

FAQ – Frequently Asked Questions

Annual Attorney Registration

Do I have to register online?

Yes – it is mandatory for all active and inactive attorneys to register and pay the registration fee online. No forms will be available to download. *Checks or money orders will not be accepted.*

Are all credit cards accepted online?

The following cards are accepted: American Express, Visa, Mastercard, and Discover.

What if I need a receipt?

After you have completed payment, a summary page can be printed. The system also emails a receipt to your “account” email address. Receipts will also be available to access online through your portal account under the payments tab.

Do I have to pay a separate CLE fee?

No – Attorney Registration and CLE fees have been combined and attorneys will pay one annual fee online.

How do I check to see if my registration was completed?

Click on the “Check My Annual Registration Status” link on the main page of the portal. You do not need to log in, just input your bar #. It will display if you have registered and if payment has been completed.

How do I have my firm or office pay my registration?

Attorneys will be able to register online and at the end choose the option to have their firm or office pay. Office personnel will then be able to access the portal and pay for one or more attorneys with one credit card payment – as long as each attorney has submitted their online registration.

Office personnel will click on the *Firm or Office Payment link* on the main page and provide the firm name, their name and email address. *(They do not need to “create” an account.)* They can then either input each individual bar number or upload an Excel CSV spreadsheet, if it is a large group.

How do I change from active to inactive to be effective prior to July 1?

Status change requests to inactive for the current licensing period must now be submitted online through the attorney registration portal by June 30. (Click on “View/Update My Profile” to submit the change and choose the effective date.) *See also “Status Change Procedures” on the Portal Resources page.*

I want to change from active to inactive for 2024/25, can I register online?

Yes – if you are changing status, then online registration must be completed before midnight on June 30 in order to change your status and pay the lower inactive fee. *(The change will not be effective until July 1 so you will still be responsible for completing 2023/24 CLE requirements.)* If a status change request is not received or completed online by June 30, you can still request the change but you will be required to pay the fee for the status shown in your attorney record as of July 1. Fees paid after June 30 will also incur a \$150 late fee. *See also “Status Change Procedures” on the Portal Resources page.*

I want to change to retired for 2024/25, can I register online?

Yes – online registration must be completed before midnight on June 30 in order to change your status to retired and pay no fee. The change will be effective on July 1. If you complete online registration after June 30 and want to change to retired, you will still be required to pay the fee for the status shown in your attorney record as of July 1. *(The change will not be effective until July 1 so you will still be responsible for completing 2023/24 CLE requirements if you are currently on active status.)*

I want to change to active from inactive or retired status, can I register online?

Attorneys who are currently on inactive status will be able to change to active status when registering online for the 2024/25 licensing period – only if they have been inactive 2 years or less. If you have been inactive more than 2 years, or you are currently on retired status, you will need to contact the attorney registration office for instructions and forms to complete before your status can be changed to active.

My license is currently suspended, can I register online?

No – you will need to contact the attorney registration office for instructions/forms to request reinstatement.

I am currently retired, do I need to register online?

Attorneys on retired status are encouraged to register online in order to update contact information in their registration record. Registration forms will still be sent to all retired status attorneys. Address changes can be made on the form and returned to Attorney Registration via U.S. Mail. It is important to keep your contact information updated with the Attorney Registration office to receive communications regarding procedural changes or other important information. If you register online, then do not mail in the registration form.

What security is used on this site?

All traffic to this site is encrypted using SSL. At no point is your information clear text while you are on our site. Your password is salted and hashed when stored in our database. This means that neither the system administrator nor anyone in the Attorney Registration office can see your password at any point. reCAPTCHA has also been implemented on any function that does not require authentication. It is always advisable to log out of your account and close your browser when you have completed registration or any profile updates. Passwords will now expire every 180 days.

How is my personal information protected?

In addition to the measures above, extra steps have been implemented to protect your Personal Identification Information (PII) like your date of birth and social security number. Your PII never touches the server used to host the website. The server can only get a yes/no response from our internal servers regarding a match.

How is my payment information protected?

We use a secure external payment processor to process your online transactions. The only information we have regarding your credit card details are: the card holder name, last 4 digits of the card used, and expiration date.