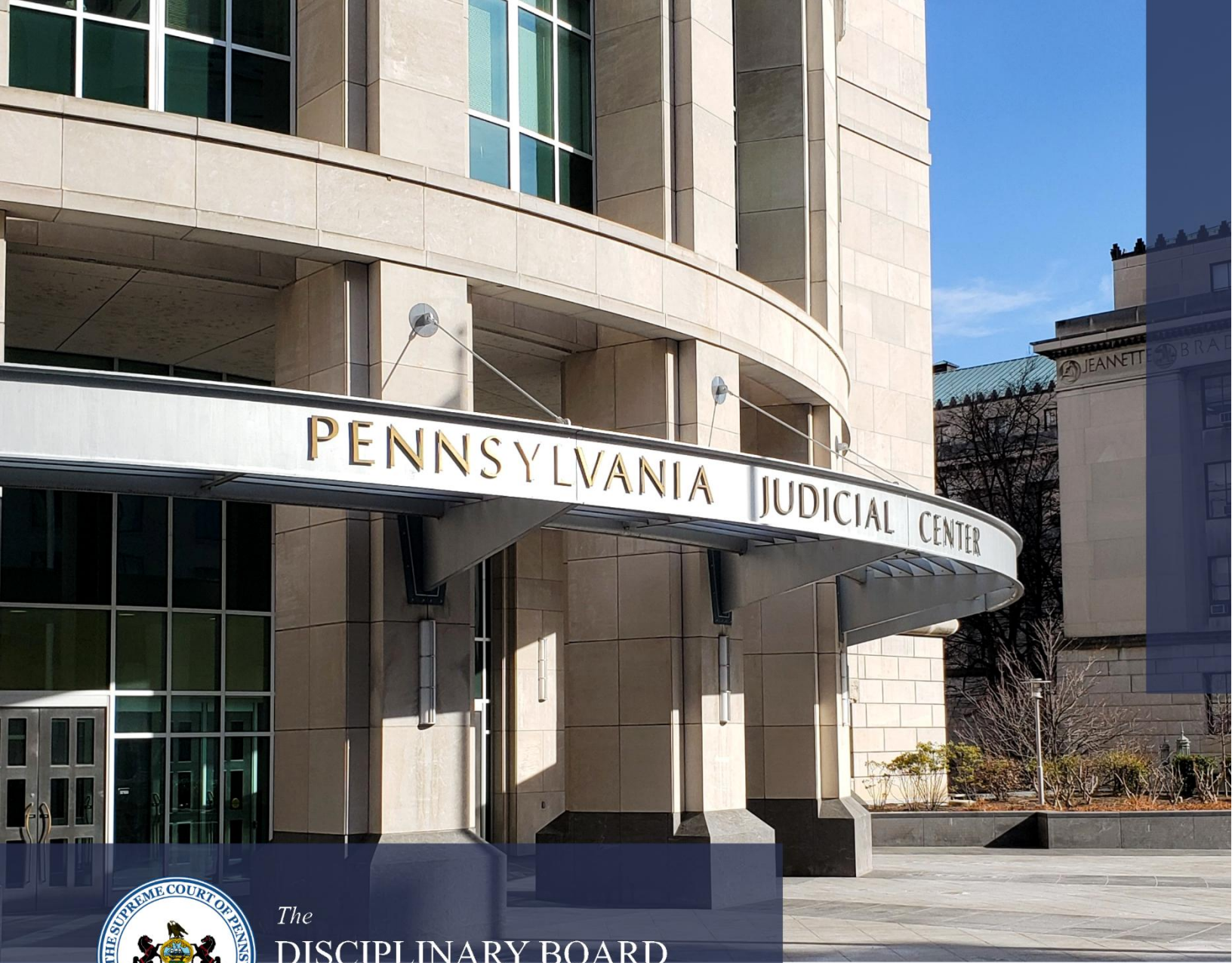




The
DISCIPLINARY BOARD
of the Supreme Court of Pennsylvania

Resources for Newly Admitted Attorneys

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Welcome to the Pennsylvania Bar

On behalf of the Disciplinary Board of the Supreme Court of Pennsylvania, I would like to welcome you to the Pennsylvania Bar – a membership in which I hope you will take great pride and accountability.

