



Attorney Registration Guide

2025/2027 Biennium

[*If you are having issues logging in, please consult pages 2 and 3 first.](#)

[*If you are logged in, please skip to page 4 to begin registering.](#)

Logging Into the Attorney Portal

To access the Attorney Portal, input the following URL: <https://www.supremecourt.ohio.gov/attorneyportal>.

On the Login screen, enter your Attorney Registration Number (AR#) and password, then click [Log In].

Attorney Services Portal

To access the Attorney Services Section on-line portal, please log in using your Attorney Registration Number. If you have forgotten your password, you can use the **Forgot Password** function to receive an email to your Attorney Services email address with a link to reset, or if you no longer have access to that email address, you can use the **Email Reset** function to update your email address and receive the password reset email.

If you have questions, the Attorney Services Section is available Monday through Friday, from 8:00 a.m. to 5:00 p.m.

Attorney Services Section
Supreme Court of Ohio
65 South Front Street, 5th Floor
Columbus, Ohio 43215-3431
614-387-9320
attyreg@sc.ohio.gov

Attorney Registration Number

73137

Password

.....

☐ Show Password

[Log In](#)

[Forgot Password?](#)
[Reset Email?](#)

Forgot Password

If you cannot remember your password, click [Forgot Password], located at the bottom of the Login screen (see previous screenshot). This opens the Forgot Password screen where you will enter your AR# and click the [Submit] button.

Forgot Password

- Please enter your attorney registration number in the provided field and click the submit button. An email will be sent to your email on file with a link to reset your password.
- If your email address on file is no longer valid, click [here](#) to reset your password.

Attorney Registration Number

73137

[Submit](#) [Return to Login](#)

A Password Reset Notification email will be sent to the email address you previously provided to the Attorney Services Section. The 'click here' link, provided in the email, sends you to the Reset Password screen where a new password may be entered. Click [Submit] to update the password. The application will return to the Login screen where the new password may be entered, allowing you to access the portal.

Reset Password

Password

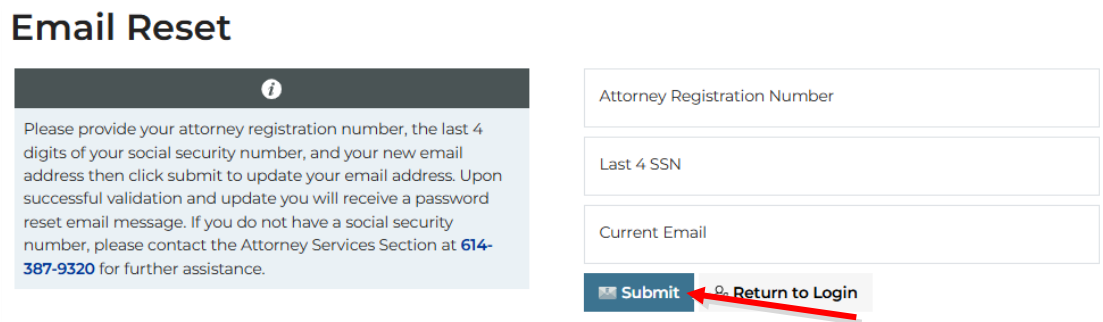
Confirm Password

☐ Show Password

[Submit](#) [Return to Login](#)

Reset Email

As described above, the Forgot Password feature only works if you have access to the email address on file. In instances where you no longer have access to that email address, you can use the Reset Email feature. Starting from the Login screen, click the [Reset Email] link found at the bottom of the screen. This opens the Email Reset screen where you will enter your AR#, the last four digits of your SSN, and your new email address. Click the [Submit] button to update your email address

A screenshot of the 'Email Reset' web form. The form has a title 'Email Reset' at the top left. Below the title is a dark grey box with a white information icon and a text block: 'Please provide your attorney registration number, the last 4 digits of your social security number, and your new email address then click submit to update your email address. Upon successful validation and update you will receive a password reset email message. If you do not have a social security number, please contact the Attorney Services Section at 614-387-9320 for further assistance.' To the right of this box are three input fields: 'Attorney Registration Number', 'Last 4 SSN', and 'Current Email'. At the bottom right of the form are two buttons: a blue 'Submit' button and a grey 'Return to Login' button. A red arrow points from the 'Return to Login' button back to the 'Submit' button.

