

## State of Rhode Island Judiciary

**Supreme Court** 

## How to Submit Your Annual Attorney Registration on RISCAP - Art. IV, Rule 1

- 1. Login to RISCAP.
- 2. To start your annual registration, click on *Annual Attorney Registration*.

Rhode Island Judiciary Attorney Resource	es Rhode Island Bar Association National Conference of Bar Examiners	
Filing Options Annual Atomes Registration Registration the Bar Registration of Mailtana Bar Examination (Mailtana Bar Examination (Mailtana Bar Examination (Mailtana Bar Examination (Mailtana Bar Examination (Mailtana Bar Examination (Mailtana Bar Examination (Mailtana) Add Bark Record: Information	Public Announcements: Dick the bit instructions on trive to Create an Account on RISCAP. General Announcements: ATTORNEY: When using this are Riscle bland Supreme Court Attorney Pertit for the first time, you must verify your Riscle bland burnhear. Parts and car have young with your Riscle bland burnhear. Attorney Announcements: we can be also bland Supreme Court (RISCAP): From RISCAP, Announcements: Courts on the Riscle and Supreme Courts (RISCAP): From RISCAP, Announcements: Courts of the Riscle and Supreme Courts (RISCAP): From RISCAP, Announcements: Courts of the Riscle and Supreme Courts (RISCAP): From RISCAP, Announcements: Courts of the Riscle and Supreme Courts (RISCAP): From RISCAP, Announcements: Courts of the Riscle and the Riscle and the Riscle and the Riscle Courts of the Riscle and the Riscle and the Riscle and the Riscle Courts of the Riscle and the Riscle and the Riscle and the Riscle Arts.	Test Attorney Attorney Case Number: ATTY00000 Bar Number: 0000 Status: Active Active 10 Home Street Baringt
info Additional Information Requests In Progress	How to Submit your Annual Attorney Registration on RISCAP How to Update your Attorney Registration Information on RISCAP How to Change your Attorney Status on RISCAP How to Change your Attorney Status on RISCAP Click here to submit Mandatory Continuing Legal Education credits or to request animetif for intered defines are/not	

3. The first page provides you with information about your annual attorney registration obligation. Click NEXT to continue.



4. *Current Attorney Registration Details*. On the next screen your current attorney registration information will appear. Please review and verify that the information is correct.

• If the information is correct, click NEXT to continue.

• If the information is not correct and needs updating, EXIT Annual Attorney Registration and proceed to *Update Account Information*. Resume your Annual Attorney Registration once your attorney registration information has been updated.

Current Attorney Registration Details
Your information on file with the Supreme Court:
Test Attorney
123 Test Street, Providence RI 02903
Rhode Island Bar Number: 0000
Current Attorney Registration Status: Active Date of Last Status Change:5/18/2018
Date of Last Annual Attorney Registration:
Updates to your attorney registration information (contact information including email address) and changes to your attorney status can be made using the Update Account Information or Manage options on the RISCAP dashboard.

5. Other Bar Admissions. If you are licensed to practice law in any other jurisdictions, select Yes and select Upload if you want to upload a document listing each jurisdiction with your date of admission and current status in each jurisdiction, or select List if you want to enter the information directly. Click NEXT to continue.



If you are not licensed to practice law in any other jurisdictions, select *No*. Click NEXT to continue.



6. *Bank Account Information*. If you maintain any bank accounts for the practice of law in Rhode Island, select *Yes* and select *Upload* if you want to upload a document listing each bank account indicating the bank name, type of account (business operating account or IOLTA), and the account number, or select *List* if you want to enter the information directly. Click NEXT to continue.

Rhode Island Supreme Court Attorney Port Annual Attorney Registration	al		
	Bank Account Information	tion	
	Do you have any bank accounts for yo	ur practice of law in Rhode Isla	and?
	Please list or upload a list of your curre account or IOLTA) and the account nu		e bank name, type of account (t
	Vould you like to? * Upload O List	mber.	
	Please upload a list of your curren operating account or IOLTA) and		the bank name, type of acc
	BANK ACCOUNT LISTING	CHOOSE FILE	
Rhode Island Supreme Court Attorney Portal Annual Attorney Registration	1		
	Bank Account Information		**
	Do you have any bank accounts for your prace Yes No	tice of law in Rhode Island?	
	Please list or upload a list of your current ban account or IOLTA) and the account number. Would you like to?*	k accounts indicating the bank i	name, type of account (business operati
	O Upload List		
	Name of the Bank * BANK OF AMERICA	Type of Account * IOLTA	Account Number * 78963
	SANTANDER	OPERATION	147852

If you do not maintain any bank accounts for the practice of law in Rhode Island, select *No*. Click NEXT to continue.

-	Rhode Island Supreme Court Attorney Portal Annual Attorney Registration					
	=	Bank Account I Do you have any bank acc Ves No		hation your practice of law in Rhode Island?		* - reported field
		EXIT	Go to	Bank Account Information 👻	PREVIOUS	NEXT

7. Insurance and Certification. On this page you are asked a series of questions regarding how you practice and whether currently you are covered bv liability professional insurance. Depending on your answers, you may be prompted for additional responses. Answer all questions, complete the acknowledge- ment, and electronically sign your registration. Click NEXT to continue.