The mission of the Disciplinary Board is to protect the public, maintain the integrity of the legal profession, and safeguard the reputation of the courts. All within the legal community have an obligation not only to their clients but to the public at large. You hold a unique position of public trust. With all that our legal education and experience affords each of us, it is vital that we do not take lightly our professional duty to uphold ethical standards.

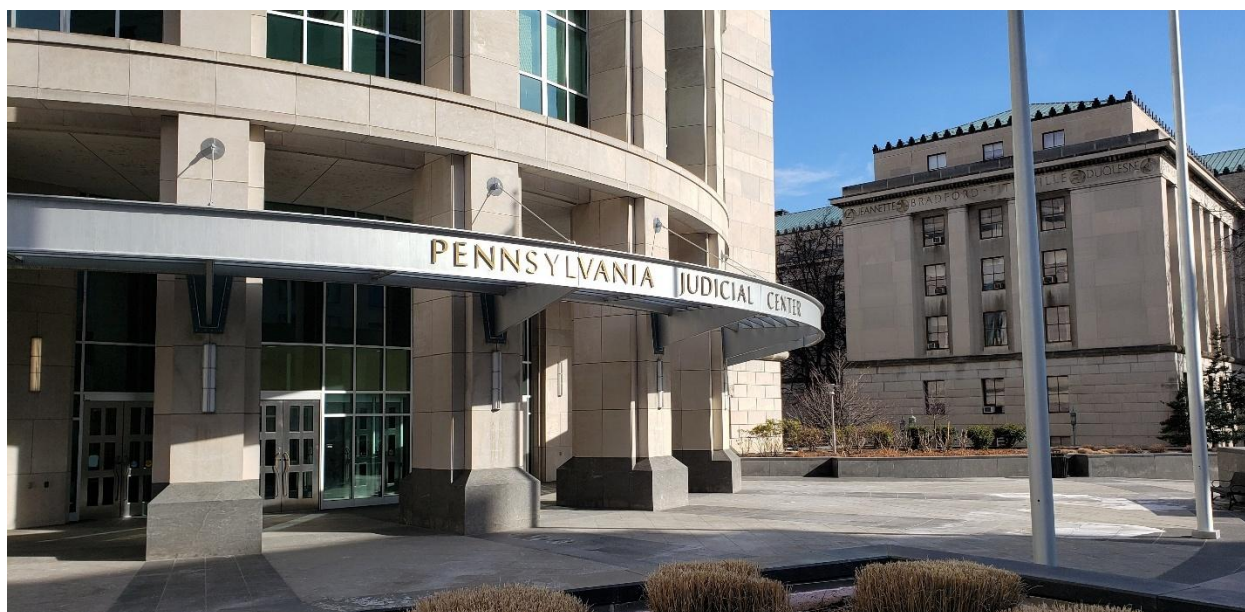
As a new member of Pennsylvania's legal profession – and possibly a new lawyer, as well – you have the opportunity to consider how your personal and professional goals and mindset will align with your law practice. What outcomes do you aspire to see for this coming year? The next five, ten years? What incremental action can be taken today to progress toward those objectives?

Contemplating both the satisfactions and responsibilities of my own career in law, I cannot emphasize enough what a true honor it is to be a member of Pennsylvania's bar.

Welcome and congratulations,

David S. Senoff, Esq.
Disciplinary Board Chair

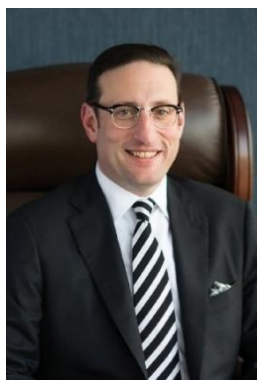
Introduction to the Disciplinary Board



The Supreme Court of Pennsylvania has the inherent and exclusive power over the practice of law in the Commonwealth of Pennsylvania. By Order of the Supreme Court of Pennsylvania dated March 21, 1972, the Disciplinary Board was established to regulate attorney conduct.

