The Supreme Court of Ohio

OFFICE OF ATTORNEY SERVICES ■ 614.387.9320

REGISTRATION NUMBER

NAME

ONLINE REGISTRATION IS PREFERRED

- Go to: <u>sc.ohio.gov/attorneyportal</u>
- Register ONLINE at <u>sc.ohio.gov/attorneyportal</u> to avoid processing delays or by MAIL using enclosed envelope
- Mail group registrations or overnight materials to:
 Ohio Supreme Court, Office of Attorney Services
 65 South Front Street, Columbus, Ohio 43215-3431

CERTIFICATE OF REGISTRATION ■ 2021-2023 BIENNIUM

PLEASE COMPLETE ALL 6 SECTIONS OF THIS FORM; CROSS OUT THE PRE-PRINTED ADDRESS IF PROVIDING A NEW ADDRESS (TYPE OR PRINT CLEARLY)

RESIDENCE ADDRESS				BUSINESS OR FIRM ADDRESS		
CITY	COUNTY			COUNTY		
STATE/COUNTRY ZIP				STATE/COUNTRY ZIP		
EMAIL				BUSINESS OR FIRM PHONE		
SERVICE EMAIL						
Inal Inal Imal Imal Imal Imal Imal Imal Imal Im	REGISTRATION STATUS CHECK APPROPRIATE BOX(ES) Active \$350 nactive (Not engaged in the practice of law in 0hio) No Fee Emeritus (Associated with a pro bono organization) \$75 Corporate (Not applicable if admitted in 0hio) \$350 Military Spouse Attorney Temporary Admission \$350 Military Spouse Attorney Temporary Admission \$350 Make check or money order payable to The Supreme Court of Ohio Amount Check Number CERTIFICATION: SIGNATURE IS REQUIRED I certify that the information I am providing on this entire form is true and accurate.					Latino med Forces, any reserve
SIGNATURE OF ATTORNEY 2021-2023 OHIO IOLTA & IOTA AC				DATE ↓DO NOT DETACH LOWER PORTION OF FORM↓		
Step	VERIFY/UPDATE INFORMATION					
I.	Registration Number:			Attorney Name:		
Step II.	Ohio IOLTA/ □ I do ma □ I do NO □ My clie Cou	o IOLTA/IOTA Status and Title A /IOTA Status: intain Ohio IOLTA and/or IOTA Acco T maintain Ohio IOLTA and Ohio IOT employer or I do NOT handle funds nt(s); I am on inactive status with th urt; I am retired or unemployed; I am vernment attorney. n situated outside of Ohio.	unt(s). A Account(s). owned by my le Supreme	Title Agent Status: I am NOT a licensed title insurance agent in the State of Ohio. I am a licensed title insurance agent in the State of Ohio.		
Step III.	PROVIDE/UPDATE ACCOUNT(S) INFORMATION IF APPLICABLE			□ Provide additional Ohio IOLTA and Ohio IOTA accounts on a separate sheet and attach. Do NOT write on the back of this form.		
111.	Account Registration					
	First Ohio Account Name:				Account Holder	Туре
	Account	Account Number:	Financial Institution:		□ Individual □ Firm	□ IOLTA □ IOTA
	Second Ohio Account	Account Name:			Account Holder	Туре
		Account Number:	Financial Institution:		□ Individual □ Firm	□ IOLTA □ IOTA
	Third Ohio Account	Account Name:			Account Holder	Туре
		Account Number:	Financial Institution:		□ Individual □ Firm	□ IOLTA □ IOTA
	QUESTIONS concerning Ohio IOLTA/IOTA: Contact the Ohio Access to Justice Foundation www.ohiojusticefoundation.org or 614.715.8560.					

BUSINESS OR FIRM NAME

TITLE OR POSITION

2021/2023 BIENNIUM CERTIFICATE OF REGISTRATION INSTRUCTIONS

REGISTRATION DEADLINE IS SEPTEMBER 1, 2021

Failure to register timely will subject you to a \$50 late fee or suspension from the practice of law.

