



RHODE ISLAND SUPREME COURT HOW TO APPLY FOR REINSTATEMENT ON RISCAP - ART. IV, RULE 1

Attorneys seeking reinstatement to Active status after maintaining Inactive status or having been removed from the Master Roll of Attorneys for failing to register with the Supreme Court, **for a period of less than six months**, must pay the fee required by Article IV, Rule 1(e) when filing an Application for Reinstatement.

Attorneys seeking reinstatement after maintaining Inactive status or having been removed from the Master Roll of Attorneys for failing to register with the Supreme Court, **for a period of six months or more, and attorneys seeking reinstatement after having been removed from the Master Roll of Attorneys for failing to comply with MCLE or who were suspended for failure to pay bar dues**, must pay the applicable fee and upload the documentation required by Article IV, Rule 1(e).

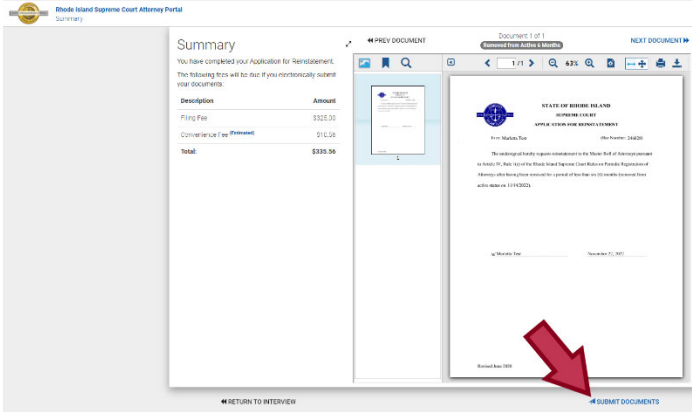
1. Login to RISCAP.
2. *Inactive or Removed from the Master Roll for Failing to Register – Less than Six Months.* If you are seeking reinstatement after maintaining Inactive status or after having been removed from the Master Roll of Attorneys for failing to register with the Supreme Court, **for a period of less than six months**, you simply sign the Application for Reinstatement electronically, click NEXT to continue, then click PROCEED.

The first screenshot shows the 'Application for Reinstatement' page. It displays the user's information on file with the Supreme Court: Mariella Test, 12345 Test Street, Providence RI 02906. The current attorney registration status is 'Removed from Active'. A red arrow points to the 'NEXT' button.

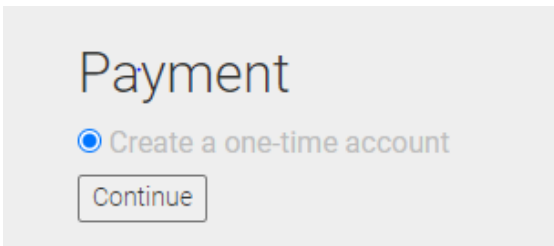
The second screenshot shows the 'Application for Reinstatement' page with a message: 'Our records reflect that you have been removed from the Master Roll of Attorneys for a period of less than six (6) months. Reinstatement to the Master Roll after having been removed from active status requires payment of a \$320 fee.' It prompts the user to type their name below. A red arrow points to the 'NEXT' button.

The third screenshot shows the 'Application for Reinstatement' page with a message: 'Your Application for Reinstatement is being assembled.' It prompts the user to click 'PROCEED' to review the Application and verify that the information is complete and accurate before submission to the Supreme Court. A red arrow points to the 'PROCEED' button.

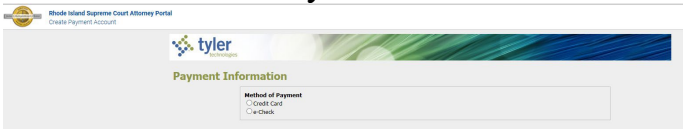
Once you have reached the “Summary” page, review all information provided in your document, then click “Submit Document.”



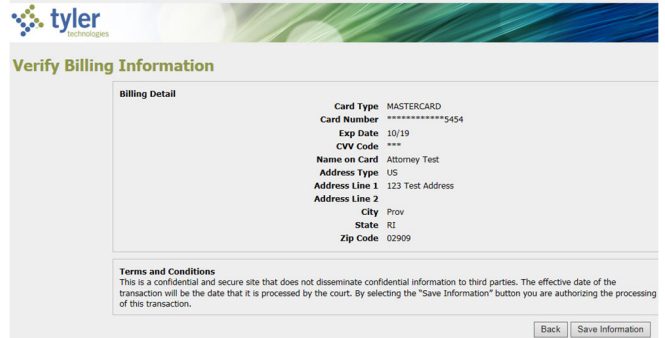
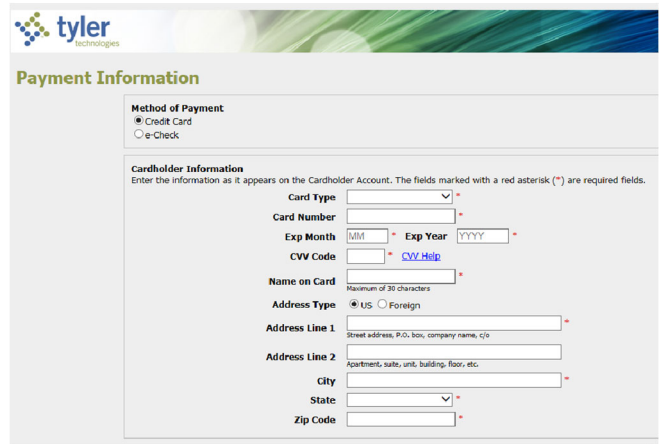
Select “create a one-time account” then “Continue.”