and the second se
Insurance and Certification
Do you practice law in the form of a limited liability entity (LLE)? *
Yes
O No
If yes, please indicate the type of LLE: *
Limited Liability Company
O Limited Liability Partnership
O Professional Service Corporation
A LLE may not engage in the practice of law unless and until the LLE applies for and receives from the Suprem Incense to operate as a LLE and only so long as such license remains in good standing. Art. II, Rule 10(c)
Are you currently covered by professional liability insurance? *
Yes
O No
By signing below, I hereby certify and acknowledge:
By signing below. I hereby certify and acknowledge: That my registration information in the records of the Supreme Court is current,
<ul> <li>That my regulation information is the records of the Supreme Court's current,</li> </ul>
That my registration information in the records of the Supreme Court is current;     That have read and am in completence with Rule 115 of the Rules of Podesacrud Conduct
<ul> <li>That my registration information in the records of the Supreme Court is current;</li> <li>That have read and an in compliance with Rule 1.15 of the Rules of Polessonal Conduct building with the subgranding of property beinging to cleants and third particle;</li> <li>That failure to thinky couply with the annual altionney registration process will result in the subscription of a lable and enround from the Natery.</li> </ul>
<ul> <li>That my registration information in the records of the Supreme Court is current;</li> <li>That have read and am in completence with Rule 1.15 of the Rules of Protesscord Conduct dealing with the subgranding of property belonging to clearits and third parties;</li> <li>That failure to threly comply with the annual attorney registration process will result in the assessment of a late learn retory, and</li> </ul>
That my registration information is the recards of the Supreme Court's current;     That my registration information is the recards of the Supreme Court's current;     the subgranding of property belonging to clearts and bird partice;     That the subgranding of property belonging to clearts and bird partice;     That the information provided on the subarr field of Adomnys Iconsof to practice law     this sales without further notice; and     That the information provided on the subarrent is thus and accurate:     Prace type your same bolick. If types your same bolies they are taken bolies.

8. *Summary*. Once the annual attorney registration interview is completed, a summary of your annual attorney registration appears. The attorney registration fees due appear on the left and your completed annual attorney

registration statement with supporting documentation, if any, are previewed.

If you uploaded documents regarding other bar admissions and bank accounts, you must review each document before you can SUBMIT DOCUMENTS and pay to complete your registration. The system will not allow you to SUBMIT DOCUMENTS unless all documents have been reviewed.

Summary	2	4419	YKEV L	OCUMENT			Annual	Attorney	y Regist	ration		- 7		NEX	T DOCU	MENT	**
ou have completed your Annual Attorney Regis	stration.	R.		Q	•		< 🗆	1/1	>	Q	63%	Q	ø	<b>↔</b> •	-	±	1
he following fees will be due if you electronically our documents:	y submit	Г		•	Г					10	2					٦	^
Description	Amount			All and		STAT	E OF RID	DE ISLA	ND AND	-(	•	PROVIDE	INCE PLA	NTATIONS		- 1	
Filing Fee	\$200.00		Second	Charpechaeo.				ANNU			ECOURT		TEMENT			- 1	
Convenience Fee (Tetimated)	\$6.50	4	Property and	germann 20112ann			ey Test Fest Adds	ss Provida	nce RI 625	00			x: 123456 st Revistrat	on Status: A	dive.	- 1	
				1		akong Banek Access Do you have Yes No If app indice math haseraace at Do you pract Yes I proc I and for you Proc I ack for an	nsed to pro- siteable, a with my any bank s siteable, a ating the b for is attac mil Certifi tice law in s tice as a nited Liab forsional 2 moviedge ad receive or remains entry pro- s	cetter law in complete a late of adre accounts fi complete a accounts fo hed. cation a corporatio lity Partner form the r from the r from the r form the r from the r form the r	nd curren niccion and in your pro- nd curren type of ac e form? e form? may relate reportion may not e sources of analog A	t list of all l current si actice of la t list of all count (bus ngauge in h Court a Ro ret II, Bude	the jarisdi tatus in ca w? bank acco inces oper her practice ence to op 1060.	ch jurisdic sants I mai sating acco	tion is atta ntain for th ant or 101.	enced to penc hed. a practice of a	law account		~

9. Proceed to Payment. To submit payment, select a payment option. Select "create a reusable account" if you would like to store payment information for future use. Otherwise, select "create a one-time account."



Enter payment information and click Save Information.

	Method of Payment €Crode Card ⊂ e-Oneck
	Cardiolder Information Enter the Information as R spapers on the Cardholder Account. The fields marked with a red asteriak (*) are required field Card Type* Card Rumbler* Exp Month JMM + Exp YearYYY = *
	CVV Code a CVV Help
	Address Type @ US O Foreign Address Line 1 Ent sidness 7.0. los, company name, clo Address Line 2
	Address Line 2 Apartmerk axis, unk hulding fasor at: City * State *
tecinorogres	
y Billing I	nformation
y Billing I	Information Imp Detail Card Type Card Type MASTERCARD Exp Date 1019
fy Billing I	Iling Detail Card Type MASTERCARD Card Number Exp Data 10/19 CVV Code *** Name on Card Atomny Test Address Type U5
fy Billing I	Iing Detail Card Type MASTERCARD Card Number Spolat 10/19 Nams on Card Advmnyn Tet Address Type US Address Line 1 123 Tet Address Address Line 2 City Pov
	Iling Detail Card Type MASTERCARD Card Number Exp Date 10/19 CVV Code *** Name on Card Atomny Tet Address Type U5 Address Line 1 23 Tott Addres

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

Rhode Island Judiciary Attorney Resource	successfully.
Fing Cytors: Analitation y legation Analitation y legation Analitation Analitation Analitation Analitation Analitation Analitation Analitation	nor L

11. An email receipt will be sent to the email address you entered when creating your account on RISCAP. A copy of your annual attorney registration statement can be downloaded from the email. Please note that the download is only available for forty-five (45) days. It is recommended that attorneys save the email and the document for their records.



12. *Helpful Tips for Using RISCAP*. Clicking the grid icon will allow you to directly access the RISCAP dashboard. Clicking the person icon will allow you to logout of RISCAP.



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