

Secure File Transfer (FTP)

The Legal Services Trust Fund Program of The State Bar of California, in coordination with the State Bar's Information Technology Department, is encouraging all participating banks to use our new Secure File Transport service to electronically submit their monthly IOLTA remittance report, greatly reducing the time and cost involved in submitting the monthly report. In order to configure the secure connection, simply fill out Sections A and B of the Secure File Transfer Setup Request Form and return it via email to Gerry Jagodzinski, the Compliance Auditor, at gerry.jagodzinski@calbar.ca.gov or you can reach him by phone with any questions at 415-538-2046. We suggest you forward this form to your Information Technology department to provide the connection information that will facilitate the file transfer. While the technical details look intimidating, we understand that the process is very simple and will not take a technical support person much time at all.

All banks should continue to use the Excel spreadsheet "IOLTA Remittance Report" for their electronic submission. Blank Excel templates of the Remittance Report are available on the State Bar website at www.calbar.ca.gov/IOLTAbanks, click on "Remittance Report." After the individualized secure connection has been established, you will simply send the remittance report to the State Bar's secure website. The name of the file submitted to the State Bar should be the bank name followed by the month and year, for example, "Bank Name July 2009".