

**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. Use AIS to:

- Update your contact information
- Review your status as a Maryland lawyer
- Review administrative and disciplinary actions taken by the Court of Appeals

Please take the time today to:

- Register online to activate your account with AIS.
- Review and update your contact information.
- Review any administrative or disciplinary history displayed.

*Future enhancements to the system will permit you to use AIS to pay your annual assessment to the Client Protection Fund and to submit pro bono and IOLTA reporting. Look for enhancements over the coming year.*

1. **Get Help Before You Begin.** To help you register your AIS account, the Maryland Judiciary has developed an on-demand Registration webinar located on the login page.
2. **Register Online Now.** Please take the time today to register online with AIS to activate your account.

**To activate your account, you will need:**

- a. Your 10-digit **Attorney Number** (also referred to as your Client Protection Fund (CPF) Number). You can look your number up here: <http://mdcourts.gov/lawyers/attylist.html>.
- b. Your **Social Security Number**; and
- c. A valid **email address**.

**Go to the following link to activate your account:** <https://jportal.mdcourts.gov/aisattorneyportal>

3. **View AIS Introductory Videos.** Once you have successfully activated your AIS account, log on and click on the Training Videos menu to view an AIS overview of the following:
  - a. Navigation and Personal Information
  - b. Disciplinary and Administration Actions
4. **Review and Update Your Contact Information.** Review and update your contact information. In addition, please be sure to:
  - a. Verify your primary address (mandatory); and
  - b. Specify that any address you use currently be kept confidential (optional).
5. **Review any Administrative and Disciplinary History Displayed.** Select the tabs to review “Administrative Actions” and “Disciplinary Actions.” 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.”

**Support.** If you need additional assistance activating your account, contact Service Now at **410-260-1114**, the Maryland Judiciary’s technical support service.