

FREQUENTLY ASKED QUESTIONS:
PUBLIC DEFENDER AND IDS EMPLOYEES:
IDS DIRECT PAYMENT OF NC STATE BAR DUES
DECEMBER 20, 2022

1. Who is eligible to have their NC Bar dues paid by IDS?
 - A member of the North Carolina State Bar that is employed by IDS, a State Defender Office, or Public Defender Office at the time that payment for Bar dues is issued by IDS is eligible for direct payment of their State Bar dues. This includes the membership dues (currently \$300.00) and, if assessed, the Client Security Fund assessment (currently \$25.00)¹.
 - ~~EMPLOYEES~~
 - IDS will not pay for local bar dues, bar association dues, North Carolina State Bar late fees, online payment convenience fees (currently \$8.00), North Carolina State Bar Paralegal Certification Application or Exam fees, or for Bar dues paid to any state Bar other than North Carolina.

2. What is the process for having employee Bar dues paid by IDS?
 - Between April 24 and April 28, 2023, each Defender office will email the required documentation to ids.employee.reimbursements@nccourts.org.
 - The required documentation includes:
 - The attached spreadsheet listing the names and Bar numbers of their employees who are members of the NC Bar *and* are currently employed as of April 24, 2023; *and*
 - A scanned copy of each attorney's NC Bar invoice from <https://portal.ncbar.gov/>, see pages 4-6 for instructions.
 - Please type "NC Bar Dues 2023" in the Subject line of the email.
 - An email confirming receipt of the spreadsheet will be sent to the sender.
 - To have their 2023 Bar dues paid by IDS each attorney listed on the spreadsheet **must** have an NC Bar invoice emailed to IDS by 6:00 pm on April 28, 2023.

3. When and how will NC Bar dues be paid by IDS?
 - One check will be issued by IDS to the NC Bar on May 01, 2023.
The NC State Bar will post receipts of payment to the attorney's user portal
 - at <https://portal.ncbar.gov/>.

¹ If a correct and complete reimbursement request is submitted for only the membership dues (currently \$300.00) and not the Client Security Fund assessment (\$25.00), the full \$325.00 paid will be reimbursed. The NC Bar will not assess the \$25.00 Client Security fund for 2023 dues.

4. What if I already paid my Bar dues directly?
 - If an eligible attorney paid their 2023 Bar dues directly *on or before* December 14, 2022², email a completed [AOC-A-7 Reimbursement Form](#) **and** the NC Bar receipt to ids.employee.reimbursements@nccourts.org.
 - Reimbursements, subject to the conditions above, will be made ***through direct deposit only***. The direct deposit form required for reimbursements is attached. It is a different form than the one used for payroll.
5. Is this a permanent, recurring program?
 - Yes, subject to and pending the availability of funding.
6. Are, receipt funded (grant or contract) employees eligible for Bar dues payment by IDS?
 - Yes. Reimbursements will be allowed from grant/contract funds if the budget allows and supports the expense. If the grant/contract budget approved by the funding agency does not allow the bar dues expense, please have your hiring authority contact the Accounts Payable team in the Fiscal Services Division (accountspayable@nccourts.org) for a special authorization form.
7. What if there are not enough grant/contract funds to cover Bar dues payment?
 - If the grant/contract budget approved by the funding agency lacks sufficient funds to cover the parking or bar dues expense, please have your hiring authority contact the Accounts Payable team in the Fiscal Services Division (accountspayable@nccourts.org) for a special authorization form.

² IDS will not reimburse 2023 Bar Dues payments *unless* those payments were made on or before December 14, 2022.

