CLIENT TRUST ACCOUNT PROTECTION PROGRAM
COMPLIANCE REVIEW PROCESS

1 Attorney Selected

- State Bar reaches out to selected attorney.
- If selected attorney is not the designated attorney, selected attorney notifies the State Bar and provides designated attorney information.

2 Initial Records Request

- State Bar sends initial records request and secure portal login to the designated attorney.
- Attorney has 30 days to submit initial documentation to the State Bar.

3 Certified Public Accountant (CPA) Firm Selection

- Designated attorney selects a CPA firm from list of State Bar–approved CPA firms.
- Attorney notifies State Bar of selected CPA firm as part of initial records request.

4 Engagement Assigned to CPA

- State Bar reviews the initial document production uploaded to the secure portal.
- State Bar assigns compliance review to selected CPA firm or to State Bar–employed CPA (if attorney is exempted from hiring a CPA firm).

5 Second Records Request

- CPA schedules meeting with designated attorney.
- CPA sends second records request to attorney or firm staff through secure portal.

6 CPA Completes Compliance Review

- Attorney or staff responds to CPA questions or requests.
- Designated attorney provides signed statement of representations.
- CPA sends compliance review report to attorney and State Bar.

7 Wrap Up

- State Bar meets with attorney to review findings.
- State Bar determines outcome and communicates required follow-up to the attorney.
- Designated attorney signs an acknowledgment of receipt of findings.

For more information or questions,
visit calbar.ca.gov/CTAPPCompliance

The State Bar *of California*