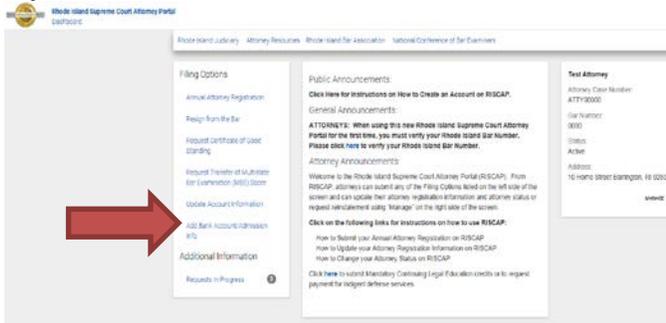




## SUPREME COURT UPDATING YOUR ATTORNEY REGISTRATION INFORMATION ON RISCAP – ART. IV, RULE 1

1. Login to RISCAP.
2. Keeping your attorney registration information current may require updating bank account and admission information and/or updating your contact information.
3. To update your bank account or admission information, click on *Add Bank Account Information /Admission Information*.

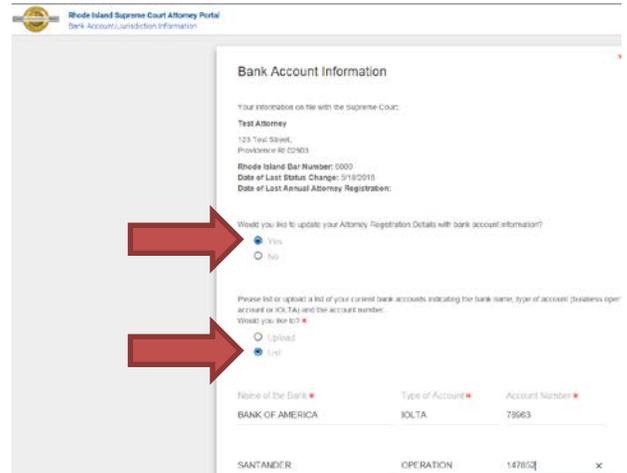
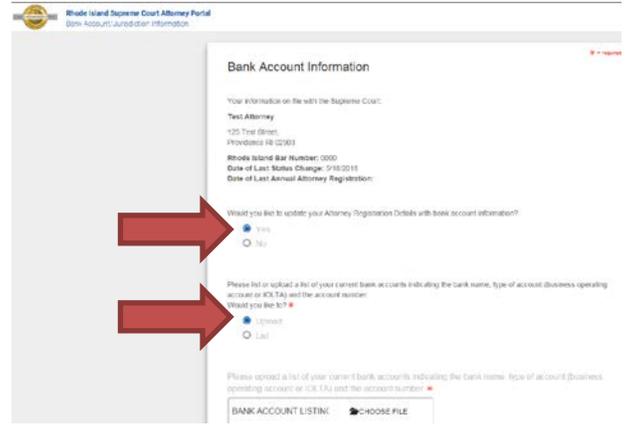


4. Click **NEXT** to continue.



5. *Bank Account Information*. If you would like to update the bank account information you have on record with the Supreme Court, select *Yes* and then 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.



6. *Other Bar Admissions*. If you are licensed to practice law in any other jurisdictions, select *Yes* and then 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.

Other Bar Admissions

Are you licensed to practice law in any other jurisdiction?

Yes  
 No

Please list or upload a current list of all the jurisdictions where you are licensed to practice law and indicate your date of admission and current status in each jurisdiction. (For example, Massachusetts - 11/24/2014 - Active)  
Would you like to? \*

Upload  
 List

Please upload a current list of all the jurisdictions where you are licensed to practice law and indicate your date of admission and current status in each jurisdiction. (For example, Massachusetts - 11/24/2014 - Active)

OTHER BAR ADMISSION

Other Bar Admissions

Are you licensed to practice law in any other jurisdiction?

Yes  
 No

Please list or upload a current list of all the jurisdictions where you are licensed to practice law and indicate your date of admission and current status in each jurisdiction. (For example, Massachusetts - 11/24/2014 - Active)  
Would you like to? \*

Upload  
 List

Jurisdiction	Admission Date	Current Status
MA	05/14/1996	Active

7. **Sign.** Provide your electronic signature. Click NEXT to continue.

Other Bar Admissions

Are you licensed to practice law in any other jurisdiction?

Yes  
 No

Please list or upload a current list of all the jurisdictions where you are licensed to practice law and indicate your date of admission and current status in each jurisdiction. (For example, Massachusetts - 11/24/2014 - Active)  
Would you like to? \*

Upload  
 List

Jurisdiction	Admission Date	Current Status
MA	05/14/1996	Active

Please type your name below. By typing your name below you are signing this Request to Update Attorney Registration Information. (Bank Account/Bar Admission electronically and demonstrating your intent to use this electronic signature as an original signature)

Signature:  Date: 06/07/2018

EXIT Go to:  PREVIOUS **NEXT**

8. Click PROCEED to continue.

Other Bar Admissions

Are you licensed to practice law in any other jurisdiction?

Yes  
 No

Please list or upload a current list of all the jurisdictions where you are licensed to practice law and indicate your date of admission and current status in each jurisdiction. (For example, Massachusetts - 11/24/2014 - Active)  
Would you like to? \*

Upload  
 List

Jurisdiction	Admission Date	Current Status
MA	05/14/1996	Active

Please click PROCEED to review your request and verify that the information is complete and accurate before submission to the Supreme Court.