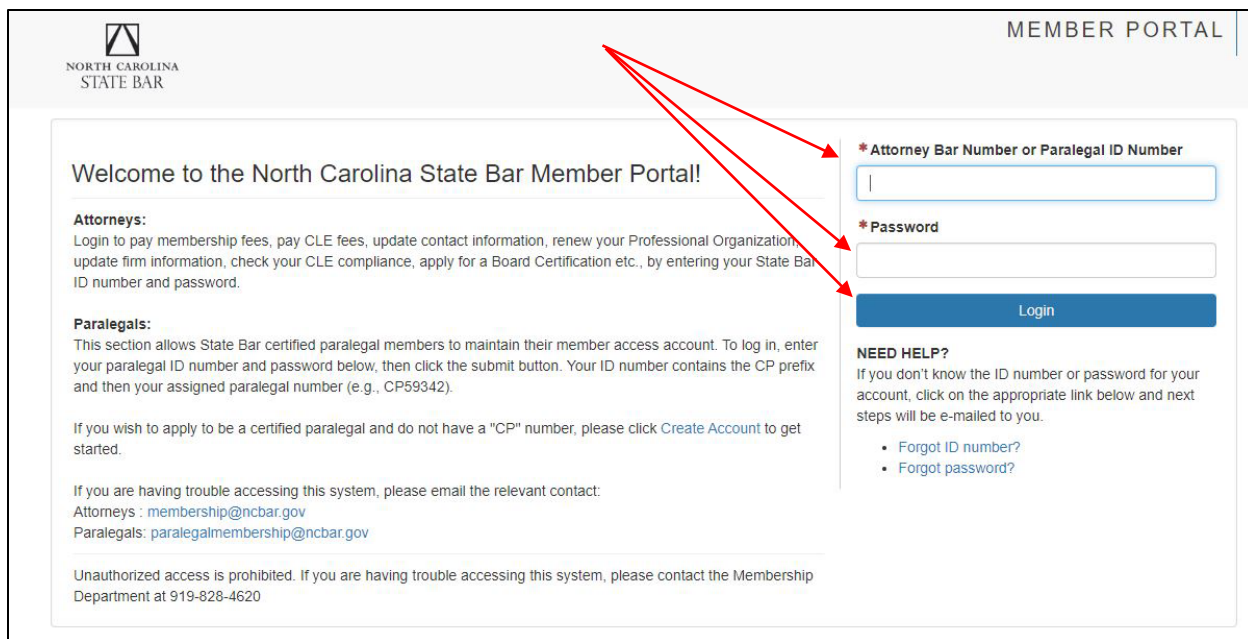


Figure 1- On <https://portal.ncbar.gov/> enter NC Bar number, password, then click "Login"