The mission of the Disciplinary Board is to **protect the public, maintain the integrity of the legal profession, and safeguard the reputation of the courts.**

[Board Members](#) include ten lawyers and two non-lawyers from across the Commonwealth, appointed by the Supreme Court for a term of six years, unless otherwise ordered. The Supreme Court designates one Member as the Board Chair and one Member as the Board Vice-Chair.



David S. Senoff, Esq.

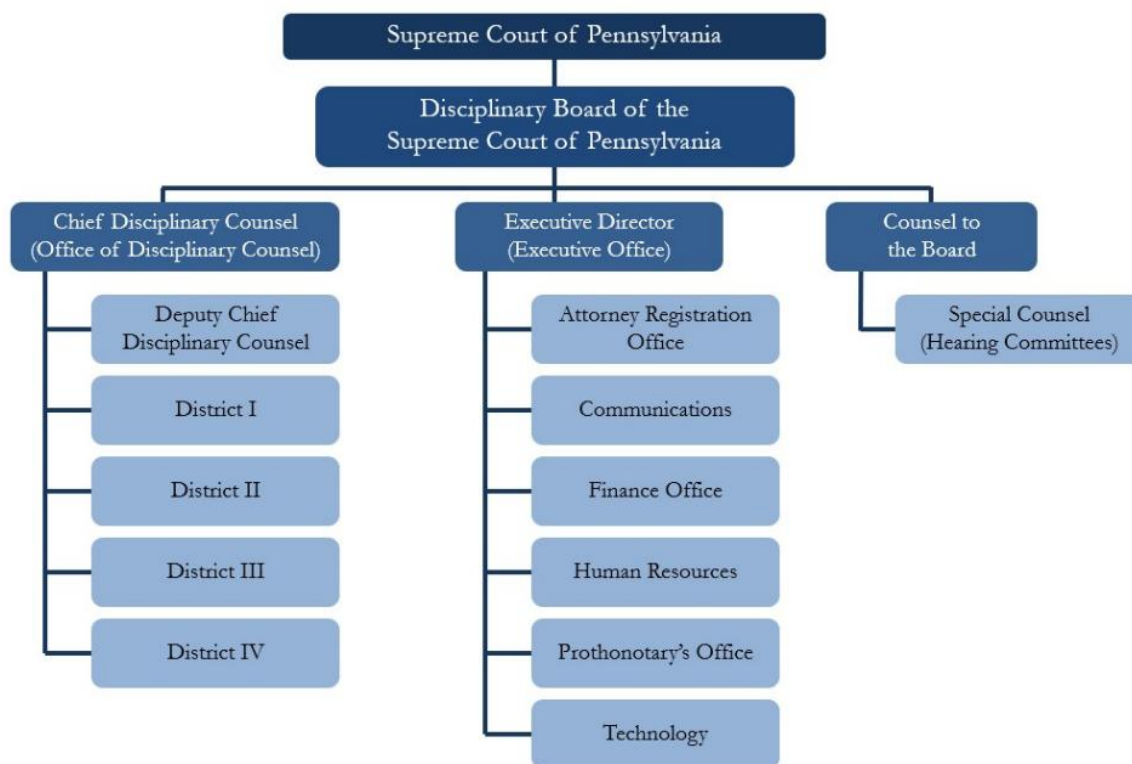
Board Chair, April 1, 2025 - March 31, 2026



Shohin H. Vance, Esq.

Board Vice-Chair, April 1, 2025 - March 31, 2026

Hearing Committee Members serve the Board as volunteers to conduct hearings and act as a formal reviewing body to determine if a case might move forward in pursuit of a particular course of discipline. Disciplinary Board Members appoint approximately 150 Hearing Committee members for a term of three years. Hearing Committee Members may be reappointed for a second three-year term.



Office of Disciplinary Counsel, led by the Chief Disciplinary Counsel, investigates and prosecutes attorney misconduct. Complaints are assigned to one of four [geographic districts](#) across the state.

