

Online Registration Features

Attorneys registering online can enjoy the following features:

- Attorney information is populated for you from information already on record with the Disciplinary Board.
- Individual attorneys can register as active or inactive.
- You can save your progress at any time and return later to complete registration. Any changes you made previously are saved.
- The Attorney Registration system will automatically calculate your total payment amount due.
- Your payment and registration information is safely and securely transmitted.
- After completing registration, you can view and print the completed forms online.

In addition to the attorney registration features, proxies also have access to the following:

- The ability to efficiently manage all attorneys you can proxy for.
- Updating financial institutions and professional liability selections for all attorneys at the same time.

Credit/Bank Cards

Accepted: *



* For your protection, credit/debit card information is not saved when processing an online payment through the online Attorney Registration System.

Important Information

Please review the following information:

- Attorneys can eFile the Pennsylvania Attorney Registration form, In-House Corporate Counsel form, and Foreign Legal Consultant form. Each form is pre-populated with data from last year's registration.
- Registrations are due by July 1st of the current year. Registrations submitted after this date will be assessed a non-waivable late payment penalty, upon notice. If payments are not received, attorneys will be administratively suspended.
- You may designate a proxy user to act on your behalf for the various services offered through the Attorney Registration system on the UJS Portal. By designating a proxy user, you are authorizing the proxy to act on your behalf for one or more of the services offered through the Attorney Registration system. You remain responsible for any actions taken by your proxy on your behalf.
- Only attorneys that are active or inactive can use the Attorney Registration system to complete registration and pay fees. The Attorney Registration system will automatically calculate all fees due.
- The current residence and office addresses provided during registration must be an actual street address or rural route box number. A post office box number alone will be refused.

AOPC

Administrative Office of Pennsylvania Courts

Need more help?

For technical questions about the site:

Email: ccpaopc@pacourts.us

Or call: 1-877-227-2672

For all other questions:

Contact the Attorney Registration Office of the Disciplinary Board at (717) 231-3380

Payments cannot be accepted over the phone under any circumstances.

Pennsylvania Disciplinary Board Online Annual Attorney Registration

*From Pennsylvania's
Unified Judicial System*

The online Attorney Registration system allows attorneys to securely submit registration forms and pay the annual fee to the Attorney Registration Office of the Disciplinary Board. Attorneys can also designate proxies who can then submit the forms and fees for them. Payments are accepted using Visa, MasterCard, Discover and American Express, as well as by ATM/Debit cards.

This brochure will demonstrate the basic functions available to you in the Attorney Registration system.



Ready to get started?

Log onto the UJS Web Portal at:

<http://ujportal.pacourts.us>

Attorney Registration Features and Functions

Accessing the Attorney Registration Functions on the UJS Web Portal:

Using the Online Attorney Registration system requires the creation of an account on the UJS Web Portal (<http://ujsportal.pacourts.us>). In addition to the attorneys that will submit their own registration forms, a UJS Web Portal account is necessary for any attorney that will register by proxy and for any other individual who will serve as a proxy. To create an account, go to eServices > Create New Account. Enter your contact information and create a user name and password for the UJS Web Portal.

eServices
Public Rule 509 Postings
County Court Calendar
Rules of Court
Create New Account

Roles: Attorney

* PA Bar Number:

* Last 4 of SSN:

If you are an attorney, select the Role of Attorney when registering so you can enter your PA Bar Number and confirm the last four digits of your social security number. This will match you with information from the Disciplinary Board in order to pre-populate your information on your registration forms.

Once you complete registration, you will be sent your PIN number to the email address you entered. Click on the link in the email to complete creating your account on the UJS Web Portal and log in. You can now access all of the features of the attorney registration system.

Self-Registering Attorneys:

If you are registering yourself, here are the basic steps you'll need to perform:

- Log into the UJS Web Portal and navigate to eCommerce > Attorney Annual Registration > Registrations to Complete.
- Click Start or Edit to open your registration.
- The form contains information submitted in last year's registration. Update all sections of the form.
- Read the Registration Responsibilities and Certification and Agreement.
- Click SUBMIT and review the information in the shopping cart.
- Click SUBMIT FOR PAYMENT and enter your payment information on the USBank E-Payment Service site.
- You can print your receipt after submitting the payment.

Attorneys Designating a Proxy:

A proxy on the Attorney Registration system is someone that one or more attorneys gives permission to submit registrations and payments on their behalf. If you are an attorney that will be using a proxy, here are the basic steps you'll need to perform to assign your proxy:

- Verify the proxy has an account on the UJS Web Portal.
- Log into the UJS Web Portal and navigate to eCommerce > Attorney Annual Registration > Manage Proxies.
- Click ADD PROXY.
- You can search for your proxy by Name or Bar ID. Enter criteria and click SEARCH.
- Select your proxy in the grid and click ADD SELECTED USERS.
- The proxy will now be able to submit your registration and payment for you.

Proxies Completing Attorney Registrations:

If you are a proxy, registering for other attorneys, here are the basic steps you'll need to perform:

- Verify your attorneys have assigned you as their proxy.
- Log into the UJS Web Portal and navigate to eCommerce > Attorney Annual Registration > Registrations to Complete.
- Click Edit for an attorney in the grid and update all sections of the form and click SAVE. (If all your attorneys are PA Attorneys, you can complete some of this information in batch under eCommerce > Batch Update).
- Repeat for any other attorneys, then select the attorneys and click SUBMIT SELECTED REGISTRATIONS. Enter the payment information on the USBank E-Payment Service site.
- You can print a receipt after submitting the payment.

Get more information!

Full details and instructions on all the functions available for the Attorney Registration system are available on the UJS Web Portal. Access the Quick Reference Guide on the left side of the home page, or the full User Guide by clicking the Help link in the upper right of any of the screens in the registration system. The Quick Reference Guide can be accessed any time, but you must first create a UJS Web Portal account in order to access the registration system screens and the User Guide.

Reference Guides
UJS Web Portal
Attorney Registration
County Court Calendar