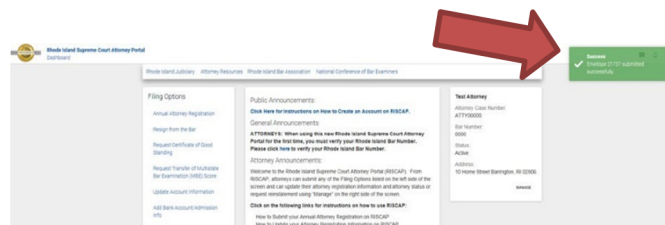
Select Method of Payment.



Enter payment information and click “Save Information.”



Once your submission has been processed, you will be returned to the RISCAP homepage and you will receive a message that your payment was successful.



An email receipt will be sent to the email address you entered when creating your account on RISCAP. A copy of your submission can be downloaded from the email. Please note that the download is only available for 45 days. *It is recommended that attorneys save the email and the document for their records.*

Filing Submitted

The filing below has been submitted to the clerk's office for review. Please allow twenty-four (24) to forty-eight (48) hours for the clerk's office to process your filing.

Filing Details	
Case:	Supreme Court Administration
Case Time Submitted:	11/22/2022 12:25 PM EST
Filing Type:	Registered Bar Association Bar Address
Request Description:	Request to Update: Bank Account or Bar Address
Type of Filing:	File
Priority:	Real Attorney
Filing Attorney:	

Fee Details	
Amount:	
Case Fee:	
Updated Bar Fee:	
Case Fee:	
Total:	

Document Details	
Lead Document:	Request to Update: Bank Account or Bar Address.pdf
Lead Document Page Count:	1
File Type:	Download Document

This link is active for forty-five (45) days.

3. *Inactive or Removed from the Master Roll for Failing to Register – Six Months or More – Removed for Failure to Comply with MCLE or Suspended for Failure to Pay Bar Dues.* If you are seeking reinstatement after maintaining Inactive status or after having been removed from the Master Roll of Attorneys for failing to register with the Supreme Court, **for a period of six months or more**, or if you are seeking reinstatement after having been removed for failure to comply with MCLE or suspended for failing to pay bar dues, there are additional steps in filing an Application for Reinstatement on RISCAP.

You must select the attorney registration status that you are seeking reinstatement to – Active or Inactive – and click NEXT to continue.

Rhode Island Supreme Court Attorney Portal
Application for Reinstatement

Application for Reinstatement

Your information on file with the Supreme Court:

Test Attorney
123 Test Street,
Providence RI 02903

Rhode Island Bar Number: 0000
Date of Last Status Change: 9/11/2016
Date of Last Annual Attorney Registration:

Current Attorney Registration Status
[Removed from the Master Roll](#)

Select the attorney registration status you are seeking reinstatement to: *

Active
 Inactive

Select NEXT to submit an Application for Reinstatement to the Master Roll of Attorneys.

Upload the affidavit required by Article IV, Rule 1(e), and upload the Certificates of Good Standing and Letters of Disciplinary History required by Article IV, Rule 1(g). Then add your electronic signature, and click NEXT to continue.

Rhode Island Supreme Court Attorney Portal
Application for Reinstatement

Application for Reinstatement

Our records reflect that you have been removed from the Master Roll of Attorneys for a period of six (6) months to three (3) years.

Applicants seeking reinstatement after having been removed from the Master Roll of Attorneys or suspended for non-payment of Bar Association dues for a period of six (6) months or more must submit an affidavit attesting that they have not been disciplined in this or any other jurisdiction, are not the subject of any pending disciplinary charges, and are not aware of any reason why the application should not be granted. Art. IV, Rule 1(e). In addition, attorneys admitted to practice of law in other jurisdictions must provide the court with Certificates of Good Standing from each jurisdiction and confirmation that no disciplinary action is pending against them in the other jurisdictions. Art. IV, Rule 1(g).

Reinstatement to active or inactive status after having been removed from the Master Roll for failure to register or comply with Mandatory Continuing Legal Education or suspended for non-payment of Rhode Island Bar Association dues for a period of six (6) months to three (3) years requires payment of a \$375 fee. Art. IV, Rule 1(e).

Upload your Affidavit and Certificate(s) of Good Standing/Disciplinary History (if required) *

Test 1.pdf

Please type your name below. By typing your name below you are signing this Application for Reinstatement electronically and demonstrating your intent to use this electronic signature as an original signature.

