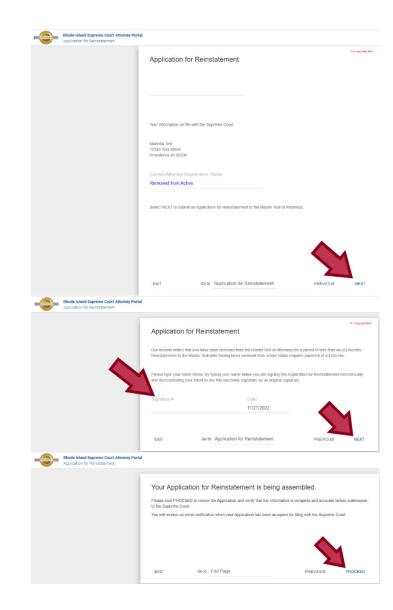


RHODE ISLAND SUPREME COURT HOW TO APPLY FOR REINSTATEMENT ON RISCAP - ART. IV, RULE 1

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.

seeking Attorneys 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.
- 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.



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

Summary	+ PREV DOCUMENT	Document 1 of 1 Removed from Active 6 Months	NEXT DOCUMENTH
You have completed your Application for Reinstatement. The following fites will be due if you electronically submit your documents:	🖾 📕 Q	ତ < <u>ା</u> ମ > ପ୍ରେଅ ପ୍ରି	1 -+ + ±
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Select "create a one-time account" then "Continue."

Payment
• Create a one-time account
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Select Method of Payment.



Enter payment information and click "Save Information."

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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.

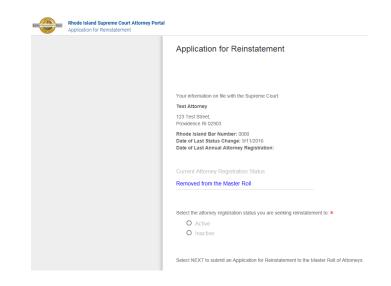
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Add Bank Account: Admission info	Click on the following links for instructions on how to use RISCAP: How to Submit your Annual Attorney Registration on RISCAP How to Submit your Annual Attorney Registration on RISCAP	

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.

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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.



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.

	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.
	Application setting initialization of the hardy beam instructed from the Matter Rail of Althempty or suspended for som-payme of fair Alteractions dues for a provide size (()) monther in origination and standing that they have not have disciplined in this or any the jurisdiction, are not the subject of any prending disciplinary charges, and are not aware of any reason with the application shade in the granited. AIT, N. Rail (c)) in addition, charges admitted to payment, and a subject of a subject of a subject of any prending disciplinary charges, and are not aware of any reason with the application shade in the granited. AIT, N. Rail (c)) in addition, charges admitted to payment of also disciplinary activation is preding against the in its here implications. AIT, N Ruite (10).
	Reinstatement to active ce inactive status and he having been removed from the Master Roll for failure to register or comply we Manatomy continuing Logal factions or suspendent of non-opyment of Inflow Island Bar Association dues for a period of six (ii) months to three (2) years requires payment of a \$375 fee. Art. IV, Rule 1(e).
4	Upload your Affidavit and Certificate(s) of Good Standing/Disciplinary History (if required)
	Test 1.pdf GCHOOSE FILE
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	and demonstrating your intent to use this electronic signature as an original signature. Signature • Date
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	EXIT Go to Application for Reinstalement PREVIOUS NEXT
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	votal 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 Supervice Court.

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

Summary	+ PREV DOCUMENT	Document 1 of 1 NEXT DOCUMENT
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Select "create a one-time account."

Payment
Create a one-time account
Continue

Select Method of Payment.



Enter payment information and click "Save Information."

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	Method of Payment ® Credit Card O e-Check
	Cardholder Information Enter the information as it appears on the Cardholder Account. The fields marked with a red asterisk (*) are required field
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	Exp Month MM * Exp Year YYYY *
	CVV Code * CVV Help
	Name on Card Maximum of 30 characters
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	Address Line 2 Apartment suite, unit, building, floor, etc.
	City

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	Zip Code	02909
	Terms and Conditions This is a confidential and secure site that does not disseminate conf transaction will be the date that it is processed by the court. By sele of this transaction.	idential information to third parties. The effective date of the cting the "Save Information" button you are authorizing the processi
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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.*



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