Executive Office, led by the Executive Director, includes operational functions of the Board: the Attorney Registration Office, Board Prothonotary, Communications, Finance, Human Resources, and Technology. Additionally, the Board's legal counsel, including Counsel to the Board and Special Counsel, are located within the Executive Office. Among many other duties, the Executive Office oversees and facilitates the adjudication of disciplinary matters and annual attorney registration.

Executive Office Contact Information:

601 Commonwealth Avenue, Suite 5600

PO Box 62625

Harrisburg, PA 17106-2625

Phone: 717.231.3380

Attorney Registration Office Email: atty.registration@pacourts.us

Learn more about the Board's **current leadership** at padisciplinaryboard.org/about/leadership.

[Subscribe now](#) to receive the Disciplinary Board's monthly newsletter, The Keystone Lex. View the [Newsletter Archives](#) for all recent past editions.

Other Court Agencies to Know

Under the Pennsylvania Constitution, the Supreme Court has the sole power to regulate lawyers and the practice of law throughout the Commonwealth. Several court-appointed boards assist the court in carrying out this function. In addition to the Disciplinary Board, below are four agencies that directly regulate law practice in PA.

Pennsylvania Board of Law Examiners oversees the admission of lawyers to the PA bar and administers the bar examination for lawyers entering the profession. The Board of Law Examiners recommends the admission of persons to the bar and the practice of law in the Commonwealth. It also recommends rules pertaining to bar admission and practice and administers the bar examination for lawyers entering the profession.

Pennsylvania Board of Law Examiners
601 Commonwealth Avenue, Suite 3600
PO Box 62535
Harrisburg, PA 17106-2535
Phone: (717) 231-3350

Website: pabarexam.org

Pennsylvania Continuing Legal Education Board administers ongoing education programs for lawyers. PA is committed to the quality administration and regulation of the rules for continuing legal education, rules which were adopted to assure that lawyers admitted to practice in PA continue their education to maintain the required knowledge and skill necessary to fulfill their professional responsibilities.

Pennsylvania Continuing Legal Education Board
601 Commonwealth Avenue, Suite 3400
PO Box 62495
Harrisburg, PA 17106-2495
Phone: (717) 231-3250

Website: pacle.org

Pennsylvania Interest on Lawyers' Trust Accounts (IOLTA) Board provides funds for civil legal services to the poor and disadvantaged of Pennsylvania.

Pennsylvania IOLTA Board
601 Commonwealth Avenue, Suite 2400
PO Box 62445
Harrisburg, PA 17106-2445
Phone: (717) 238-2001

Website: paiolta.org

Pennsylvania Lawyers Fund for Client Security Board ensures clients will be repaid when lawyers misappropriate funds. The Lawyers Fund for Client Security reimburses clients who have suffered a loss as a result of a misappropriation of funds by their PA attorney.

Pennsylvania Lawyers Fund for Client Security
601 Commonwealth Avenue, Suite 5400
PO Box 62585
Harrisburg, PA 17106-2585
Phone: (717) 231-9510

Website: palawfund.com

Judicial Conduct Board of Pennsylvania investigates complaints of misconduct against judges of PA's Unified Judicial System and, where appropriate, files formal charges against those judges found to have engaged in unethical behavior.

Judicial Conduct Board
601 Commonwealth Avenue, Suite 3500
P.O. Box 62525
Harrisburg, PA 17106-2525
Phone: (717) 234-7911

Website: judicialconductboardofpa.org

Using the Disciplinary Board Website



Visit padisciplinaryboard.org to access the Disciplinary Board's official website. With a myriad of pages at users' fingertips, the site serves as a resource hub for both Pennsylvania's legal profession as well as the general public.

Resources for attorneys include [rule books](#), a wide variety of administrative [forms](#), information on [lawyer well-being](#) and performing [pro bono](#) legal work, details about the disciplinary process and the workings of the Board, a portal for [updating attorney contact information](#), a [public proceedings schedule](#), the [Case Research Collection](#), and much more.

Here, you can subscribe to the Board's monthly newsletter, *The Keystone Lex*, and access an [archive](#) of past issues. Users will also find links to the Board's [LinkedIn](#), [Facebook](#), and [Bluesky](#) accounts. All public proceedings are livestreamed via the Board's [YouTube channel](#).