Two things will happen at this point:

- 1) The same Password Reset Notification email that was described in the previous section will be sent to you. You will follow the same procedure to finalize the password reset.
- 2) The email address on file with the Attorney Services Section will be updated automatically to the new email you have provided.

Registering for the 2025/2027 Biennium

There are three ways you can begin the registration process:

- 1) From the ribbon at the top of the screen: Select Attorney Registration > Register.
 - 2) From the Dashboard, click the [Register] button. Reminder: This is only available if you are not registered for the current biennium or, if registered, during the pre-registration period for the next biennium.
 - 3) From the Important Information box, there will be a link available during the pre-registration period.
- a. This is the easiest method.

The screenshot shows the Attorney Services Portal interface. At the top, a navigation ribbon includes 'Dashboard', 'Attorney Registration', 'CLE', 'Receipts', 'Acting Judge/Magistrate Registration', 'Requests', 'Help', and 'Contacts'. A red arrow points to the 'Attorney Registration' tab. Below the ribbon, the user's name 'Michele' is displayed. A section titled 'Important information. Please review.' contains a message about pre-registration and a link 'Click here' to begin the registration process, with a red arrow pointing to it. Below this, a 'Register' button is highlighted with a red arrow. The user's registration details are shown: 'Registration Number: [redacted]', 'Status: Inactive', and 'Last Registration: 09/01/2009'. The interface is divided into two main sections: 'General Information' and 'CLE'. The 'General Information' section has fields for Email, Electronic Service, Office Phone, and Residence, with a large redacted area. The 'CLE' section shows the 'Compliance Period' as '01/01/2024 - 12/31/2025' and a message: 'You currently have no CLE requirements for compliance period 01/01/2024 - 12/31/2025.'

Completing the Registration

Initiating the registration process opens the Select Registration Status pop-up window. You must select both the correct biennium and registration status and then click [Continue].

The screenshot shows the 'Select Registration Status' pop-up window. It contains an information icon and two bullet points: 'To continue with your registration, please select the biennium and registration status for which you will be registering.' and 'If you have a question regarding the status for which you should register, please review Gov. Bar R. VI.' Below this, there are two dropdown menus. The first is labeled 'Registration For' and has 'Biennium' selected, with '2025-2027' chosen. The second is labeled 'Registration Status' and has 'Active' chosen. At the bottom right, there are 'Continue' and 'Cancel' buttons, with a red arrow pointing to the 'Continue' button.

When applying for any status other than Inactive, the application will flow through a series of screens:

Screen 1: Proactive Management-Based Regulation

The Proactive Management-Based Regulation (PMBR) section is a single screen that requires you to provide information on whether you are engaged in the private practice of law and if so, verify whether you have professional liability (malpractice) insurance. If you have already populated the answers from a previous biennium, the questions will prepopulate with the same answers for this biennium. It is your responsibility to verify the answers are still valid. In the screenshot below, this attorney has answered that they have liability insurance. To submit, they only need to click [Save and Continue].

Proactive Management-Based Regulation

Please Review

Definition of an attorney engaged in the private practice of law as defined in Gov.Bar R. VI(1)(B)

Under Gov.Bar R.VI(1)(B), an "attorney engaged in the private practice of law" means any attorney registered as active with the Supreme Court, but does not include an attorney who is any of the following:

1. Registered as a corporate counsel attorney under Section 6 of this rule;
2. Employed by an organizational client or governmental entity and who does not represent clients outside that capacity;
3. Registered as a military legal assistance attorney under Section 7 of this rule;
4. Registered as an emeritus pro bono attorney under Section 8 of this rule; or
5. No longer practicing law in any capacity.

If you are a corporate or government attorney, judicial law clerk, judicial officer, or serve in a similar public role, and do not practice law outside that role, then you are not engaged in the private practice of law.

Are you an attorney engaged in the private practice of law as defined in Gov.Bar R. VI(1)(B)?

☒ Yes ☐ No

Do you have professional liability (malpractice) insurance?

☒ Yes, I have professional liability (malpractice) insurance individually or through my firm or employer.

☐ Yes, I only handle cases from a legal aid organization that provides professional liability (malpractice) insurance.

☐ No, I do not have professional liability (malpractice) insurance.

Do you have a plan in place to manage your work or caseload in the event you become temporarily or permanently unable to do so?

