

## INFORMATION FOR IOLTA LATE FILERS (**FILING AFTER DECERTIFICATION**)

**This information applies to attorneys who are submitting an IOLTA report **AFTER DECERTIFICATION** for failure to file the IOLTA report.**

If you did not file a timely IOLTA report and need to submit one after being decertified for failure to file the report, please follow the steps to comply with the IOLTA reporting requirement.

1. Go to the following link and print out the Annual IOLTA Compliance

Report: <http://mdcourts.gov/lawyers/pdfs/ioltacompliance.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 IOLTA 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 IOLTA reporting. You may still have to fulfill other requirements to satisfy**

**the Client Protection Fund or Pro Bono reporting requirements.**

- **Online filing within AIS is NOT AVAILABLE for late filing after decertification.**