Accessing Pennsylvania Conduct and Discipline Rules

All Pennsylvania conduct and discipline rules are available on the Disciplinary Board’s “Rules” webpage as searchable text, PDF file, and interactive booklet at padisciplinaryboard.org/for-attorneys/rules.

To navigate to the “Rules” webpage, visit padisciplinaryboard.org. Select “For Attorneys” from the site’s main navigation tabs, and then select “Rules”.

The screenshot displays the website of The Disciplinary Board of the Supreme Court of Pennsylvania. The header includes the board's logo, name, and a search bar. A navigation menu at the top lists 'FOR ATTORNEYS', 'FOR THE PUBLIC', 'CASES', 'NEWS & MEDIA', and 'ABOUT'. The 'FOR ATTORNEYS' section is active, showing a sidebar with links like 'Rules', 'Forms', 'Attorney Registration', and 'Reinstatement'. The main content area is titled 'Rules' and 'Conduct & Discipline Rules'. It features three sections: 'The Rules of Professional Conduct', 'The Pennsylvania Rules of Disciplinary Enforcement', and 'Disciplinary Board Rules and Procedures'. Each section includes a brief description and three buttons: 'VIEW & SEARCH RULES', 'DOWNLOAD RULES', and 'INTERACTIVE BOOKLET'. A fourth section, 'Other Relevant Provisions', includes 'The Pennsylvania Bar Admission Rules' with a 'VIEW RULES' button.

The Rules of Professional Conduct

These Rules set forth the minimum ethical standards for the practice of law and constitute a set of Rules that all attorneys must follow. These Rules were originally promulgated by the Supreme Court of Pennsylvania on April 1, 1988.

The Pennsylvania Rules of Disciplinary Enforcement

These Rules establish the attorney disciplinary system in Pennsylvania and set forth a broad set of procedural Rules governing attorney discipline. These Rules were originally adopted by the Supreme Court in November 1972.

Disciplinary Board Rules and Procedures

These Rules supplement and implement the Rules of Disciplinary Enforcement, and govern proceedings before the Disciplinary Board. These Rules are promulgated by the Disciplinary Board.

Other Relevant Provisions

The Pennsylvania Bar Admission Rules

These Rules govern the admission of applicants and attorneys from other jurisdictions to the practice of law in Pennsylvania.

The Rules of Professional Conduct set forth the minimum ethical standards for the practice of law and constitute a set of Rules that all attorneys must follow. These Rules were originally promulgated by the Supreme Court of Pennsylvania on April 1, 1988.

The Pennsylvania Rules of Disciplinary Enforcement establish the attorney disciplinary system in Pennsylvania and set forth a broad set of procedural Rules governing attorney discipline. These Rules were originally adopted by the Supreme Court in November 1972.

Disciplinary Board Rules and Procedures supplement and implement the Rules of Disciplinary Enforcement and govern proceedings before the Disciplinary Board. These Rules are promulgated by the Disciplinary Board.

Other relevant provisions are also available on the Board's website via padisciplinaryboard.org/for-attorneys/rules. Among these texts are:

- [The Pennsylvania Bar Admission Rules](#);
- [The Pennsylvania Continuing Legal Education Rules and Regulations](#);
- [The Pennsylvania Interest on Lawyer Trust Accounts Board Rules and Regulations](#);
- [The Pennsylvania Lawyers Fund for Client Security](#); and
- [The Code of Civility](#).

Lawyer Well-Being

The Disciplinary Board's "Lawyer Well-Being" webpage connects Pennsylvania attorneys with pertinent resources, articles, events, and CLE opportunities to better understand and support their mental health and well-being. To access the Board's "Lawyer Well-Being" page, visit padisciplinaryboard.org/for-attorneys/well-being.



