

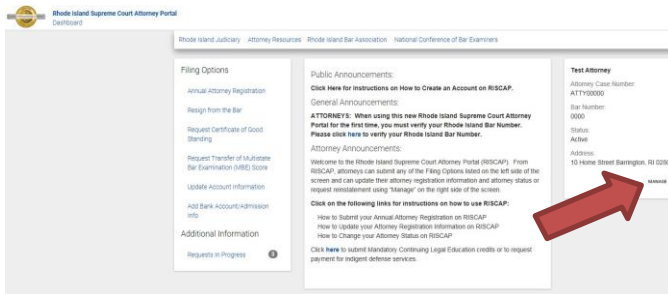


# State of Rhode Island Judiciary

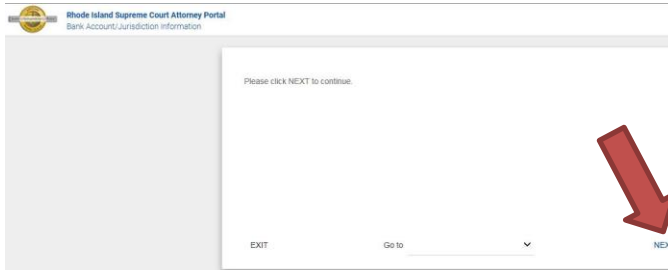
## Supreme Court

### How to Change Your Attorney Registration Status on the Rhode Island Supreme Court Attorney Portal (RISCAP) Art. IV, Rule 1

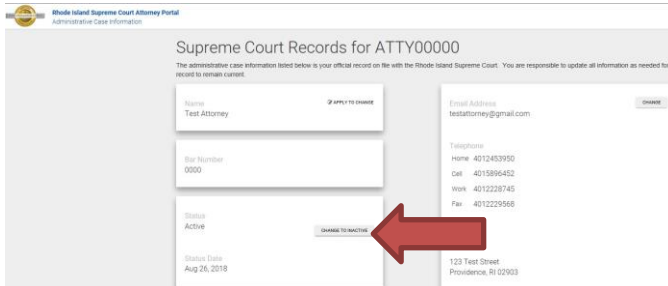
1. Login to RISCAP.
2. Click on *Manage* to change your attorney registration status in the records of the Supreme Court.



3. Click NEXT to continue.



4. Change from Active Status to Inactive Status. Click CHANGE TO INACTIVE to change your attorney registration status from active to inactive.



A popup message will appear asking you to confirm your status change to inactive. Click OK to continue. After clicking OK, your attorney registration status should be updated to inactive and reflect your new Status Date.

5. *Returning to Active Status and Other Status Changes.* Returning to active status and changing to active or inactive status after removal from the Master Roll of Attorneys or suspension for failure to pay the Rhode Island Bar Association dues requires the filing of an Application for Reinstatement with the Court using RISCAP. Please refer to the other instruction documents for guidance on how to apply for reinstatement on RISCAP.

*If you need assistance, please contact the Supreme Court Clerk's Office at [attorneyreginfo@courts.ri.gov](mailto:attorneyreginfo@courts.ri.gov).*