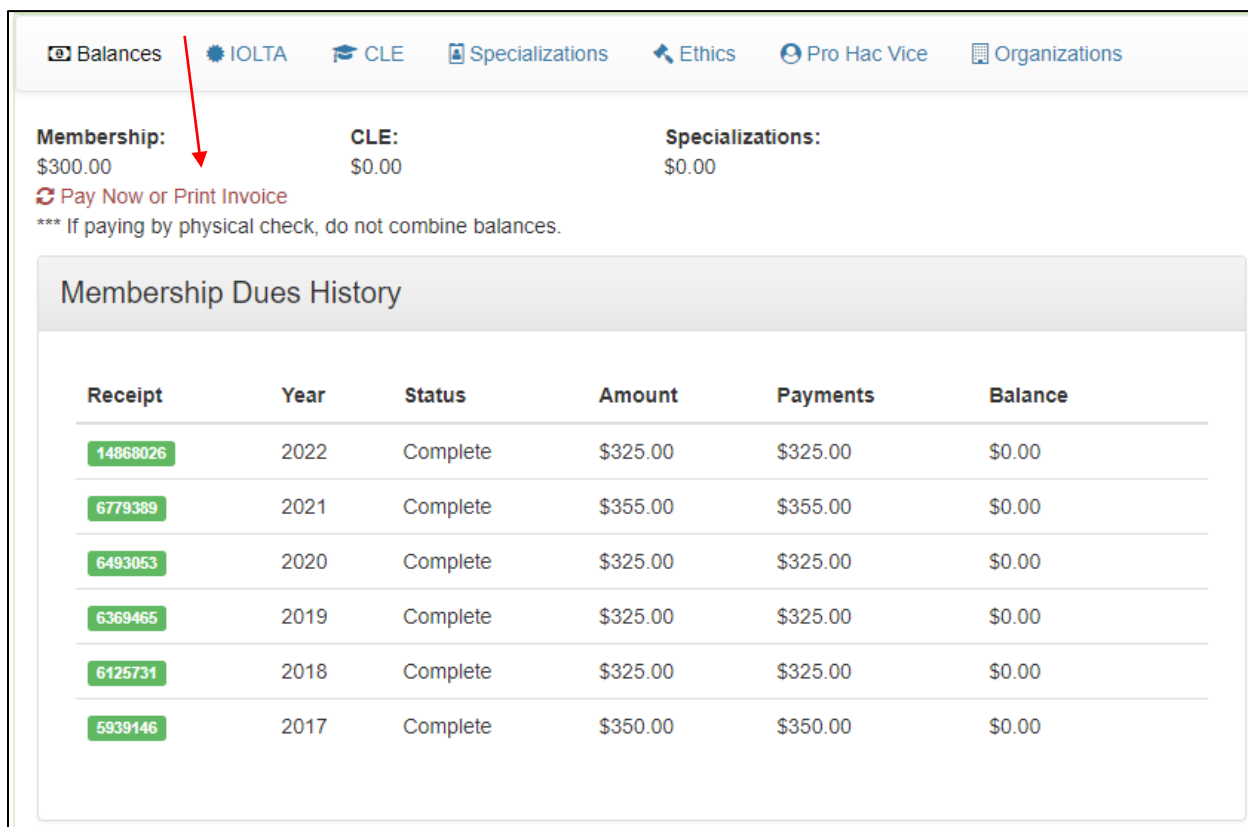






Figure 2- Click "Print Invoice"

Membership Dues

Instructions

Your membership status is ACTIVE. All active members are required to pay the membership fees and certify their IOLTA status annually.

Please select a method below and click Save/Next.

Credit Card **  US Banks Only Visa and Mastercard only	E-Check (ACH)  US Banks Only No transaction Fee.	Print Invoice  Mail Physical Check	Military Waiver  Active Military
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** Credit Card transactions include a transaction fee.
Click [here](#) for more information.

Exit

Save / Next

Figure 3 - Click on "Print Invoice/Mail Physical Check"

Membership Dues

Contact Information

Ms.

Home Phone:

e.g., 123-456-7890

Office Phone:

e.g., 123-456-7890

Cell Phone:

e.g., 123-456-7890

* Email Address:

Judicial District:

-- No Judicial District --

*** Please verify your judicial district selection.

Mailing Address

* Country:

United States of America

* Line 1:

Line 2:

* Zip/Postal:

* City:

* State:

County:

Previous

Exit

Save / Next

Figure 4 - Enter the information then click "Save Next".

IOLTA Certification

ALL ACTIVE LAWYERS AND JUDGES ARE REQUIRED TO CERTIFY ANNUALLY

Pursuant to 27 N.C.A.C 1D, Rule .1319, lawyers must certify annually, on or before June 30, that all general client trust accounts maintained by the lawyer/firm for North Carolina clients are NC IOLTA accounts OR that he or she does not maintain any general trust account(s) holding North Carolina clients funds.

To report new or closed IOLTA accounts or employment changes, please submit an NC IOLTA Information Update form which can be found by visiting your [Member IOLTA Information page](#). Visit our frequently asked questions at www.nciolta.org for additional information or contact the IOLTA dept. at 919-828-0477.

Current IOLTA Account Status:

No IOLTA Accounts

* Mandatory IOLTA Certification

- IOLTA ACCOUNTS: I certify that all of my firm's general trust accounts holding North Carolina client funds are established as North Carolina IOLTA Accounts.
- NO IOLTA ACCOUNTS: I certify that neither I nor my employer maintain any general trust accounts holding North Carolina client funds.

Previous

Exit

Save / Next

Figure 5 Complete the mandatory IOLTA certification, then click "Save/Next" to print your invoice. Give the printed invoice to your office administrator, who will scan and email the invoice(s) to IDS on April 24, 2023, to ids.employee.reimbursements@nccourts.org.

NC ADMINISTRATIVE OFFICE OF THE COURTS
Employee Payment Verification Form

For your convenience and benefit, the North Carolina Administrative Office of the Courts offers the opportunity to receive future payments electronically, rather than by check. Your payments will be deposited into the checking or savings account of your choice. In addition to having the money deposited electronically, you will be notified of the deposit electronically, either by fax or by email.

Indicate Action

Add Change Delete

Employee Name _____

BEACON Number _____

A VOID CHECK MUST BE ATTACHED FOR VERIFICATION OF ACCOUNT

Bank Name And Location _____

Bank Routing Number _____

Bank Account Number _____

Checking _____ **OR** Savings _____

Attach Voided Check Here

ELECTRONIC NOTIFICATION INFORMATION (Field Required)

An email notification can only be used if you have the capability to view attachments, otherwise you must use a fax notification. The fax or email will provide you with all the information that would normally be on your check stub. Please note only one method of notification can be chosen.

Facsimile Number: (_____) _____

OR

Email Address: _____

AUTHORIZATION FOR DIRECT DEPOSIT

Authorized Signature _____

Date _____

Title _____

Telephone Number _____

Please complete the form, attach copy of voided check and return to:

Administrative Office of the Courts
Financial Services Division
Attn: Bank e-Pay Team
PO Box 2448
Raleigh, NC 27602

Telephone: (919) 890-1053
Email: FSDBankePay@nccourts.org