

THE SUPREME COURT *of* OHIO
OFFICE OF ATTORNEY SERVICES

Licensing Requirements as a New Attorney

Dear Attorney,

Congratulations on your admission to the practice of law in Ohio. As a newly-admitted attorney, you are required to do the following:

1. Register with the Office of Attorney Services within 30 days of being sworn in.
2. Complete New Lawyers Training (Last names beginning with A-L due by December 31, 2023, and M-Z due by December 31, 2024).

Please read this memo carefully to ensure that you are familiar with your obligations as a new attorney and that you timely comply with all Supreme Court rules.

Attorney Registration (Rule VI of the Supreme Court Rules for the Government of the Bar of Ohio)

Pursuant to Rule VI of the Supreme Court Rules for the Government of the Bar of Ohio, each attorney licensed to practice law in Ohio must register on a biennial basis with the Supreme Court and pay a registration fee. Fees collected by the Court under Rule VI are used to fund various activities, including investigations of alleged attorney or judicial misconduct, investigations relating to the unauthorized practice of law, and support for the Lawyers' Fund for Client Protection.

Registration for the 2021/2023 Biennium — Due Now: The current 2021/2023 registration biennium began September 1, 2021, and ends August 31, 2023. As a new attorney, you are required to file your 2021/2023 registration certificate within 30 days of the date of your admission. If you do not file your registration by the thirty-day deadline, you will be assessed a \$50 late fee and subject to suspension from the practice of law. Attorneys who register for active status (\$175) may participate in the \$50 voluntary "add-on" fee to fund civil legal aid services for low-income or disadvantaged populations in Ohio. Attorneys who register for inactive status (no fee) are not permitted to practice law in Ohio, and may change their status to active at any time by registering and paying the applicable fee.

Attorney Registration Number and Password

Each attorney admitted to the practice of law in Ohio is assigned an attorney registration number by the Office of Attorney Services. Attorney registration numbers issued by the Supreme Court are the exclusive number used to identify attorneys in Ohio. If you are a new attorney who attended the ceremony, your attorney registration number will be assigned to you by 6:00 p.m. on November 14 and can be looked up by going to the [Attorney Directory](#). An email notifying you of your attorney registration number will also be sent to the email address on file.

Attorney Services Portal

To access the [Attorney Services Portal](#) to register, check your CLE transcript, and update your contact information, you will need your attorney registration number and password, which is either the password you used for the Bar Admissions Portal, or a random password has been assigned to you if you did not use the Bar Admissions Portal.

To retrieve your Attorney Services Portal password:

- Go to <https://www.sc.ohio.gov/attorneyportal>.
- Enter your attorney registration number.
- Select “I forgot my password.”
- Your password will be emailed to the address you provided to Office of Bar Admissions.

The email address you provide for the password retrieval will become the email address on file with the Office of Attorney Services. The Office of Attorney Services communicates with attorneys via email regarding important deadlines, so please provide a valid email address and adjust your filter to receive mail from attyreg@sc.ohio.gov and ccl@sc.ohio.gov.

How to Register (Online or by Mail)

Option 1: Register Online (Preferred Method)

Online registration is now open. You will need your attorney registration number and password.

To access the Attorney Services Portal, please go to <https://www.supremecourt.ohio.gov/attorneyportal>.

When you complete your online registration, you will receive email confirmation of the transaction. Approximately ten days from the date of your online registration, an attorney registration card or, if applicable, a notice of inactive registration, will be mailed to you.

Please follow these steps to complete your online registration:

- Use your attorney registration number and password to log in to the portal.
- For security reasons, please change your password on first login. Retain your password securely.
- Review the information contained in the portal **Home Page**. Please make sure to provide your current contact information, including your email address, electronic service address, residence address, office address, and phone number.
- Go to **Edit Info** to update or modify your personal information and to change your password.
- Go to **Register** to report the existence of an Ohio interest-bearing trust account (IOLTA or IOTA) for client funds or to report your exemption from this reporting requirement. If you are employed at a firm, please contact the managing partner or accounting office for this information. If you have questions regarding IOLTA/IOTA accounts, please contact the Ohio Access to Justice Foundation at 614-715-8560.
- Register for either active or inactive status. If you owe a registration fee or a late fee, submit your payment by credit card (MasterCard, VISA, American Express, or Discover) or by ACH (bank transfer) to complete the registration transaction.

