



# THE WEST VIRGINIA STATE BAR

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TO: IOLTA Participating Financial Institutions

From: The West Virginia State Bar

Date: January 2016

Beginning March 1, 2016, a new protocol will be implemented for submission of IOLTA remittances. Under the new system, each financial institution will log into a secured IOLTA database and upload the remittance statement for the appropriate time period. The secured database will be contained within the State Bar's internal server. Submissions will be viewable only by State Bar administrators. Instructions on the use of the new system will be sent to each financial institution contact person. When the instructions are received, please feel free to contact the Bar's new IOLTA Administrator, Tyler Shoub, at [shoubt@wvbar.org](mailto:shoubt@wvbar.org) or 304-553-7239 or the Bar's Technology Specialist, Michael Mellace, at [mellacem@wvbar.org](mailto:mellacem@wvbar.org) or 304-5532-7223, with any questions on the operation of the new system. Please feel free to continue to contact the Bar's Director, Anita Casey, at [caseya@wvbar.org](mailto:caseya@wvbar.org) or 304-553-7228, with any legal questions related to the IOLTA program.