Client Trust Account Protection Program (CTAPP) Compliance Flowchart

Licensee should review the CTAPP rules on the State Bar’s CTAPP website and determine whether they are exempt from CTAPP reporting.

- Is the licensee exempt from reporting?
  - Yes: Licensee does not need to access the CTAPP reporting section of MSBP because CTAPP reporting is not required for exempt licensees.
  - No: Licensee will access their MSBP to report whether they are responsible for any duties in rule 1.15 concerning trust funds or property.

- Is the licensee responsible for any duties in rule 1.15?
  - Yes: Step 2: Register every trust account or assure that their firm participates in agency billing and registers the accounts on their behalf.
  - No: Step 3: Take self-assessment. Ensure you are in compliance and take corrective action if necessary.

Step 4: Certify that you are knowledgeable about, and in compliance with, the rules governing the safekeeping of client funds.

- The licensee skips Steps 2-4 and proceeds to Step 5.

- Step 5: Sign declaration to complete CTAPP submission.

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