



## 2023/2025 Biennium Certificate of Registration Instructions

**REGISTRATION DEADLINE IS SEPTEMBER 1, 2023**

**Failure to register timely will subject you to a \$100 late fee  
or suspension from the practice of law.**

Rule VI of the Supreme Court Rules for the Government of the Bar requires attorneys admitted to and engaged in the practice of law in Ohio to register biennially with the Supreme Court. The records of the Office of Attorney Services indicate that based on your registration status as of the date of this mailing, you are required to register for the 2023/2025 biennium.

### How to Register

You may register online and pay your registration fee by credit card or checking account (ACH) or by mail and pay the registration fee by check or money order.

### To Register Online

1. Go to the Attorney Services Portal at [sc.ohio.gov/attorneyportal](http://sc.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 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, see below), 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. 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 [sc.ohio.gov/AttySvcs/AttyReg/emeritusProBono](http://sc.ohio.gov/AttySvcs/AttyReg/emeritusProBono).

*Do not wait until the last minute to register. By doing so, you assume all risk that the online site may not be available and you may not be able to complete your registration by the deadline. Inability to use the site shall not be an excuse for failure to file your registration timely.*

### To Register by Mail

**(Must be received on or before Sept. 1, 2023)**

1. Complete the Certificate of Registration. Please print clearly and legibly.
2. Your signature is required on the Certificate of Registration.
3. If you have a registration fee, enclose a check or money order payable to "The Supreme Court of Ohio." We are unable to accept payment by cash or credit card for mail-in registrations.

## ***Certificate of Registration Instructions, Continued...***

4. Make a copy of your Certificate of Registration for your records and mail the completed certificate and applicable payment to: The Supreme Court of Ohio, Office of Attorney Services, 65 S. Front Street, Columbus, OH 43215.

### **Professional Management-Based Regulation (“PMBR” Questions)**

Ohio Disciplinary Counsel (“ODC”) has established a free, CLE-accredited proactive management-based regulation curriculum to assist attorneys in developing ethical infrastructures to improve the delivery of legal services and client relations and enhance the provision of competent and cost-effective legal services to prevent violations of the Ohio Rules of Professional Conduct.

As part of this regulation, you will be asked a number of questions. First, you will be asked whether you are engaged in the private practice of law as defined in Gov. Bar R. VI(1)(B) (which is provided below). Depending on your answer, you may be asked two additional questions regarding malpractice insurance.

To begin answering the PMBR questions, you will need to know the definition of “an attorney engaged in the private practice of law” as defined in Gov. Bar R. VI(1)(B), which is any attorney registered as active with the Supreme Court of Ohio, but not if they are: 1) registered as a corporate counsel attorney under Section 6 of Gov. Bar R. VI; 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 Gov. Bar R. VI; 4) Registered as an emeritus pro bono attorney under Section 8 or Gov. Bar R. VI; or 5) No longer practicing law in any capacity.

Though your answers to the questions will not require any action on your part during the current biennium, beginning with the 2025/2027 registration biennium, if you are engaged in the private practice of law and indicate that you do not have malpractice insurance, you will not be able to register and be

subject to suspension until you either complete ODC’s PMBR curriculum or obtain malpractice insurance report it to the Office of Attorney Services. Please contact ODC if you have additional questions regarding this requirement at [pibr@odc.ohio.gov](mailto:pibr@odc.ohio.gov) or 614.387.9700. Also beginning with the 2025-2027 registration biennium, attorneys who answer “no” to the final question in the PMBR section will be provided with a free resource guide on creating a plan in the event the attorney becomes temporarily or permanently unable to manage their work or caseload.

### **IOLTA & IOTA Information**

You are required to identify all escrow/trust accounts in which the funds of two or more clients or third parties have been deposited by you, your law firm, or an ancillary business related to the practice of law in which you are a principal and to identify whether you are a title agent. For each IOLTA/IOTA account, list the account number, the financial institution, and the city in which the financial institution is located, and indicate whether the account is established by you or your firm and whether it is an IOLTA or IOTA. If you do not maintain an IOLTA or IOTA account, then check the appropriate exemption. For questions concerning IOLTA/IOTA, call the Ohio Access to Justice Foundation at 614.715.8560.

### **Attorney Registration Cards & Confirmation of Registration**

The Office of Attorney Services will no longer provide printed attorney registration cards. Electronic registration cards will be issued by email and will contain the same information as the printed card. Electronic registration cards can be presented to entities that might request to see it.

### **Civil Justice Fund**

Attorneys who register for active, corporate, or military attorney spouse status may opt in to contribute the \$50 voluntary fee to fund civil legal aid services for low-income or disadvantaged populations in Ohio.

## *Certificate of Registration Instructions, Continued...*

### **Public Records**

The information you provide electronically or on the Certificate of Registration will be maintained by the Office of Attorney Services and, except to the extent provided in Gov.Bar R. VI(15), is a public record. The following are not deemed to be public record: email address, service email address, and residence address, unless you do not provide a valid office address.

Please complete the entire form (type or print clearly).

