

INSTRUCTIONS TO ATTORNEY (OR FIRM MANAGING/IOLTA REPORTING ATTORNEY)

Filing Online

Online filing of your reports is strongly encouraged for a number of reasons, including ease of use, accuracy of reporting, and automatic filing confirmation. To file online, go to www.mdcourts.gov then click on “**Pro Bono and IOLTA Reporting**” on the navigation menu. When asked, enter **your ID number** provided on the report forms and on the cover letter from Judge Bell. **YOU MUST COMPLETE AND SUBMIT BOTH FORMS**. It is recommended that you complete the Pro Bono Legal Service Report first. You are also given the option of downloading an MS Word or pdf version of the reporting forms for mail-in purposes.

1. **EVERY MARYLAND ATTORNEY MUST SUBMIT AN ANNUAL COMPLIANCE FORM. FAILURE TO DO SO MAY RESULT IN YOUR DECERTIFICATION TO PRACTICE LAW IN MARYLAND.** If you completed an IOLTA compliance report for the prior year and there is **NO CHANGE** to your IOLTA practices or accounts contained in the report previously submitted, simply check Box #1, sign, date and return the form to the address indicated below OR file online at the judiciary website at www.mdcourts.gov.
 2. You are required to report on your **IOLTA account(s) in existence as of the date of your completing this report**. If you have current IOLTA accounts at more than one financial institution and will not be submitting your form online, please make copies of the reverse side of this form and complete a copy for each account. If you have multiple IOLTA-eligible accounts at the same institution, simply list all account numbers on the reverse page in the space provided. Attach additional sheets if necessary.
 3. In instances where all IOLTA eligible trust funds of all attorneys in a law firm are deposited in shared law firm IOLTA accounts, *the firm shall designate an attorney to be its “IOLTA Reporting Attorney.” The Reporting Attorney shall be authorized to report on all law firm IOLTA accounts* by submitting one form listing the specific account information for the firm with that attorney’s signature (or multiple forms as indicated at instruction 2, above). In such instances, **individual attorneys must also submit compliance forms**, but need to indicate only name, address, phone number of their law firm and the name of the IOLTA Reporting Attorney.
 4. MD Code, Human Services Article, Title 11 directs the Maryland Legal Services Corporation (MLSC) to implement and administer the IOLTA program. This form must be submitted to the Administrative Office of the Courts via **online filing** at www.mdcourts.gov or by **mail** to P.O. Box 319, Simpsonville, MD, 21150-0319 no later than **February 15, 2010** to maintain compliance with MD Rule 16-608.
 5. If you have **IOLTA-eligible funds that need to be deposited into an IOLTA account**, please contact MLSC for an IOLTA Enrollment form or go to the MLSC website at www.mlsc.org to download the form. IOLTA enrollment forms must be submitted to an approved IOLTA financial institution. **It is not necessary to have an IOLTA account to be in compliance with IOLTA. If you are unsure as to whether to open an IOLTA account, please contact MLSC, 410-576-9494, ext. 1000.**
- If you have further questions regarding the IOLTA compliance report, visit the MLSC website at www.mlsc.org and follow links “For Lawyers – IOLTA Compliance” or call MLSC at (410) 576-9494 or (800) 492-1340.

Your IOLTA compliance report must be filed by *FEBRUARY 15, 2010*. We encourage attorneys to complete the form online at www.mdcourts.gov, at which time a confirmation report verifying your filing can be obtained. If you choose to file by mail, confirmation reports are not available so please make a copy for your records. If filing by mail, both your IOLTA compliance report and pro bono legal service report should be mailed to:

Administrative Office of the Courts
P.O. Box 319
Simpsonville, MD 21150-0319

NOTE: If you have a *change in your address*, you must provide that information *in writing directly* to the **Client Protection Fund at the address listed below or via fax at (410) 260-3636**. MLSC cannot change your address. You can contact the Client Protection Fund at:

Client Protection Fund of Maryland
2011 Commerce Park Drive
Annapolis, Maryland 21401
or call (410) 260-3635

SEE REVERSE SIDE FOR COMPLIANCE FORM

1/2010