

State of Rhode Island Judiciary

Supreme Court

How to Apply for Reinstatement on the Rhode Island Supreme Court Attorney Portal (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 (6) 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 (6) 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 (6) 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 (6) 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 DOCUMENTS."



Select "Create a one-time account" then "Continue."

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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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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 forty-five (45) days. *Remember to save the email and the document for your records.*

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3. Inactive or Removed from the Master Roll for Failing to Register – Six (6) 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 (6) 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 additional steps in filing are an Application Reinstatement for on RISCAP.

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

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: *
O Active
O Inactive

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		* = required feb
	Our records reflect that yo	ou have been removed from the Master	Roll of Attorneys for a period of six (6)	months to three (3)
	Applicants seeking reinst of Bar Association dues fi disciplined in this or any of reason why the applicatio jurisdictions must provide disciplinary action is pend	atement after having been removed fror or a period of six (6) months or more mu ther jurisdiction, are not the subject of a in should not be granted. Art. IV. Rule 1 the court with Certificates of Good Star fing against them in the other jurisdiction	n the Master Roll of Attorneys or susp ist submit an affidavit attesting that the any pending disciplinary charges, and (e). In addition, attorneys admitted to p ading from each jurisdiction and confirm s. Art. IV, Rule 1(g).	inded for non-payment y have not been are not aware of any ractice of law in other nation that no
	Reinstatement to active of Mandatory Continuing Lei six (6) months to three (3)	r inactive status after having been remo gal Education or suspended for non-pay) years requires payment of a \$375 fee.	wed from the Master Roll for failure to ment of Rhode Island Bar Association Art. IV, Rule 1(e).	register or comply with dues for a period of
2	Upload your Affidavit a	and Certificate(s) of Good Standing	/Disciplinary History (if required)	
	Test 1 pdf	CHOOSE FILE		
2	Signature • Marletta Test	Date 11/22/20	22	
	EXIT	Go to Application for Reinstate	ment PREVIOI	JS NEXT
Rhode Island Supreme Court Attorney	Portal			
Application for Reinstatement				
	Your Application	on for Reinstatement is	being assembled.	
	Please click PROCEED to the Supreme Court.	to review the Application and verify that	the information is complete and accur	ate before submission
	You will receive an emai	I notification when your Application has	been accepted for filing with the Supre	me Court.
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You must review any uploaded documents by clicking NEXT DOCUMENT before you can SUBMIT DOCUMENTS and proceed for payment.



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	Address Line 2
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	Exp Date	10/19
	CVV Code	***
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	Address Type	US
	Address Line 1	123 Test Address
	Address Line 2	
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	Terms and Conditions This is a confidential and secure site that does not disseminate confi 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 processing
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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 forty-five (45) days. *Remember to save the email and the document for your records*.



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