

INFORMATION FOR PRO BONO LATE FILERS (FILING AFTER DECERTIFICATION)

This information applies to attorneys who are submitting a PRO BONO LEGAL SERVICE REPORT AFTER DECERTIFICATION for failure to file the Pro Bono Legal Service report.

If you have been decertified because you did not file a timely *pro bono* report, please follow the steps below so you may be reinstated.

1. Retrieve the pro bono reporting form and instructions:

<http://mdcourts.gov/lawyers/pdfs/probonocompliance.pdf>

2. Complete the form and email it to:

AIS.Reinstatement@mdcourts.gov

DO NOT SEND THE FORM WITH YOUR CHECK.

This address is only for LATE FILING AFTER DECERTIFICATION. Timely reports must be submitted electronically through the Attorney Information System (AIS).

3. Mail a \$50 check or money order for the Recertification Fee, made payable to “Clerk, Maryland Court of Appeals” to:

Office of the Clerk
Maryland Court of Appeals
361 Rowe Boulevard
Annapolis, Maryland 21401

Please note your recertification will not be processed until the Court receives your payment. *If you are being recertified for both pro bono and IOLTA, you need only pay one \$50 fee.*

4. Once the fee has been paid, and a correct, completed form is received, you will be included in a Recertification Order, restoring your status for the purposes of *pro bono* reporting. Recertification Orders are signed by the Court of Appeals of Maryland each **Monday**. A copy of the order is emailed to all court clerks’ offices. Copies are also emailed to each attorney named in the order.

NOTE:

- **You will be included in the Recertification Order only if both the payment and your report are received no later than close of business**

on the prior Friday.

- **Recertification restores your status only for purposes of *pro bono* reporting. You may still have to fulfill other requirements to satisfy the Client Protection Fund or IOLTA reporting requirements.**
- **Online filing within AIS is NOT AVAILABLE for late filing after decertification.**