

The Supreme Court of Ohio

OFFICE OF ATTORNEY SERVICES

2023/2025 Biennium Instructions to Register Online

1. Go to the Attorney Services Portal at <https://www.supremecourt.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. You will be asked to verify that your contact information is up to date. Review and certify that all information on file is accurate and continue by selecting “Submit and Continue to Registration.” You will be directed back to the dashboard. Click “Register.”
4. Complete the Professional Management-Based Regulation questions (“PMBR;” for additional information, visit <https://www.supremecourt.ohio.gov/docs/AttySvcs/AttyReg/RegistrationChangesSummary.pdf>), continue by selecting “Submit and Continue to Registration.”
5. You will be directed to the IOLTA/IOTA Registration. All attorneys, regardless of registration status, must complete the IOLTA/IOTA Registration (sections 1 and 2) before proceeding to the attorney registration screen. Select “Submit and Continue to Registration.”
6. Select your registration status for the 2023/2025 biennium.
7. Select your payment option. You may either indicate that your registration will be paid by a third party or pay yourself, using a credit card or ACH transfer. Select “Register.” If you use the former payment method, you will not be fully registered until the third party pays your registration fee.

Registration is not complete until you receive an email confirmation regarding your 2023/2025 registration status.

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 <https://www.supremecourt.ohio.gov/attorneys/attorney-registration/emeritus-pro-bono/>.