

NOTE: **THIS IS A COPY** of the letter dated 12/10/2018 sent to approximately 60,000 attorneys that are or were authorized to practice law in Maryland to inform them of the upcoming MD Rule changes associated with the Attorney Information System (AIS).

Administrative Office of the Courts
Attn: ATJ
2001 E/F Commerce Park Drive
Annapolis, Maryland 21401



MARY ELLEN BARBERA
CHIEF JUDGE
COURT OF APPEALS OF MARYLAND

December 10, 2018

COPY

Attorney ID# :

Dear

The Court of Appeals has adopted revised rules of procedure that will make it easier for you to comply with annual reporting and assessment requirements using the Attorney Information System (AIS). These revised rules make it possible to consolidate several annual requirements and notices into a single attorney compliance cycle. Beginning in July 2019, you will receive a single notice instructing you to use AIS to pay your annual Client Protection Fund (CPF) assessment and report on your pro bono and IOLTA activities. This consolidated notice and reporting schedule will make it easier for you to remember these annual requirements and maintain your good standing. **Please note that as a result of these changes, starting in 2019, you will NOT receive paper pro bono and IOLTA reporting forms in January, nor will you receive paper annual assessment invoices in July. Announcements, by email, regarding the required actions and due dates will be sent annually beginning July 10 with the assessment and reports due on September 10 of each year. All reporting will be filed electronically using the AIS system.**

The revised rules provide that the annual Pro Bono Legal Service Report and the IOLTA Report shift to a fiscal year reporting cycle. Instead of reporting for the calendar year, attorneys will be asked to report annually for the prior fiscal year cycle (July 1 – June 30). To accommodate this shift, the next reporting cycle will be for an 18-month period. Attorneys will be notified in **July 2019**, and instructed to use AIS to complete their pro bono and IOLTA reports for the period January 1, 2018, through June 30, 2019. **These reports must be completed by September 10, 2019.**

I hope you find this consolidated reporting and assessment process convenient. If you have not already activated your registration in AIS, you may visit <https://www.mdcourts.gov/lawyers/ais>, to do so. **Pursuant to a new Maryland Rule 19-802(b), all Maryland attorneys, regardless of status, are required to activate their registration in AIS no later than June 1, 2019.** All communications regarding your status as a Maryland attorney and notices about all compliance requirements will be sent to you via email. Please be sure to maintain a current email address and contact information in AIS.

Please also be sure to review the revised Rules included in the Rules Order for the 198th Report, which can be found here: <https://www.mdcourts.gov/rules/ruleschanges>. The changes take effect January 1, 2019.

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

Sincerely,

Mary Ellen Barbera