

## FAQ – Frequently Asked Questions

### Attorney Registration Portal

#### How do I access the attorney registration portal?

It can be found at <https://registration-kard.kscourts.org>. All attorneys must create a new user account when accessing the attorney registration portal system for the first time. If you completed your registration online in 2019 or 2020, you do not need to create a new account.

#### What if I don't remember my bar number to set up my account?

You can look up yourself by name on the online directory located on the kscourts.org website: <https://directory-kard.kscourts.org>.

#### What if I don't remember my user name or password?

Please use the “Forgot Username” or “Forgot Password” links located on the main page of the portal before contacting the attorney registration office. When using these links, an email will be forwarded to your “account” email address.

#### What is the difference in “account” email address and “registration record” email address?

Your account email address is where any password reset emails or receipts will be sent. We suggest using a personal email address as your “account” email so that in the event you change jobs and no longer have access to a business email address, you will still have access to it. (Account email addresses are never distributed or published online.) You can still use a business email as your registration record email address.

#### How do I check whether I have registered and paid my annual fee?

There is a link on the main page of the portal, “Check My Annual Registration Status”, which will display the current status of your annual registration and whether you have created an account. **Please check this before calling or emailing the attorney registration office.** You do not need to log into an account in order to check the status.

#### What information can I change through the portal?

You can update contact information, which includes business address and telephone/fax numbers, residence address, residence or personal telephone number, email address, as well as preferred mailing address;

- Contact information changes submitted on the attorney registration portal will also be provided to Kansas CLE, Clerk of the Appellate Courts and the U.S. District of Kansas (federal court). You can no longer submit address changes through the Kansas CLE website.

Professional liability insurance information;

Trust account information;

Admittance to other state jurisdictions;

- Other state memberships designations should only be deleted if you have been *officially* removed by the Court who issued the license in that state.

Nominating Commission election preference as to whether to participate and be included on any certified rosters.

**Can I change my name or any personal information through the portal?**

The following information cannot be changed through the portal or when completing registration online – you will need to contact the Attorney Registration office to request a change:

- Personal information such as name, social security number or date of birth;

**Can I change my status through the portal?**

At this time, only changes to inactive or retired can be submitted online during annual registration.

Status changes which result in a lower fee or no fee (inactive or retired) must be received in the attorney registration office or completed online on or before June 30. Status changes to inactive or retired, for attorneys who did not register by June 30, can continue to be completed online but the registration fee charged will be based on the attorney's status as of July 1.

Once annual registration processing closes, you must contact the Attorney Registration office for the appropriate instructions/forms to submit a request.

You must always contact the Attorney Registration office to request a status change to active or to reinstate a license from a suspension so that the appropriate instructions/forms can be provided.