

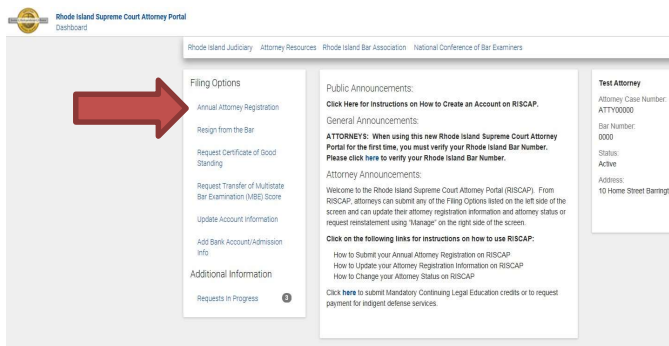


# State of Rhode Island Judiciary

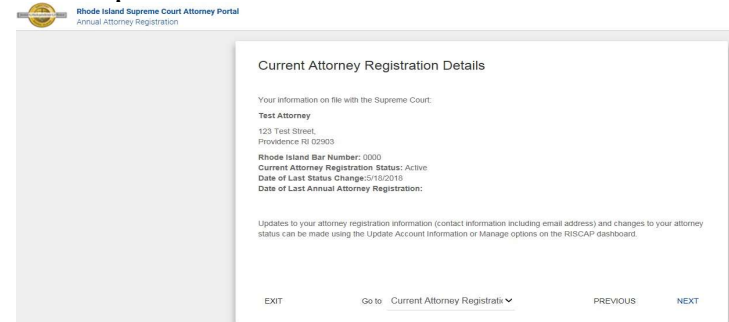
## Supreme Court

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

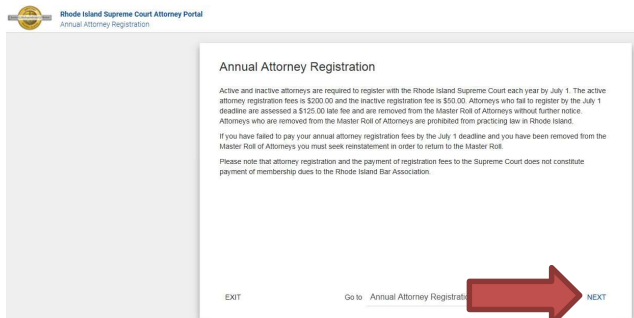
1. Login to RISCAP.
2. To start your annual registration, click on *Annual Attorney Registration*.



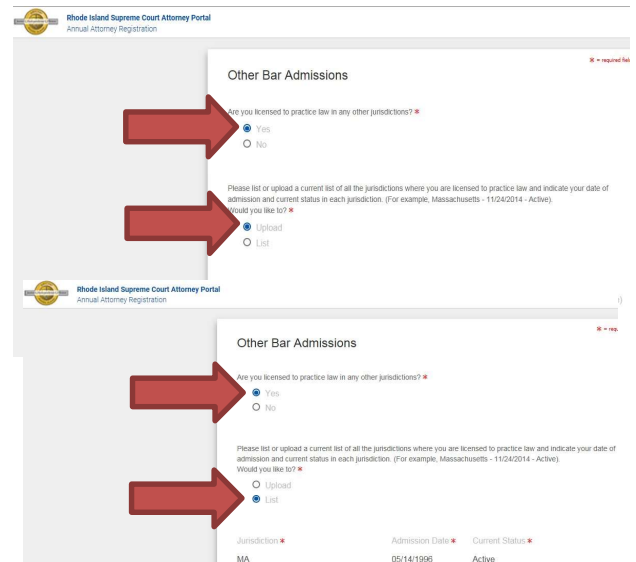
Attorney Registration and proceed to *Update Account Information*. Resume your Annual Attorney Registration once your attorney registration information has been updated.



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



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.



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

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

Rhode Island Supreme Court Attorney Portal  
Annual Attorney Registration

Other Bar Admissions

Are you licensed to practice law in any other jurisdictions? \*

Yes

No

EXIT Go to Other Bar Admissions PREVIOUS NEXT

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 Portal  
Annual Attorney Registration

Bank Account Information

Do you have any bank accounts for your practice of law in Rhode Island? \*

Yes

No

Please list or upload a list of your current bank accounts indicating the bank name, type of account (business operating account or IOLTA) and the account number. \*

Would you like to? \*

Upload

List

Please upload a list of your current bank accounts indicating the bank name, type of account (business operating account or IOLTA) and the account number. \*

BANK ACCOUNT LISTING CHOOSE FILE

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Rhode Island Supreme Court Attorney Portal  
Annual Attorney Registration

Bank Account Information

Do you have any bank accounts for your practice of law in Rhode Island? \*

Yes

No

Please list or upload a list of your current bank accounts indicating the bank name, type of account (business operating account or IOLTA) and the account number. \*

Would you like to? \*

Upload

List

Name of the Bank *	Type of Account *	Account Number *
BANK OF AMERICA	IOLTA	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 Information

Do you have any bank accounts for your practice of law in Rhode Island? \*

Yes

No

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 you are currently covered by professional liability insurance. Depending on your answers, you may be prompted for additional responses. Answer all questions, complete the acknowledgment, and electronically sign your registration. Click NEXT to continue.