Signature: Date:

EXIT Go to [Application for Reinstatement](#) PREVIOUS NEXT

Rhode Island Supreme Court Attorney Portal
Application for Reinstatement

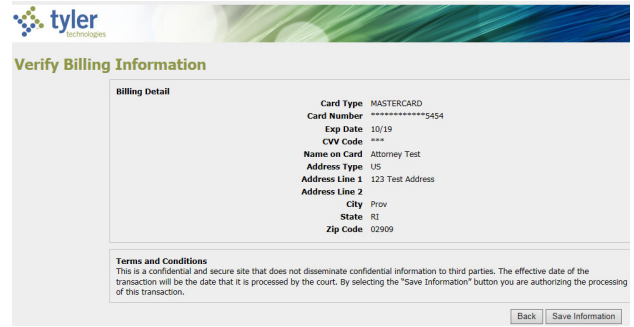
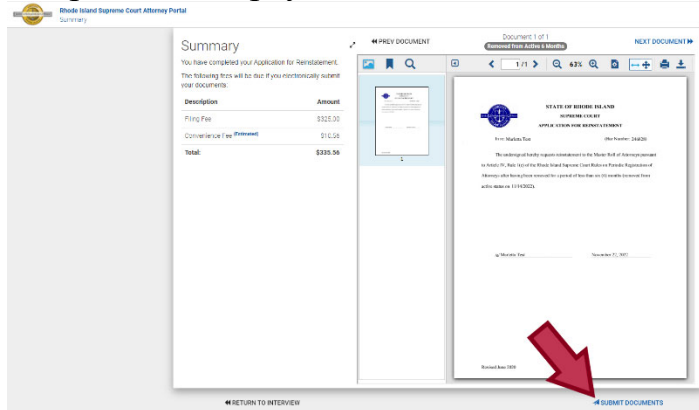
Your Application for Reinstatement is being assembled.

Please click PROCEED to review the Application and verify that the information is complete and accurate before submission to the Supreme Court.

You will receive an email notification when your Application has been accepted for filing with the Supreme Court.

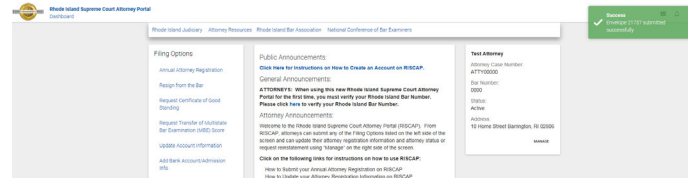
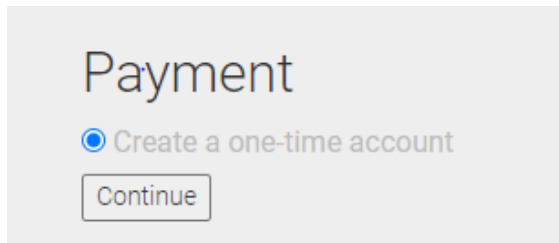
EXIT Go to [End Page](#) PREVIOUS **PROCEED**

You must review any uploaded documents by click NEXT DOCUMENT before you can SUBMIT DOCUMENTS and proceed for payment.

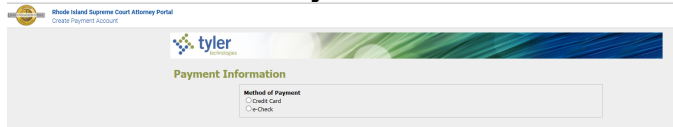


Once your submission has been processed, you will be returned to the RISCAP homepage and you will receive a message that your payment was successful.

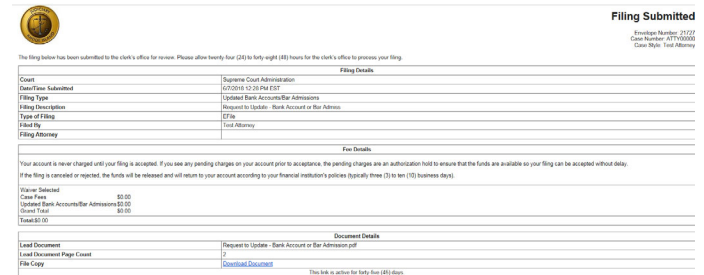
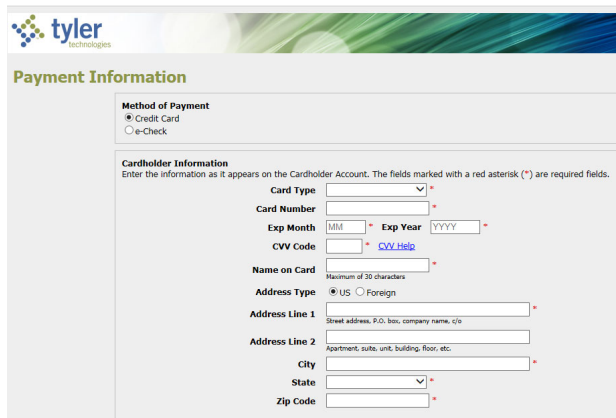
Select "create a one-time account."



Select Method of Payment.



Enter payment information and click "Save Information."



If you need assistance, please contact the Supreme Court Clerk's Office at attorneyreginfo@courts.ri.gov.