REGISTRATION NUMBER		BUSINESS OR FIRM NAME	
NAME		TITLE OR POSITION	
RESIDENCE ADDRESS		BUSINESS OR FIRM ADDRESS	
CITY COUNTY		CITY COUNTY	
STATE/COUNTRY ZIP		STATE/COUNTRY ZIP	
EMAIL		BUSINESS OR FIRM PHONE	
SERVICE EMAIL			

**REGISTRATION STATUS**

CHECK APPROPRIATE BOX(ES)

- Active ..... \$400
- Inactive (Not engaged in the practice of law in Ohio) ..... No Fee
- Emeritus (Associated with a pro bono organization) ..... \$75
- Corporate (Not applicable if admitted in Ohio) ..... \$400
- Military Spouse Attorney Temporary Admission ..... \$400
- Voluntary Fee (To support civil legal aid services) ..... \$50
- Late Fee ..... \$100

**ADMISSIONS TO OTHER STATE/  
TERRITORY JURISDICTIONS**

IF YOU ARE ADMITTED TO PRACTICE LAW IN ANY OTHER STATE OR  
TERRITORY OF THE UNITED STATES, LIST THEM BELOW.  
DO NOT INCLUDE FEDERAL ADMISSIONS.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**RACE AND ETHNICITY**

SELECT ALL THAT APPLY

- White
- Hispanic
- Latino
- Spanish
- Black or African American
- American Indian or Alaska Native
- Chinese
- Filipino
- Asian Indian
- Vietnamese
- Korean
- Japanese
- Other Asian
- Native Hawaiian
- Samoan
- Chamorro
- Other Pacific Islander
- Middle Eastern and North African
- Some Other Race
- Prefer Not to Answer

**GENDER**

CHECK APPROPRIATE BOX

- Male
- Non-Binary
- Female
- Prefer Not to Answer

DO YOU CURRENTLY OR HAVE YOU EVER SERVED IN THE U.S. ARMED  
FORCES, ANY RESERVE COMPONENT, OR THE NATIONAL GUARD?

- Yes
- No
- Prefer Not to Answer

MAKE CHECK OR MONEY ORDER PAYABLE TO  
THE SUPREME COURT OF OHIO

AMOUNT CHECK NUMBER

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## Professional Management-Based Regulation (PMBR)

The definition of "an attorney engaged in the private practice of law" as defined in Gov. Bar R. VI(1)(B), is any attorney registered as active with the Supreme Court of Ohio, but not if they are: 1) registered as a corporate counsel attorney under Section 6 of Gov. Bar R. VI; 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 Gov. Bar R. VI; 4) Registered as an emeritus pro bono attorney under Section 8 or Gov. Bar R. VI; or 5) No longer practicing law in any capacity.

Step  
1

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

Yes

No

*Please see the Instructions for the definition. If you answer "no," skip step 2 and proceed to the Certification.*

Step  
2

2. If you answered "yes" to the previous question, 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.

*If you choose this answer, please reread the Instructions to understand the implications for the 2025-2027 registration biennium if you still do not have malpractice insurance then.*

If you answered "yes" to the first question, 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

## CERTIFICATION: SIGNATURE IS REQUIRED

I CERTIFY THAT THE INFORMATION I AM PROVIDING ON THIS REGISTRATION FORM IS TRUE AND ACCURATE.

\_\_\_\_\_  
*Signature of Attorney*

\_\_\_\_\_  
*Date*

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## 2023/2025 OHIO IOLTA & IOTA Account Registration Form

<b>2023/2025 OHIO IOLTA &amp; IOTA Account Registration Form</b>					
<b>Step 1</b>	<b>Verify/Update Information</b>				
	REGISTRATION NUMBER	ATTORNEY NAME			
<b>Ohio IOLTA/IOTA Status and Title Agent Status: Complete Each Section</b>					
<b>Step 2</b>	<b>OHIO IOLTA/IOTA STATUS:</b>		<b>TITLE AGENT STATUS:</b>		
	<input type="checkbox"/> I do maintain Ohio IOLTA and/or IOTA Account(s). <input type="checkbox"/> I do <b>NOT</b> maintain Ohio IOLTA and Ohio IOTA Account(s). <input type="checkbox"/> My employer or I do <b>NOT</b> handle funds owned by my client(s); I am on inactive status with the Supreme Court; I am retired or unemployed; I am a corporate or government attorney. <input type="checkbox"/> My employer or I do <b>NOT</b> have an office situated in Ohio.		<input type="checkbox"/> I am <b>NOT</b> a licensed title insurance agent in the State of Ohio. <input type="checkbox"/> I am a licensed title insurance agent in the State of Ohio. <input type="checkbox"/> My employer or I handle residential real estate transactions outlined in R.C. 3953.231. <input type="checkbox"/> My employer or I do <b>NOT</b> handle residential real estate transactions outlined in R.C. 3953.231.		
<b>Provide/Update Account(s) Information, If Applicable</b> <i>Provide additional Ohio IOLTA and Ohio IOTA accounts on a separate sheet and attach. Do not write on the back of this form.</i>					
<b>ACCOUNT REGISTRATION</b>					
<b>Step 3</b>	First Ohio Account	ACCOUNT NAME		ACCOUNT HOLDER <input type="checkbox"/> Individual <input type="checkbox"/> Firm	TYPE <input type="checkbox"/> IOLTA <input type="checkbox"/> IOTA
		ACCOUNT NUMBER	FINANCIAL INSTITUTION		
	Second Ohio Account	ACCOUNT NAME		ACCOUNT HOLDER <input type="checkbox"/> Individual <input type="checkbox"/> Firm	TYPE <input type="checkbox"/> IOLTA <input type="checkbox"/> IOTA
		ACCOUNT NUMBER	FINANCIAL INSTITUTION		
	Third Ohio Account	ACCOUNT NAME		ACCOUNT HOLDER <input type="checkbox"/> Individual <input type="checkbox"/> Firm	TYPE <input type="checkbox"/> IOLTA <input type="checkbox"/> IOTA
		ACCOUNT NUMBER	FINANCIAL INSTITUTION		
	<i>Questions concerning Ohio IOLTA/IOTA: Contact the Ohio Access to Justice Foundation: www.ohiojusticefoundation.org or 614.715.8560.</i>				