☒ Yes ☐ No

Save and Continue **Cancel**

Of note, if you answer that you do not have liability insurance for your private practice, you are required to attend the PMBR course. If you have already received CLE credit for taking the course, the Portal will automatically confirm the course completion. If you have yet to receive the CLE credit, the screen will show the red box below and will require you to enter the PMBR course Activity ID to continue. In this case, you should enter the course number and click validate.

Do you have professional liability (malpractice) insurance?

☐ Yes, I have professional liability (malpractice) insurance individually or through my firm or employer.

☐ Yes, I only handle cases from a legal aid organization that provides professional liability (malpractice) insurance.

☒ No, I do not have professional liability (malpractice) insurance.

Warning

The records of the Office of Attorney Services do not indicate that you have taken the required PMBR course. To proceed with your registration, please enter the Activity ID of the PMBR course if you have completed it, which would have been provided to you by the Office of Disciplinary Counsel (ODC) after the course.

Validate

If you have not completed the PMBR course yet, please do so and then you will be able to register for the upcoming biennium. You may contact ODC at 614.387.9700 to register for the PMBR course.

Once you submit the correct PMBR course number, the red box will close and be replaced with 'PMBR course completed'. Again, click [Save and Continue] to move to the next screen of registration.

Do you have professional liability (malpractice) insurance?

- ☐ Yes, I have professional liability (malpractice) insurance individually or through my firm or employer.
- ☐ Yes, I only handle cases from a legal aid organization that provides professional liability (malpractice) insurance.
- ☒ No, I do not have professional liability (malpractice) insurance.

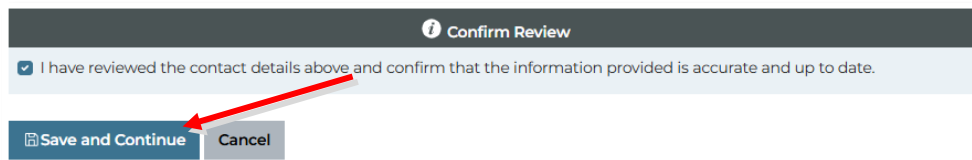
✓ PMBR course completed.

Screen 2: My Information

The My Information screen may or may not display during the registration process. This is contingent on whether the My Information screen was presented upon login. If you were required to review/populate the My Information screen as soon as you logged in, you will not be required to view it a second time during registration. Conversely, if it did not appear immediately after login, the screen will open during registration to allow you a chance to update information as needed.

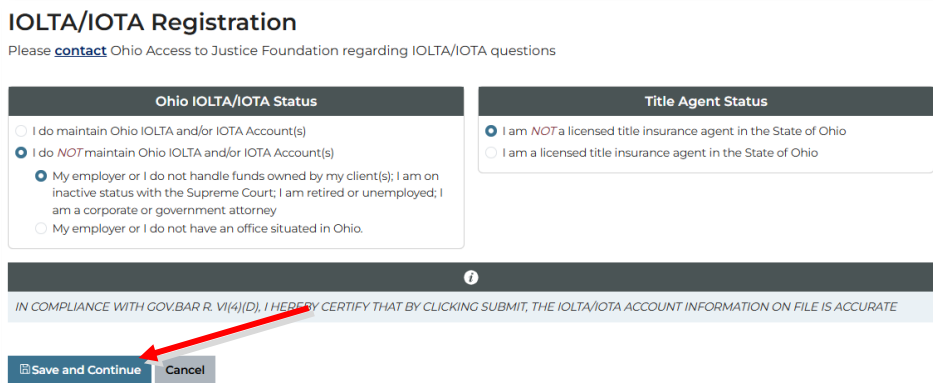
If there are no blank fields, you may simply scroll to the bottom of the screen and:

- 1) Place a checkmark in the 'Confirm Review' checkbox.
- 2) Click [Save and Continue]



Screen 3: IOLTA/IOTA Registration

You must select the appropriate options for your Ohio IOLTA/IOTA status and Title Agent status. Once those are populated, the [Save and Continue] button may be clicked.



Screen 4: Registration

The final screen is the payment page. You have a few options on this screen:

- 1) Pay by credit card or bank transfer (ACH);
- 2) Defer payment to be paid by a third party (Agency Billing option); and
- 3) Elect to make a \$50 voluntary contribution to fund civil legal aid services for low-income or disadvantaged populations in Ohio.