EXIT Go to:  PREVIOUS **PROCEED**

9. **Summary.** Once your Request to Update Attorney Registration Information with Bank Account/Admission Information is completed, a summary of your submission appears with supporting documentation, if any.

If you uploaded documents regarding other bar admissions and bank accounts, you must review each document before you can SUBMIT DOCUMENTS. The

system will not allow you to SUBMIT DOCUMENTS unless all documents have been reviewed.

Summary

You have completed your Request to Update Attorney Registration Information - Bank Account/Bar Admission.

Document 1 of 1

RETURN TO INTERVIEW **SUBMIT DOCUMENTS**

10. 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.

Rhode Island Supreme Court Attorney Portal

Home | My Account | My Profile | My Documents | My Filings | My Payments | My Settings | My Notifications

EXIT Go to:  PREVIOUS **PROCEED**

11. 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.*

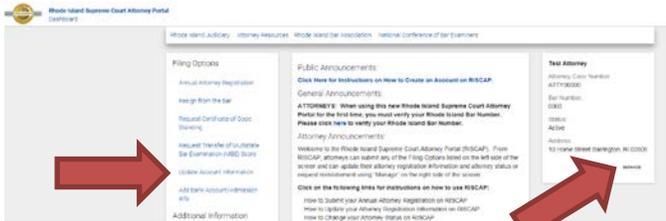
Filing Submitted

This filing has been submitted to the Clerk's Office for review. Please allow twenty-four (24) to forty-eight (48) hours for the Clerk's Office to process your filing.

Filing Details	
Case Number	201800123
Case Name	John Doe vs. Jane Smith
Filing Type	Request to Update Bank Account/Bar Admission
Filing Date	06/07/2018
Filing Status	Submitted
Filing Fee	\$0.00
Filing Method	Electronic

[Download](#)

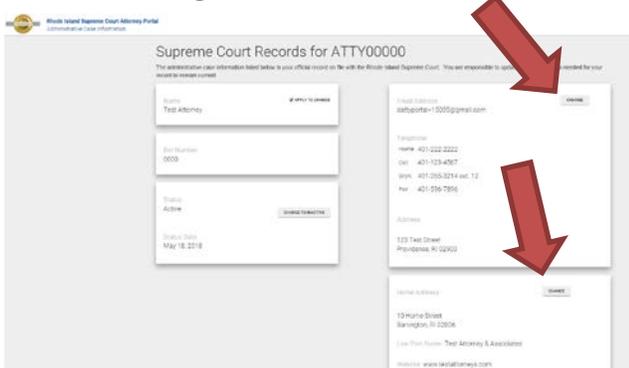
12. To update your contact information, you can use the *Update Account Information* filing option or go to *Manage*.



13. Both options bring you to the same screen to update your information.

14. From here, you can change your email address. *Please note that to change an email address for a new Username to login on RISCAP, you must contact Tyler Technologies, Inc. to make that change.*

15. Click CHANGE in the box that has the information you would like to change, update the information in the fields you need to change, and click SAVE.



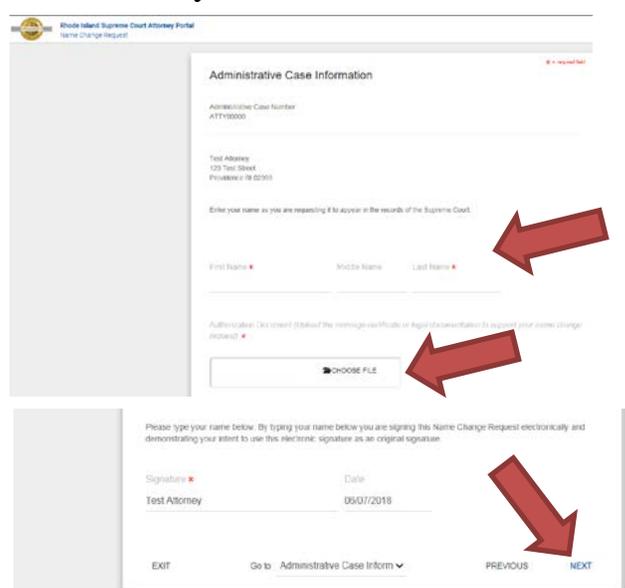
16. **Name Changes.** To change your name in the records of the Supreme Court, select APPLY TO CHANGE.



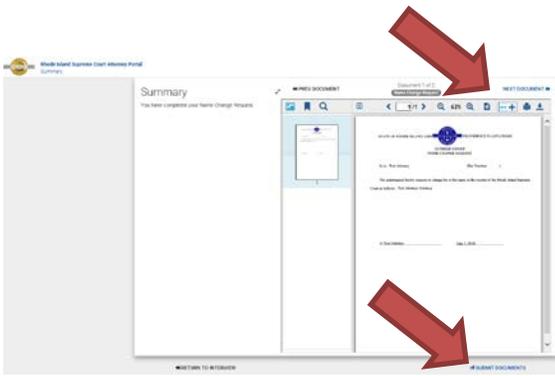
17. As stated in the next screen, to change your name in the records of the Supreme Court you must file a copy of a marriage certificate or provide legal documentation verifying the change. Click NEXT to continue.



18. Complete the information requested, upload the authorizing document, sign electronically, and click NEXT.



19. **Summary.** Once your Name Change Request is completed, a summary of your submission appears with supporting documentation. You must review the uploaded document by clicking NEXT DOCUMENT before you can SUBMIT DOCUMENTS. The system will not allow you to SUBMIT DOCUMENTS unless the document has been reviewed.



20. 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.



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