

# Attorney Information System (AIS) Resetting an Account Password Quick Reference Card

## Overview



The Attorney Information System is a secure, comprehensive information database for Maryland lawyers available online. Take the following steps to reset an account password.

## Resetting an AIS Account Password

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. Enter your **Login ID/Email ID** and click the **Next** button.

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. Click the Reset Password link.

@gmail.comXXX

[Back to Login](#)

Password

[Reset Password](#)

**Next**

4. The **Reset Password** page will display. Click the **Submit** button.

Reset Password

Enter your Login ID\*

@gmail.comXXX

[Back to Login](#)

**Submit**

An email will be sent to your Login ID provided, click on the link to create a new password.

A confirmation notice will display.

✔ You should receive an email shortly with further instructions.

5. An email will be sent to the registered email address, with a link to reset your password. Click the link to complete the steps to reset your password.

**From:** [redacted]  
**Sent:** Wednesday, June 1, 2022 1:17 PM  
**To:** [redacted]  
**Subject:** Maryland Judiciary Attorney Information System - reset your password

We have received your online request for access to the Maryland Judiciary Attorney request but require you to click the link below to reset your password.

[Click here to complete the Reset of your password](#)

**(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 content, please contact the Maryland Judiciary Service Desk at 410-260-1114.

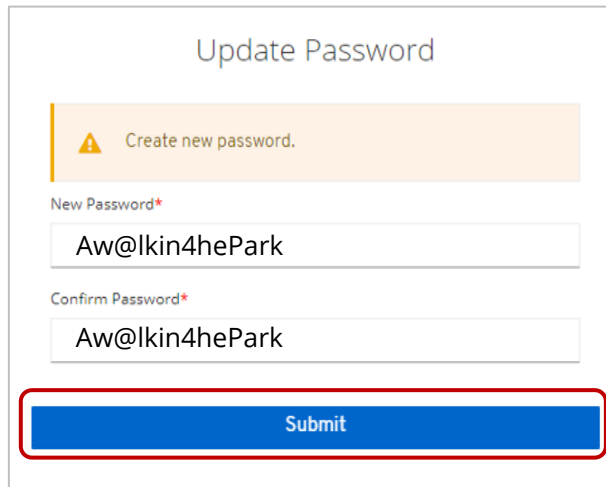
Thank you,  
The Attorney Information System (AIS) Support Team



**The link will expire in one hour from receipt of the email**

6. Enter a password in the **New Password** field and again in the **Confirm Password** field using the following requirements:

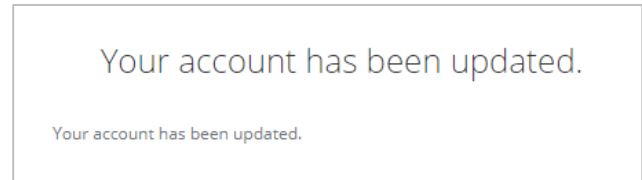
- A minimum of 12 characters
- At least 1 Upper case letter
- At least 1 Lower case letter
- At least 1 Number



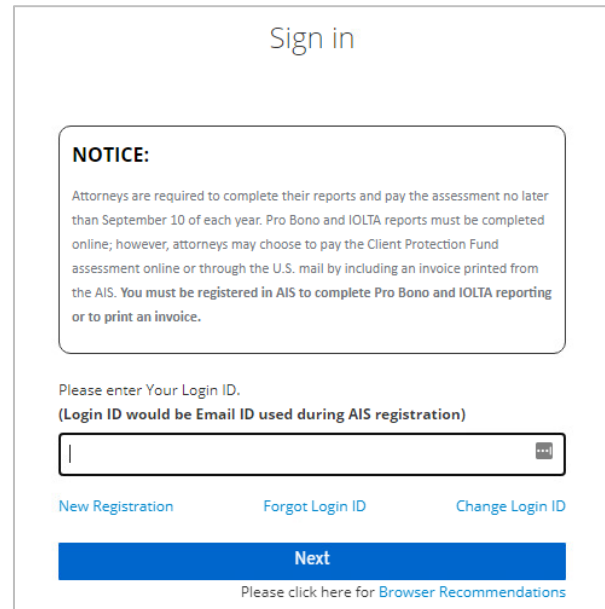
AIS password will expire every **six (6)** months

7. Click the **Submit** button.

8. A confirmation message will display.



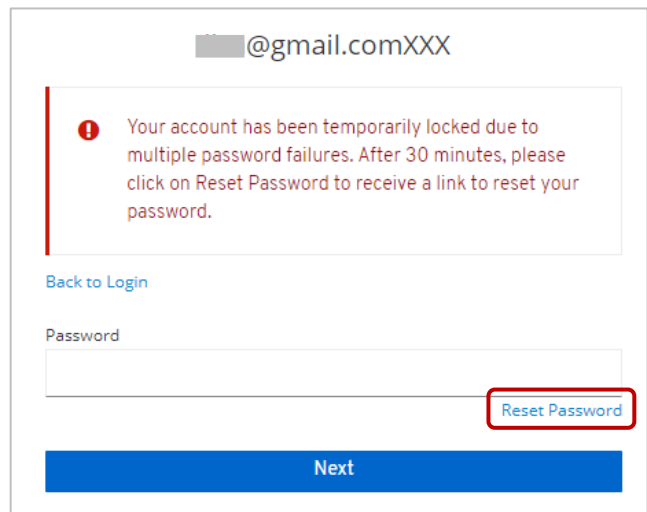
9. Sign in with updated credentials.



## AIS Account Lockout

When an attorney exceeds five (5) attempts to enter an invalid password, the account will lock for **30 minutes**.

After 30 minutes, the attorney must select **Reset Password** on the **Reset Password** page to receive an email with a link to reset the password. Refer to **Resetting an AIS Account Password** section above.



## Getting Help



For assistance with AIS, contact JIS Support @ 410.260.1114 or [mdcourts@service-now.com](mailto:mdcourts@service-now.com).