The amount owed at this point will depend on the options selected. If paying by credit card or ACH, you must pay now to complete the registration process. If third party payment is selected, you can complete your part of the registration process without paying. However, you are not considered registered until payment is received. See the Agency Billing Guide for more information.

If payment is due now, click [Pay and Register] to open the payment screen.

Registration

To complete your registration, please select the biennium and registration status for which you are registering.

If you have a question regarding the status for which you should register, please review Gov. Bar R. VI.

Registration For

Biennium

2025-2027

Registration Status

Active

Fees

Registration

\$450.00

Total Amount Due

\$450.00

Amount due for this registration is \$450.00

Your registration status as Active will not be reflected in your attorney registration record until payment is made.

Registration will be paid by a third party

Voluntary Contribution

I would like to make a \$50.00 voluntary contribution for use to fund civil legal aid services for low-income or disadvantaged populations in Ohio.

Pay and Register

Populate the required credit card or ACH information. Click [Submit Payment] to complete the transaction.

Payment Information

Fee(s) to be paid:

Registration: \$450.00

VISA

MasterCard

DISCOVER

AMERICAN EXPRESS

Pay \$450.00 with credit card

Pay \$450.00 with bank transfer (ACH)

Card Holder

John Doe

Card Number

9999 9999 9999 9999

Expiration (mm/yy)

06/26

CVV/CSV

123

Submit Payment

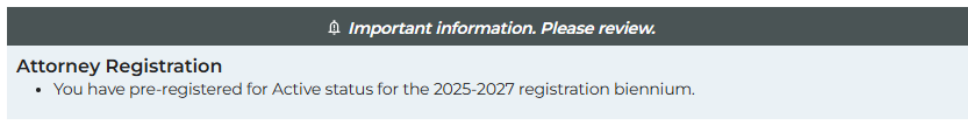
Close

The screen returns to the Dashboard. If you were Inactive and registered for the current biennium, your status will immediately change to Active, and the [Attorney Card] button will become available in the Portal.

7

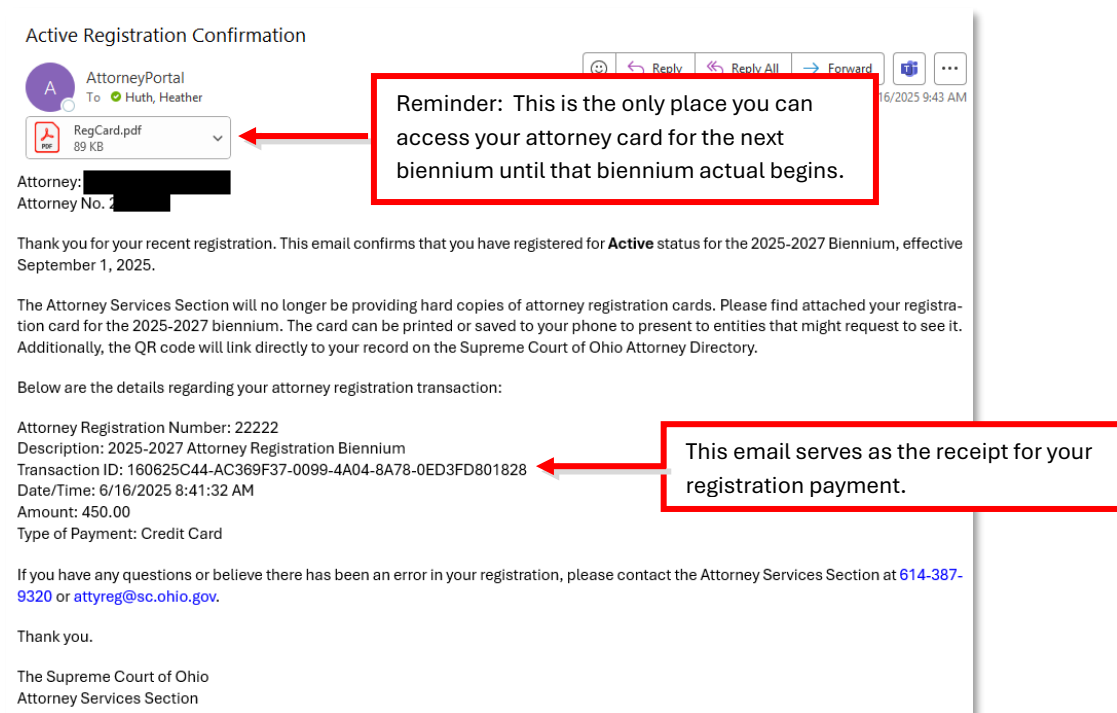


If you are currently Active and are pre-registering for the next biennium, your status does not change, and your attorney card will continue to link to the current biennium. You will know you successfully completed the pre-registration process by reading the Important Information box at the top of the screen.



