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 → Step 1: Licensee will access their MSBP to report whether they 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.

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.

No → The licensee skips Steps 2-4 and proceeds to Step 5.

Step 5: Sign declaration to complete CTAPP submission.