

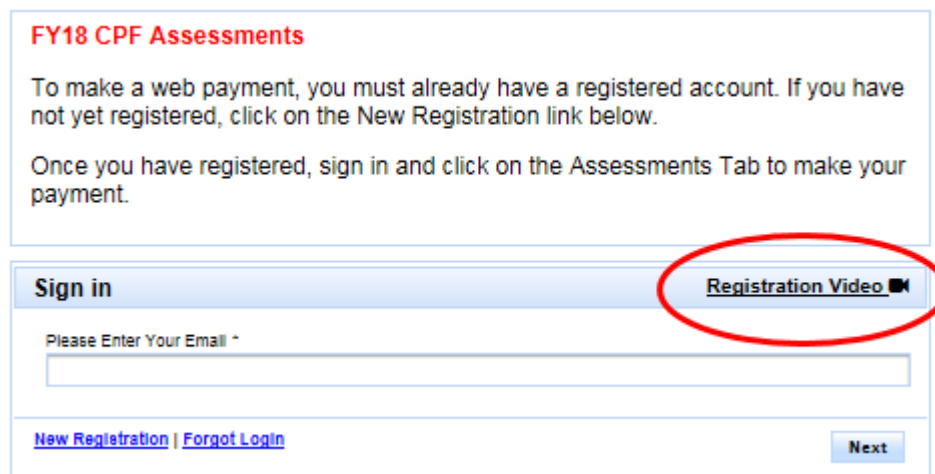
ATTORNEY INFORMATION SYSTEM (AIS)
Instructions – Creating an Account and Reviewing Your Profile

The Attorney Information System (AIS) brings together information from various Maryland agencies involved in regulating the legal profession in one comprehensive system. **NOTE:** Registration is required to use AIS.

Use AIS to:

- Review your status as a Maryland attorney.
- Review any administrative and/or disciplinary actions taken by the Court of Appeals.
- Review and update your contact information.
- Pay your annual Client Protection Fund assessment when invoiced each year.

1. Before You Begin. To help with your AIS account registration/activation, the Maryland Judiciary has developed an on-demand Registration Video available to you from the main login page. It is available for review to provide an overview of AIS and the registration process.



The screenshot shows a web interface for the Attorney Information System (AIS). At the top, there is a section titled "FY18 CPF Assessments" with instructions on how to make a web payment. Below this is a "Sign in" section with a text input field for email and a "Next" button. A "Registration Video" link is circled in red in the top right corner of the "Sign in" section. At the bottom left, there are links for "New Registration" and "Forgot Login".

2. Account Creation and Registration:

- a. Register in AIS using the MD Judiciary Web Portal URL:
<https://jportal.mdcourts.gov/aisattorneyportal>
- b. Registration is a multi-step process:
 - i. Verify your identity;
 - ii. Select 3 security questions and answers;
 - iii. Enter the email address that will be used as your account login (**Note:** This will also be used by the system for notifications).
 - iv. Go to your email and select the verification link. (**Note:** This must be completed within 72 hours.)
 - v. Create a password when prompted. (**Password Rules:** Must include at least: 1 uppercase, 1 lowercase, 1 special character or number and must be 12 characters long.)
 - vi. Sign-in to AIS.
- c. The following information will be needed to register in AIS and create an account:
 - i. Your 10-digit **Attorney ID Number**;
 1. Previously referred to as your Client Protection Fund (CPF) Number.
 2. You can look your number up at: <http://mdcourts.gov/lawyers/attylist.html>.
 - ii. Your 9-digit **Social Security Number** (last 6-digits are needed); and
 - iii. A valid **email address**. (**Type in the email address. DO NOT CUT AND PASTE to enter the email address as this can cause problems.**)

1. The email address will become your login ID and be used for correspondence from the system.

3. AIS Training Videos.

- a. Once you have successfully registered and activated your AIS account, log on and click on the Training Videos menu on the left of the screen to view overviews of the following topic areas:
 - i. Navigation and Personal Information
 - ii. Disciplinary and Administration Actions

4. Review and Update Your Personal Information.

- a. Review and update your contact information:
 - i. Designate and/or verify a primary address. This information is mandatory and is used for CPF annual assessment billings and notifications;
 - ii. Specify if any address currently listed should be kept confidential (optional); and
 - iii. Verify that the Tax ID/TIN information entered is correct.

5. Review the Administrative and Disciplinary Actions tabs.

- a. Select these Tabs to review if there are any “Administrative Actions” or “Disciplinary Actions” associated with your profile. The effective date of any action taken that affects your bar status is displayed in the second column; the type of action is displayed in the third column. If the action has been resolved, the effective date of that resolution is displayed in the “Resolution Date” column, and the nature of the resolution is displayed under the column labeled “Resolution.”

6. Support.

- a. If you need additional assistance activating your account, submit a ticket using the **Need Support?** Interface or contact Service Now at **410-260-1114**, the Maryland Judiciary’s IT technical support desk.