Rhode Island Supreme Court Attorney Portal  
Annual Attorney Registration

Insurance and Certification

Do you practice law in the form of a limited liability entity (LLE)? \*

Yes

No

If yes, please indicate the type of LLE: \*

Limited Liability Company

Limited Liability Partnership

Professional Service Corporation

A LLE may not engage in the practice of law unless and until the LLE applies for and receives from the Supreme Court a license 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

No

By signing below, I hereby certify and acknowledge:

- That my registration information in the records of the Supreme Court is current.
- That I have read and am in compliance with Rule 1.15 of the Rules of Professional Conduct dealing with the safeguarding of property belonging to clients and third parties.
- That failure to timely comply with the annual attorney registration process will result in the assessment of a late fee and removal from the Master Roll of Attorneys licensed to practice law in this state without further notice, and
- That the information provided on this statement is true and accurate.

Please type your name below. By typing your name below you are signing this Annual Attorney Registration Statement electronically and demonstrating your intent to use the electronic signature as an original signature.

Signature \* Date \*

Test Attorney 05/30/2018

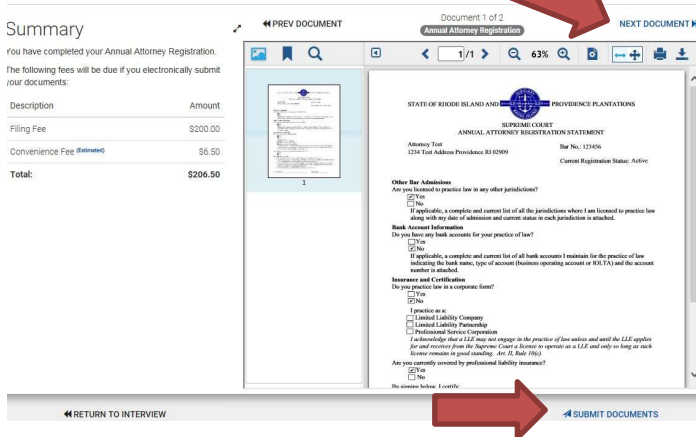
Please note that this payment does not constitute payment of Rhode Island Bar Association fees.

EXIT Go to Insurance and Certification PREVIOUS NEXT

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.



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**Payment Information**

**Method of Payment**  
 Credit Card  
 e-Check

**Cardholder Information**  
 Enter the information as it appears on the Cardholder Account. The fields marked with a red asterisk (\*) are required fields.

Card Type: [Dropdown]  
 Card Number: [Input]  
 Exp Month: [MM] Exp Year: [YYYY]  
 CVV Code: [Input] [CVV Help](#)  
 Name on Card: [Input]  
 Address Type:  US  Foreign  
 Address Line 1: [Input]  
 Address Line 2: [Input]  
 City: [Input]  
 State: [Input]  
 Zip Code: [Input]

**tyler technologies**

**Verify Billing Information**

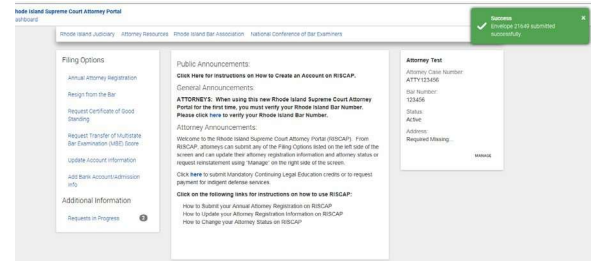
**Billing Detail**

Card Type: MASTERCARD  
 Card Number: \*\*\*\*\*5454  
 Exp Date: 10/19  
 CVV Code: \*\*\*  
 Name on Card: Attorney Test  
 Address Type: US  
 Address Line 1: 123 Test Address  
 Address Line 2: [Input]  
 City: Prov  
 State: RI  
 Zip Code: 02909

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

[Back](#) [Save Information](#)

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



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.”

**Payment**

Create a one-time account  
 Create a reusable account

[Continue](#)

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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.*

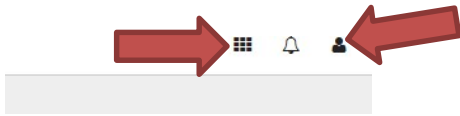
Enter payment information and click Save Information.

Superior Court Administration	
Case Number	20230211-0001
Filing Type	Annual Attorney Registration - Active
Filing Description	Annual Registration
Type of Filing	UPA
Filed By	Attorney Test
Step Attorney	
Fee Details	
Your account is now charged with your filing successful. If you see any pending charges on your account prior to acceptance, the pending charges are an indication that the funds are available in your filing and the accepted method date.	
The filing is accepted or rejected. The funds will be released and will return to your account according to your financial institution's policies typically three (3) to ten (10) business days.	
This envelope is pending review and fees may change.	
Case Fee Information	\$0.00
Payment Review Fees	\$0.00
Annual Attorney Registration - Active	\$200.00
Case Fees	\$200.00
Penalty/Late Fee	\$0.00
Transaction Listing	\$0.00
Total \$200.00 (The envelope will be pending 30 days and the fees are subject to change)	
Document Details	
Case	Annual Attorney Registration.pdf
View	
Download	Download Document
This link is active for forty-five (45) days.	

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](mailto:attorneyreginfo@courts.ri.gov).*