

## 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](http://mdcourts.gov/lawyers/pdfs/probonocompliance.pdf) and instructions (<http://mdcourts.gov/lawyers/pdfs/probonocompliance.pdf>).
2. Complete the form and email it to:

[AIS.Reinstatement@mdcourts.gov](mailto: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.**
- **After you have been reinstated, be sure you have REGISTERED with the Attorney Information System (AIS) and updated your contact information in AIS to ensure you receive all future notices.**