I establish a trust account containing nominal or short-term client funds that is properly subject to Maryland's IOLTA law. **Name of State(s):** \_\_\_\_\_
- 5. I certify that I **DO NOT HAVE A CLIENT TRUST ACCOUNT** containing nominal or short-term funds that is subject to the IOLTA requirement because of my professional activities (new admittee, retired, government service, not in private practice of law, in-house corporate counsel, no legal activities in Maryland, other). I further attest that I will notify the Maryland Legal Services Corporation at such time as I establish a trust account containing nominal or short-term client funds that is properly subject to Maryland's IOLTA statute.

**ACCOUNT INFORMATION & ATTORNEY/LAW FIRM IDENTIFICATION**  
 Fields marked with asterisks (\*) must be completed to be in compliance. PLEASE PRINT LEGIBLY.

	*Name of Attorney: _____
	Firm Name & Office Address: _____

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Firm IOLTA Reporting Attorney (if applicable): \_\_\_\_\_

Account Number(s): \_\_\_\_\_

Name of Financial Institution: \_\_\_\_\_

\*Signature: \_\_\_\_\_ \*Date: \_\_\_\_\_

**SEE REVERSE SIDE FOR INSTRUCTIONS ON COMPLETING THIS FORM**

# ANNUAL IOLTA COMPLIANCE REPORT

## Instructions to Attorney (Or Firm Managing/IOLTA Reporting Attorney)

1. **EVERY MARYLAND ATTORNEY MUST SUBMIT AN ANNUAL COMPLIANCE FORM. FAILURE TO DO SO MAY RESULT IN YOUR DECERTIFICATION TO PRACTICE LAW IN MARYLAND.**
2. **You are required to report all IOLTA account(s) in existence as of the date of your completing this report.** If you have current IOLTA accounts at more than one financial institution and will not be submitting your form online, please make copies of the reverse side of this form and complete a copy for each account. If you have multiple IOLTA-eligible accounts at the same institution, simply list all account numbers on the reverse page in the space provided. Attach additional sheets if necessary.
3. In instances where all IOLTA eligible trust funds of all attorneys in a law firm are deposited in shared law firm IOLTA accounts, the firm shall designate an attorney to be its **“IOLTA Reporting Attorney.”** The Reporting Attorney shall be authorized to report on all law firm IOLTA accounts by submitting one form listing the specific account information for the firm with that attorney’s signature (or multiple forms as indicated at instruction 2, above). Every individual attorney at the law firm must also submit compliance forms, but should NOT include account information; only the individual attorney’s name, law firm address and phone number and the name of the IOLTA Reporting Attorney should be included.
4. MD Code, Human Services Article, Title 11 directs the Maryland Legal Services Corporation (MLSC) to implement and administer the IOLTA program. This form must be submitted to the Administrative Office of the Courts via online filing at [www.mdcourts.gov](http://www.mdcourts.gov) or by mail to P.O. Box 319, Simpsonville, MD, 21150-0319 no later than **February 15, 2018** to maintain compliance with MD Rule 19-409 [formerly Rule 16-608].
5. If you have IOLTA-eligible funds that need to be deposited into an IOLTA account, please contact MLSC for an IOLTA Enrollment form or go to the MLSC website at [www.mlsc.org](http://www.mlsc.org) to download the form. IOLTA enrollment forms must be submitted to an approved IOLTA financial institution. **It is not necessary to have an IOLTA account to be in compliance with IOLTA. If you are unsure as to whether to open an IOLTA account, please contact MLSC at the number listed below.**

### Important reporting notes:

- **Only report Maryland IOLTA accounts.** Do not report: operating accounts, individual client trust accounts or IOLTA accounts remitting to other jurisdictions.
- **Every law firm should designate a Reporting Attorney (see Instruction #3).** If you are not the firm’s reporting attorney, DO NOT provide account information. Only provide the name of the firm’s reporting attorney.

If you have further questions regarding the IOLTA compliance report, visit the MLSC website at [www.mlsc.org](http://www.mlsc.org) and follow links to “Lawyers – IOLTA Compliance” or call MLSC at 410-576-9494 or 800-492-1340.

### **Your IOLTA compliance report must be filed by FEBRUARY 15, 2018.**

We encourage attorneys to complete the form online at [www.mdcourts.gov](http://www.mdcourts.gov), at which time a confirmation report verifying your filing can be obtained. If you choose to file by mail, confirmation reports are not available so please make a copy for your records. If filing by mail, both your IOLTA compliance report and pro bono legal service report should be mailed to:

Administrative Office of the Courts  
P.O. Box 319  
Simpsonville, MD 21150-0319

### **CHANGE OF ADDRESS INSTRUCTIONS:**

Rule 19-605 (b) provides that each attorney shall give written notice to the trustees of the Client Protection Fund of every change in the attorney’s resident address, business address, e-mail address, telephone number, or facsimile number within 30 days of the change. This address is used for billing and correspondence with Maryland attorneys concerning payment and reporting requirements. Maintain your address and contact information online using the **Attorney Information System (AIS)** available at [www.mdcourts.gov/lawyers/ais.html](http://www.mdcourts.gov/lawyers/ais.html). In the alternative, you may submit a change of address by mailing or faxing the form found here [www.mdcourts.gov/cpf/pdfs/changeofaddress\\_f.pdf](http://www.mdcourts.gov/cpf/pdfs/changeofaddress_f.pdf) to the address listed on the form.

**SEE REVERSE SIDE FOR COMPLIANCE FORM**