



## 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 [sc.ohio.gov/attorneyportal](http://sc.ohio.gov/attorneyportal).
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](http://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](http://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 mail-in 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.