- After you have completed your registration, you will receive online confirmation of your registration, as well as written confirmation in the mail within 7-10 days. Print the online confirmation notice for your records.
- To be deemed timely, you must register within thirty days of the date of admission.

Option 2: Register by Mail

If you wish to register by mail, a pdf-fillable [Certificate of Registration](#) must be completed, signed, and returned to the Office of Attorney Services. To be timely, your certificate and all applicable fees must be filed in the Office of Attorney Services within thirty days of the date of your admission. Fees must be paid by check or money order made payable to The Supreme Court of Ohio. Approximately ten days from the date your certificate is processed, a registration card or, if applicable, a notice of inactive registration, will be mailed to you. This card or notice will include your registration number.

New Lawyers Training (Rule X of the Supreme Court Rules for the Government of the Bar of Ohio) and Lawyer to Lawyer Mentoring

All attorneys admitted by examination who are registered for active status must comply with the Court's New Lawyers Training ("NLT") requirements of Gov.Bar R. X ("Attorney Continuing Legal Education"). As a new attorney, you must complete twelve hours of New Lawyers Training by the end of your first biennial compliance period. Your biennial compliance period is based on your last name. An attorney whose last name begins with a letter A through L must complete his or her NLT hours by the end of each odd-numbered year. An attorney whose last name begins with a letter M through Z must complete his or her NLT hours by the end of each even-numbered year. If you were admitted to the practice of law during the second year of your first biennial compliance period, you need to complete your NLT education requirements by the end of your next biennial compliance period.

Accordingly, if you were admitted to the practice of law in 2022, and your last name begins with the letter A through L, you must complete your NLT requirements by December 31, 2023. If you were admitted to the practice of law in 2021 and your last name begins with a letter M through Z, you must complete your NLT requirements by December 31, 2024. Failure to complete your NLT requirements timely will subject you to a late fee and possible suspension from the practice of law.

To meet your NLT requirements, you must complete at least twelve hours of NLT education, including one hour in each of the following categories: professionalism, law office management, and client fund management. NLT courses are offered by various sponsors. To register for a NLT course, you must register directly with the sponsor of the activity.

Go to <http://www.supremecourt.ohio.gov/AttySvcs/CLE/ActivitySearch> for a searchable list of NLT courses. Be sure to select "New Attorney" in the Activity Type drop-down box.

You also may be eligible to fulfill your NLT requirements by (1) participating in the Lawyer to Lawyer Mentoring Program established by the Supreme Court's Commission on Professionalism **and** (2) completing three classroom hours of NLT instruction in professionalism, law office management, and client fund management. For additional information on mentoring and eligibility requirements, go to <https://www.supremecourt.ohio.gov/attorneys/mentoring-program>. Please note that you must be registered for active status to participate in the Lawyer to Lawyer Mentoring Program.

Exemptions from New Lawyers Training Requirement

Attorneys registered for inactive status do not have a New Lawyers Training requirement. However, an inactive attorney who later registers for active status will be required to complete the New Lawyers Training requirement. Please contact the Office of Attorney Services if you change your registration status from inactive to active.

If you are on full-time military duty, you may be eligible to apply for an exemption from the New Lawyers Training requirement while on military duty. To request this exemption, please complete [CCLE Form 9\(a\)](#), Application for Exemption from Educational Requirements: Full-Time Military Duty. A copy of your current military orders must be attached to your request. The New Lawyers Training requirement will go into effect if you are registered for active status upon the termination of the military exemption. Please note that even if you are granted a military exemption, you still must register in accordance with Gov.Bar R. VI.

There is no exemption for out-of-state attorneys. If you live or work out-of-state and are registered for active status, you must comply with the New Lawyers Training requirements of Gov.Bar R. X.

Summary

As a new lawyer, please remember to meet the following deadlines. Failure to do so will subject you to late fees and possible sanction and suspension from the practice of law:

- Register within 30 days of your admission to the practice of law.
- If your last name begins with the letter A through L, complete twelve hours of New Lawyers Training education by December 31, 2023.
- If your last name begins with the letter M through Z, complete twelve hours of New Lawyers Training education by December 31, 2024.

If you have any questions, please contact us at 614/387-9320, option 1, or by e-mail at attyreg@sc.ohio.gov. Or visit our [Frequently Asked Questions](#) page for new attorneys.

Again, congratulations and welcome to the Ohio Bar!

Sincerely,

Office of Attorney Services
The Supreme Court of Ohio
65 South Front Street, Fifth Floor
Columbus, OH 43215

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