It is important to note that with every registration for any status, you will receive an email confirmation once the registration has been completed. This email serves as the receipt (if applicable) and has the associated biennium's Attorney Card attached (if applicable). As a reminder, this is the only place you can obtain an Attorney Card for the next biennium without contacting Attorney Services.

This is an example of an Active Registration Confirmation email.



Third Party Payments

- 1) You may select 'Registration will be paid by a third party' on the payment screen. This will change the amount due to \$0.

Registration

To complete your registration, please select the biennium and registration status for which you are registering.

If you have a question regarding the status for which you should register, please review Gov. Bar R. VI.

Registration For

Biennium
2025-2027

Registration Status
Active

Submit Registration

Amount due for this registration is \$0

Your registration status as Active will not be reflected in your attorney registration record until payment is made.

☒ Registration will be paid by a third party

- 2) Click [Submit Registration]. A pop-up verification screen appears. After closing the pop-up screen, Attorney Portal returns to the Dashboard. The following message appears in the Important Information box:

Important information. Please review.

Attorney Registration

- You have pre-registered for Active status for the 2025-2027 registration biennium. This registration is pending payment and will be removed on September 2 if payment is not received prior to this. [Click here](#) to self-pay for this registration.

Additionally, an Attorney Registration Pending Payment email is sent to you. This email 1) explains that you will not be registered until payment is received, and 2) provides the Agency Billing link where payments should be made.

AttorneyRegistration

To: Huth, Heather

Mon 6/16/2025 9:59 AM

Attorney: [REDACTED]
Attorney: [REDACTED]

The records indicate you have registered for the 2025-2027 Attorney Registration biennium and selected third party payor for the payment of the biennial registration fee.

Please provide this link to Agency Billing, <https://test.supremecourt.ohio.gov/AttySvcs/AttyReg/AgencyBilling/>, to the Third Party/your Human Resources or Finance Department, as soon as possible so that they may remit payment.

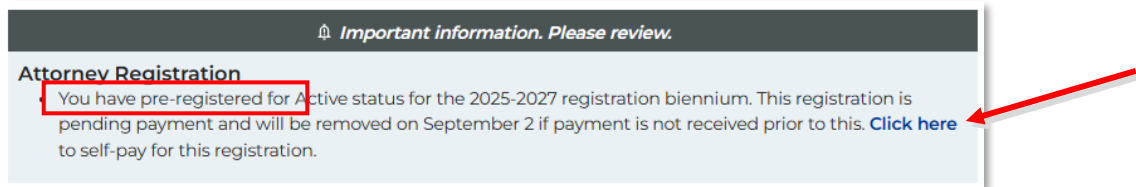
Until your registration fee is paid, your registration status will be designated as Pending. You are not fully registered with the Supreme Court of Ohio Attorney Services Section until payment of the registration fees has been made. Failure to timely make payment which completes the registration process, will result in late fees, or suspension from the practice of law.

Thank you,
The Supreme Court of Ohio
Attorney Services Section
614.387.9320
<https://www.supremecourt.ohio.gov>

- 3) Once payment is received, the user will be fully registered. The Agency Billing application sends two emails:
- Registration Confirmation: This is sent to you to confirm that you are officially registered. The Attorney Card for the appropriate biennium is attached.
 - Registration Receipt: This is sent to the agency who paid for the registration, not you. You will not have access to this receipt through the Portal as you were not responsible for payment.

How To Self-Pay After Selecting Third Party Payment

You still can self-pay after selecting third party payment. If you wish to opt out of third-party payment and just pay yourself, you can click the link available in the Important Information box.



This opens Agency Billing. The payment will be processed here instead of the Attorney Portal, but all other aspects of the registration process remain the same.