

Attorney Information System (AIS) Changing a Login ID Quick Reference Card

Overview



The Attorney Information System is a secure, comprehensive information database for Maryland lawyers available online. Take the following steps to change or retrieve a Login ID.

Changing an AIS Login ID

1. Navigate to the Attorney Information System (AIS) portal at <https://jportal.mdcourts.gov/aisattorneyportal/security/login.xhtml>.

2. The **AIS Sign in** page will display. Select the **Change Login ID** link.

Sign in

NOTICE:
Attorneys are required to complete their reports and pay the assessment no later than September 10 of each year. Pro Bono and IOLTA reports must be completed online; however, attorneys may choose to pay the Client Protection Fund assessment online or through the U.S. mail by including an invoice printed from the AIS. You must be registered in AIS to complete Pro Bono and IOLTA reporting or to print an invoice.

Please enter Your Login ID.
(Login ID would be Email ID used during AIS registration)

[New Registration](#) [Forgot Login ID](#) [Change Login ID](#)

Next

Please click here for [Browser Recommendations](#)

3. The **Change Login ID** page will display. Enter data in the required fields (*).

Change Login ID

[Back To Login](#)

Old Login Id*
jdoe@gmail.com

Attorney Number*
123456789

Last 6 digits of SSN*
111122

New Login Id*
Jane.doe@gmail.com

Confirm New Login Id*
Jane.doe@gmail.com

Submit

4. Click the **Submit** button. A confirmation notice will display.

An email confirmation will be sent to the new Login ID, click on the link to update your account.

5. An email will be sent to the email address listed with a password reset link. Click the link to complete the Login ID change.

From: <noreply@mdcourts.gov>
Sent: Wednesday, June 8, 2022 10:07 AM
To: [redacted]
Subject: Maryland Judiciary Attorney Information System - Update Your Account

We have received your online request to update your information in Maryland Judiciary completing this request but require you to click the link below to perform the following

[Click here to complete the account update](#)

(This link will expire in 1 hour)

Please do not reply to this e-mail as it is generated from an automated system. If you have content, please contact the Maryland Judiciary Service Desk at 410-260-1114.

Thank you,
The Attorney Information System (AIS) Support Team



This link will expire one hour from the receipt of the email.

6. A confirmation page will display. Click the **Click here to proceed** link.

» [Click here to proceed](#)

7. A confirmation notice will display.

Your account has been updated.

Your account has been updated.

8. Navigate back to the **AIS Sign in** page and log in with updated credentials.

Forgot Login ID

1. To retrieve a forgotten **Login ID**, navigate to the AIS portal at <https://jportal.mdcourts.gov/aisattorneyportal/security/login.xhtml>.
2. The **Sign in** page will display. Click the **Forgot Login ID** link.

Sign in

NOTICE:

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Please enter Your Login ID.
(Login ID would be Email ID used during AIS registration)

[New Registration](#) [Forgot Login ID](#) [Change Login ID](#)

Next

[Please click here for Browser Recommendations](#)

3. The Forgot Login ID page will display. Enter the required information (*) including the **Attorney Number** and **Last 6 digits of SSN**.

Forgot Login ID

[Back To Login](#)

Attorney Number*

Last 6 digits of SSN*

Submit

[Reset Password](#)

4. Click the **Submit** button.
5. The **Login ID** will be displayed.

Forgot Login ID

[Back To Login](#)

jdoe@gmail.com

Attorney Number*

Last 6 digits of SSN*

Submit

[Reset Password](#)

Getting Help



For assistance with AIS, contact JIS Support @ 410.260.1114 or mdcourts@service-now.com.