

# Attorney Information System (AIS) Copy of Bar Application Request Quick Reference Card

## Overview

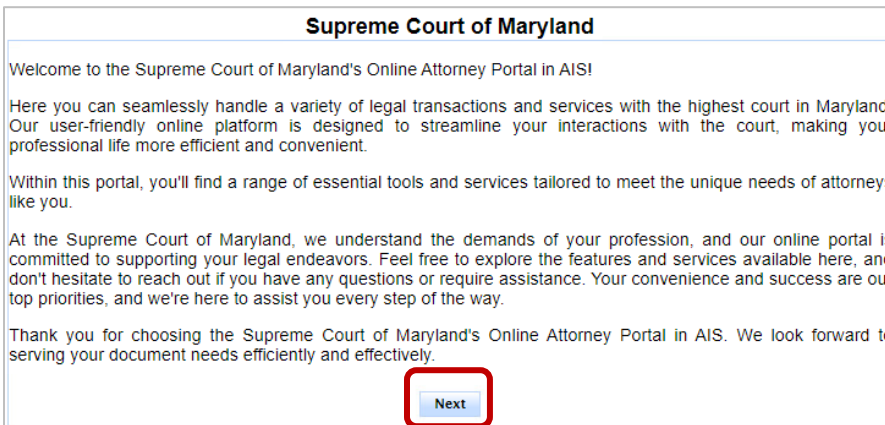


If an attorney needs a copy of their **Bar Application**, a request can be submitted directly through the Attorney Information System (AIS). There are two options: a **Standard Copy** or a **Certified Copy**. A certified copy includes a statement of certification from the Clerk of the Supreme Court.

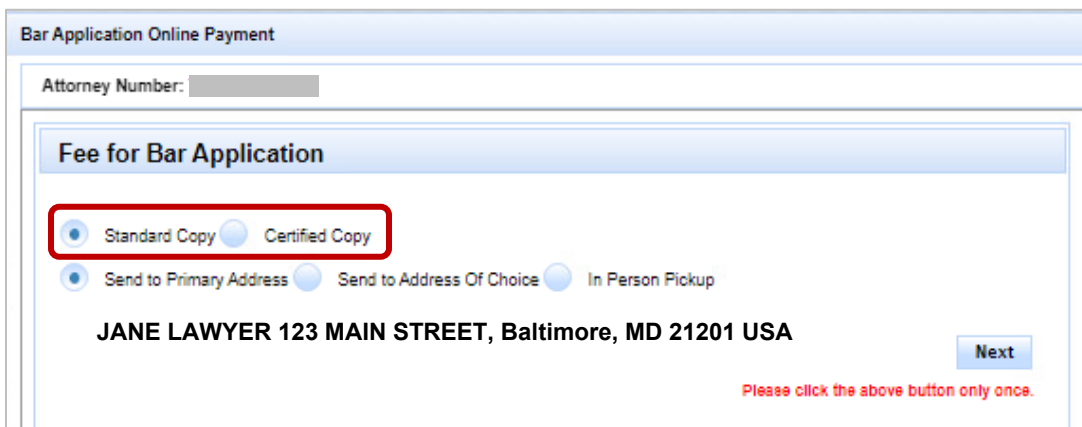
Either can be mailed to the address on file in AIS or a different specified address. A copy can also be made available for in person pickup. The **current fee** for either the standard or certified copy is **\$15**. This Quick Reference Card will provide step-by-step instructions to request a copy of **Bar Application** through AIS.

## Requesting a Copy of Bar Application

1. Log into AIS at <https://jportal.mdcourts.gov/aisattorneyportal/security/login.xhtml>.
2. From the **Menu** on the left side of the window, select the **Supreme Court of Maryland** option.
3. Click the **Copy of Bar Application** option. The Supreme Court of Maryland page will display.



4. Click the **Next** button. The **Bar Application Online Payment** page will display.
5. Select the desired option of either a **Standard Copy** or a **Certified Copy** of the certificate.



6. Select the method/location of delivery. There are three options to receive a copy of your **Bar Application**:

- Send to your **Primary Address**: Send to the address on file in AIS.
- Send to **Address of Choice**: Send to a new address. Enter the address in the fields displayed when this option is selected.
- Request **In Person Pickup**: Hold in the Annapolis-based office until picked up.

7. Click the **Next** button.

8. Enter the credit card information, including name, credit card number, expiration date, and security code.

9. Click the **Next** button. The **Submit Payment** page displays.

10. Review the information. If correct, click the **Continue** button. **NOTE:** To return to and edit any information, click the **Previous** button.

Attorney Number: [Redacted]

## Checkout

\$16.30 X

Payment Type Customer Information Payment Information Submit Payment

### Review & Confirm

Customer Information	Payment Information
<b>Address</b> Jane Lawyer 123 Main Street Baltimore, MD 21201	<b>Credit Card</b> Visa****1111
<b>Country</b> United States	<b>Name on Account</b> Jane Lawyer
<b>Email Address</b> Jane.lawyer@lawfirm.com	<b>Exp.</b> 02/2031

### Transaction Summary

<b>Subtotal</b>	\$15.00
<b>Fees</b>	\$1.30
<b>Total</b>	\$16.30

Previous **Continue**

Click the button below only after payment is complete.

Exit

11. When the payment is successfully processed, a **Payment Summary** of the transaction will display. Click the **Exit** button to close the window after the payment is complete.

Bar Application Online Payment

Attorney Number: [Redacted]

## Payment Summary

Status:	The Transaction is Successful.
Attorney:	Lawyer, Jane
Name:	Lawyer, Jane
Email:	Jane.lawyer@lawfirm.com
Payment Type:	CC
Card Type:	VISA
Card Number:	**** * 1111
Agency Amount Paid:	\$15.00
Payment Date:	04/12/2024
Status:	SUCCESS
Confirmation Number:	21593356
AIS WEB Transaction ID:	4807

The Clerk of the Supreme Court of Maryland will send the Copy of your Bar Application through the mail.

Click the button below only after payment is complete.

Exit



Once payment is complete, you will receive a system-generated email acknowledging your request for a copy of the **Bar Application** from the Supreme Court of Maryland. Additionally, a **Payment Receipt Confirmation** will automatically be sent to the email address provided on the form.



**Important Reminder:** To prevent multiple charges, **only one** certificate can be generated **per day**.

## Getting Help



For assistance with requesting a copy of your Bar Application Request through AIS, contact Customer Services @ 410.260.1114 or [mdcourts@service-now.com](mailto:mdcourts@service-now.com).