Lawyers Concerned for Lawyers of Pennsylvania

[Lawyers Concerned for Lawyers](#) (LCL) is a **free, confidential, and safe** resource for Pennsylvania attorneys and their family members who may be struggling with their mental health or substance use. Since 1988, LCL has confidentially assisted and supported thousands of individuals who have faced a myriad of challenges (including grief, stress, anxiety, depression, eating disorders, gambling problems, problematic alcohol or prescription drug use, etc.), helping them navigate through dark and difficult times. With over three decades of experience, LCL has provided compassionate, confidential support to thousands of legal professionals and their families across PA.

Our friends at LCL provide a confidential hotline at **1-888-999-1941** open to all PA lawyers, judges, law students, and family members of legal professionals in need of support. Among their offered resources and services are:

- General information, resources, and free literature;

- Referral to a qualified healthcare provider for a free and confidential consultation and diagnosis;
- Development of a personalized treatment plan, if indicated, by a healthcare professional;
- Assistance with treatment admissions;
- Peer support from a recovering law student or lawyer who has faced and overcome similar mental health or substance use challenges;
- Resource coordination and ongoing support by LCL staff; and
- Information on lawyer- and law student-only support groups.

Learn more about LCL and their services and resources at lclpa.org. Follow LCL on [Facebook](#), [Instagram](#), and [LinkedIn](#).

LCL is a **confidential** assistance program for the Pennsylvania legal community and their family members. LCL may not report information about a subject attorney back to the Disciplinary Board.



Educational Outreach

LCL offers free CLE-approved presentations on mental health, substance use, and lawyer wellness. These programs are available to law firms, county bar associations, and other legal entities. Learn more about CLE offerings at lclpa.org.

Additional Contact Information

Administrative Office

Phone: 1-800-335-2572

Email: info@lclpa.org

Note: This admin mailbox is only checked during routine business hours Monday through Friday. If you need immediate assistance, please call the helpline at **1-888-999-1941**.

Performing Pro Bono Work

The availability of free, high-quality legal services has the power to improve Pennsylvania communities. The Disciplinary Board offers a hub of resources to connect Pennsylvania attorneys with available resources to perform pro bono service and to advance equal access to justice for all Pennsylvanians.

The Board hosts a “Pro Bono” webpage for attorneys, highlighting pro bono resources and opportunities through the Board, the PA IOLTA and CLE Boards, and other legal organizations throughout the Commonwealth.

The Office of Disciplinary Counsel and the Pennsylvania Bar Association (PBA) have organized a program whereby attorneys have volunteered to represent respondent-attorneys who are financially unable to hire counsel in the early, informal stage of disciplinary investigations.

The PA IOLTA Board provides critical grant funding to legal aid organizations delivering free civil legal aid to low-income Pennsylvanians facing a legal crisis where a basic human need is at stake. Training and support not typically provided in their regular practice is extended to volunteer attorneys. The PA CLE Board offers a program allowing attorneys to receive CLE credit for pro bono service completed through Accredited Pro Bono CLE Providers.

Other resources featured on the “Pro Bono” webpage connect users to opportunities through the Pennsylvania Legal Aid Network, PProbono.net, the PBA, and the American Bar Association. The webpage presents helpful links, documents, and news items to interested attorneys. Visit padisciplinaryboard.org/for-attorneys/pro-bono to learn more about pro bono.



**AS AN ATTORNEY,
HOW CAN YOU SERVE YOUR
LOCAL COMMUNITY?**

**The availability of free,
high-quality legal
services has the power
to improve Pennsylvania
communities. Learn
more today about
performing pro bono
legal work.**

 **The
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of the Supreme Court of Pennsylvania

Accessing Unified Judicial System Web Portal

The Unified Judicial System (UJS) of Pennsylvania provides the public with access to various aspects of court information, including appellate courts, common pleas courts and magisterial district court docket sheets; common pleas courts and magisterial district court calendars; and PAePay. In addition to the public information available on this site, specialized eServices are available to users with a secure login and approved access permissions. These restricted services, which are not intended for public use, include secure docket sheets for the three levels of court; secure court calendars for common pleas courts and magisterial district courts; statewide warrants; and **attorney registration**. *The UJS Web Portal is the platform on which PA attorneys complete Annual Attorney Registration.*



