

The link on the Court's website about Attorney Compliance Requirements:  
<https://www.mdcourts.gov/lawyers/attorneycompliancerequirements>. Scroll down on that page to find the steps outlined below:

**FOR FAILING TO FILE THE PRO BONO REPORT:**

Information for attorneys [DECERTIFIED FOR FAILURE TO FILE THE PRO BONO REPORT](#)

- Retrieve the pro bono reporting form and instructions:  
<http://mdcourts.gov/lawyers/pdfs/probonocompliance.pdf>
- EMAIL the completed Pro Bono form to: [AIS.Reinstatement@mdcourts.gov](mailto:AIS.Reinstatement@mdcourts.gov)

**FOR FAILING TO FILE THE IOLTA REPORT:**

Information for attorneys [DECERTIFIED FOR FAILURE TO FILE THE IOLTA REPORT](#)

- Go to the following link and print out the Annual IOLTA Compliance Report:  
<http://mdcourts.gov/lawyers/pdfs/ioltacompliance.pdf>
- EMAIL the completed IOLTA form to: [AIS.Reinstatement@mdcourts.gov](mailto:AIS.Reinstatement@mdcourts.gov)

**REINSTATEMENT FEE:**

Write out **ONE \$50** check or money order made payable to **Clerk, Supreme Court of Maryland**.

- Mail that payment to:

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

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

**MAKE SURE YOUR CONTACT INFORMATION IS UP-TO-DATE AIS** (as required by Maryland Rule!).

**SCHEDULE A RECURRING APPOINTMENT ON YOUR OWN CALENDAR**, so you aren't reliant on communications from the Courts to stay in compliance in the future. The portal is set to open on/by July 10, but I would set your reminder for July 15 in case there are any bugs/kinks to get worked out. The deadline is September 10; fees start to accrue at midnight!

-E

**Reporting** | **Elizabeth L. Grove** | Executive Assistant  
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