Rule VI of the Supreme Court Rules for the Government of the Bar requires attorneys admitted to and engaged in the practice of law in Ohio to register biennially with the Supreme Court. The records of the Office of Attorney Services indicate that based on your registration status as of the date of this mailing, you are required to register for the 2021/2023 biennium.

HOW TO REGISTER • You may register online and pay your registration fee by credit card or checking account (ACH) or by mail and pay the registration fee by check or money order.

To Register Online (Due by 11:59 p.m. EDT, Sept. 1, 2021)

- 1. Go to the Attorney Services Portal at <u>sc.ohio.gov/</u> <u>attorneyportal</u>.
- 2. Log in using your attorney registration number and password. If you do not have a password, click "I forgot my password" to have your password emailed to you.
- 3. Click "Register." You may be asked to verify that your contact information is up to date. Review and certify all information on file is accurate by clicking "Submit and Continue to Registration," which will take you to the IOLTA/IOTA screen.
- 4. All attorneys, regardless of registration status, must complete the IOLTA/IOTA Registration (sections 1 and 2) before proceeding to the attorney registration screen.

Registration is not complete until you receive an email confirmation regarding your 2021/2023 registration status. Step-by-step instructions are available at sc.ohio.gov/AttySvcs/AttyReg/FAQ_onlinereg.asp.

Online registration is unavailable to first-time emeritus pro bono status registrants, who must submit additional documentation. Information regarding emeritus pro bono status is available at sc.ohio.gov/AttySvcs/AttyReg/emeritusProBono.

Do not wait until the last minute to register. By doing so, you assume all risk that the online site may not be available and you may not be able to complete your registration by the deadline. Inability to use the site shall not be an excuse for failure to file your registration timely.

To Register By Mail (Must be postmarked on or before Sept. 1, 2021)

1. Review the Certificate of Registration, marking a single line through incorrect information and printing any corrections above incorrect items.

- 2. Your signature is required on section 5 of the Certificate of Registration.
- 3. If you have a registration fee, enclose a check or money order payable to "The Supreme Court of Ohio." We are unable to accept payment by cash or credit card for mailin registrations.
- 4. Make a copy of your Certificate of Registration for your records and use the enclosed return envelope to submit the completed certificate and applicable payment in the enclosed envelope to: The Supreme Court of Ohio, PO Box 643800, Cincinnati, OH, 45264-3800.

IOLTA & IOTA INFORMATION • You are required to identify all escrow/trust accounts in which the funds of two or more clients or third parties have been deposited by you, your law firm, or an ancillary business related to the practice of law in which you are a principal and to identify whether you are a title agent. For each IOLTA/IOTA account, list the account number, the financial institution, and the city in which the financial institution is located, and indicate whether the account is established by you or your firm and whether it is an IOLTA or IOTA. If you do not maintain an IOLTA or IOTA account, then check the appropriate exemption. For questions concerning IOLTA/IOTA, call the Ohio Access to Justice Foundation at 614.715.8560.

ATTORNEY REGISTRATION CARDS & CONFIRMATION OF REGISTRATION Approximately two weeks after receiving your registration for active status, the Office of Attorney Services will mail your registration card. Register early to receive your registration card or written notification of registration before the new biennium begins. If you register for inactive, emeritus pro bono, corporate counsel, or military spouse attorney status, you will receive written confirmation of your registration.

CIVIL JUSTICE FUND • Attorneys who register for active, corporate, or military attorney spouse status may opt in to contribute the \$50 voluntary fee to fund civil legal aid services for low-income or disadvantaged populations in Ohio.

PUBLIC RECORDS ■ The information you provide electronically or on the Certificate of Registration will be maintained by the Office of Attorney Services and, except to the extent provided in Gov.Bar R. VI(15), is a public record. The following are not deemed to be public record: email address, service email address, and residence address, unless you do not provide a valid office address.