How to Create a UJS Web Portal Account

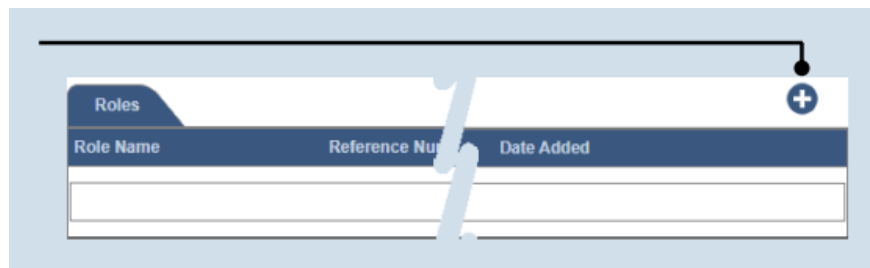
1. Access the UJS Web Portal at ujsportal.pacourts.us.
2. On the UJS Web Portal homepage, click the "Create New Account" link in the upper righthand corner of the screen.
3. On the "Register New Account" page, enter a username of your choosing. A username must be at least three characters long. *Usernames cannot be duplicated, and a message will display after Step 5 if the proposed username is already in use.*
4. Enter your personal information. All fields marked with an asterisk must be completed. Click the gray "Submit" button at the bottom of the page.
5. Confirm your email address. An e-mail from administrator@pacourts.us will be sent to the address you provided. Click on the link the email contains. You should receive this email within fifteen minutes. Check junk or spam folders if it does not appear within that time.
6. Create your password. On the "Complete Your Registration" page, enter a password and then confirm it by entering it again. Click the "Submit" button.
7. On the subsequent "Verification Complete" page, click the "click here" link to access the login page.

- On the “Account Login” page, enter the username and password you just created and click the “Login” button.

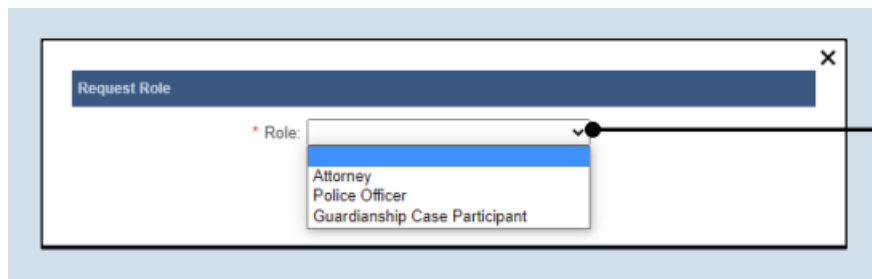
How to Add the Attorney Role to Your UJS Web Portal Account

Adding the attorney role to your UJS Web Portal account is **vital** to your ability to access the online Annual Attorney Registration.

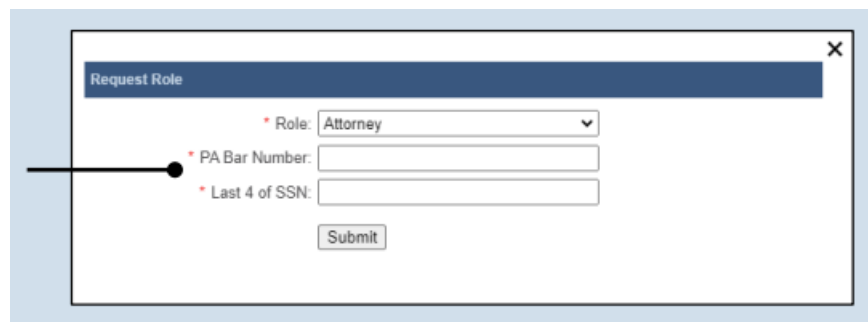
On the “Manage Account” page, click on the “Add New Record” icon above the “Roles” grid. *If this screen does not appear after completing Step 8, hover over the “User Options Menu” icon in the upper righthand of the page and click “Manage My Account”.*



In the “Request Role” popup, click on the “Role” dropdown and select “Attorney.”



Enter your state bar number and the last four digits of your social security number in the fields provided and then click “Submit”.



