

The Supreme Court of Ohio

ATTORNEY SERVICES SECTION

2025/2027 Biennium Pre-Registration Instructions

1. Access the [Attorney Portal](#).
2. Log in using your attorney registration number and password¹.
3. From the gray/blue “Important Information” box under your name, click the “Click here” option.
4. Select the 2025/2027 Biennium and choose your registration status. If you select Inactive, you will be taken directly to the final registration screen, where you can click the blue “Submit Registration” button.
5. If you are registering as any status other than Inactive, complete the Professional Management-Based Regulation questions (“PMBR;” for additional information, [click here](#))². Once completed, continue by clicking “Save and Continue.”
6. You will be asked to verify that your contact and demographic information are up to date. Review and certify that all information on file is accurate and continue by selecting “Save and Continue.”
7. You will be directed to the IOLTA/IOTA screen. All attorneys, regardless of registration status, must complete both boxes on the page before proceeding. Once completed, click “Save and Continue.”
8. Select your payment option. You may either indicate that your registration will be paid by a third party or pay yourself by using a credit card or ACH transfer. Select “Pay and Register.” If you use the former payment method, you will not be fully registered until the third party payor pays for your registration fee³.

PLEASE NOTE:

***Registration is not complete until you receive an email confirmation regarding your 2025/2027 registration status.** This email will have your 2025/2027 attorney registration card attached to it. Until the 2025/2027 Biennium begins (September 1, 2025), this email will be the only way you can access your 2025/2027 card without contacting the Attorney Services Section

*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 [here](#).

¹ If you have forgotten your password, click “Forgot Password?” at the bottom of the blue box to have your password emailed to you. If you no longer have access to the email address on file with the Attorney Services Section, click “Reset Email?” at the bottom of the blue box to reset your email address.

² If you are engaged in the private practice of law under the Supreme Court of Ohio Rules Governing the Bar and do **not** have professional liability (malpractice) insurance, you **must** take the PMBR course and will **not** be able to register until you have met this requirement. If you have taken the course and the Office of Disciplinary Counsel (“ODC”) has reported your credit, you will be able to continue registering. If you have taken the course and ODC has not yet reported your credit, you will be able to enter the Ohio CLE Activity Code to continue registering.

³ If you select this option, you will receive an email with a link to the Agency Billing website that you can forward to your Fiscal Department so that they can pay. This link is general, and not unique to your registration. If you pay this way, you will **not** receive a receipt; your employer will. Once your employer has paid, you will receive a confirmation email with your attorney registration card.