Bar Associations in Pennsylvania

Does Pennsylvania have a “unified bar”?

No. All bar associations in Pennsylvania are voluntary. No lawyer licensed to practice law in Pennsylvania is required to be a member of the state (or a local) bar association. Bar associations play no official or formal role in the admissions or disciplinary processes in Pennsylvania.

States with a unified bar include Alaska, Alabama, Arizona, Arkansas, Idaho, Indiana, Kentucky, Minnesota, Mississippi, Missouri, Montana, Nebraska, North Carolina, South Carolina, and Wyoming. The District of Columbia also has a unified bar.

What types of bar associations are available in Pennsylvania?

There are three types of bar associations in Pennsylvania: state, local, and affinity.

Membership in the statewide [Pennsylvania Bar Association](#) (PBA) is open to all lawyers who are in good standing and licensed to practice law in the Commonwealth of Pennsylvania. In concurrence with a general membership, the PBA offers participation in numerous [committees and commissions](#), eighteen practice-focused [sections](#), and a [Young Lawyers Division](#). Learn more about the PBA and their complimentary membership for newly admitted attorneys at [pabar.org](#).

There are over sixty county bar associations throughout Pennsylvania. View the county bar directory [here](#).

There are also several affinity bar associations throughout the Commonwealth. Such organizations include [Asian Pacific American Bar Association of Pennsylvania](#), the [Hispanic Bar Association of Pennsylvania](#), [Barristers’ Association of Philadelphia](#), the [Philadelphia LGBTQ Bar Association](#), and more.

Does the Disciplinary Board recommend joining a bar association?

While membership in a bar association is not required in Pennsylvania, bar associations across the state offer their members invaluable resources, opportunities, and networking to enhance their legal careers.

Frequently Asked Questions

How do I make changes to my contact information?

All changes in contact information must be reported to the Attorney Registration Office in writing within thirty days of such change. Please review and submit any necessary changes on the Board's website at padisciplinaryboard.org/for-attorneys/update-my-information.

When will I get my license card?

A license card will automatically be issued after admission. If you have not received your license card more than one month after your admission date, please contact the Attorney Registration Office at atty.registration@pacourts.us.

How do I get a wall certificate?

Wall certificates are issued by the Supreme Court. For more information on requesting a certificate, please visit pacourts.us/courts/supreme-court/obtaining-a-wall-certificate.

When is annual registration due?

Annual attorney registration opens on or before May 15th and is due July 1st each year. Attorneys must complete and submit the annual attorney registration through the Pennsylvania Unified Judicial System's (UJS) web portal (ujportal.pacourts.us).

When is my CLE requirement due?

All Pennsylvania attorneys are randomly assigned to a CLE Compliance Group. Your group number will appear on your license card, and the deadlines for each group are listed below.

- Group 1 – April 30th
- Group 2 – August 31st
- Group 3 – December 31st

How can I learn more about the disciplinary process?

The Board's website provides a wealth of information. A detailed overview of the discipline process can be found at padisciplinaryboard.org/about/the-discipline-process. Also on the website, you can review recent and pending cases, search the Case Research collection, and view upcoming public proceedings at padisciplinaryboard.org/cases. Public proceedings are live streamed on the Board's YouTube page (youtube.com/@disciplinaryboard2813).

How do I obtain a Certificate of Good Standing?

If you are an active Pennsylvania attorney, you may request a Certificate of Good Standing from the Prothonotary's Office of the Supreme Court of Pennsylvania. To obtain a Certificate, submit a letter addressed to "Certificate of Good Standing" to the Pittsburgh filing office:

Supreme Court of Pennsylvania
414 Grant Street
City-County Building, Suite 801
Pittsburgh, PA 15219

Please include the following information:

- Full name and attorney identification number
- Signature
- \$25 check or money order made payable to the Supreme Court of Pennsylvania
- A self-addressed, prepaid return envelope

Please note that an attorney whose license status is inactive or retired must request certification from the Disciplinary Board of the Supreme Court. The "Request for Certification of Status" and "Request for Certificate of Disciplinary History" forms are available on the Board's [website](#).