

Advertising Review Portal

USER GUIDE

STATE BAR OF TEXAS – Advertising Review | AdReview.texasbar.com



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GETTING STARTED

Welcome to the Advertising Review Portal. In this section we will help you get familiar with the site. We will discuss basic navigation; you where you can submit your application, check the status of your applications and check for any new notifications.

1. MY APPLICATIONS

From this tab you will be able to check the status of an application or respond to requests for more information, review any violations, or upload corrected advertisements.

2. SUBMIT APPLICATIONS

From this tab you will be able to submit your advertisements for review. The system will guide you through the process of submitting the application, uploading the advertisement, and making a payment.

3. MY SUPPORT CASES

From this tab you will be able to request support from the Advertising Review staff. You can submit a request and staff will follow up with you.

4. NOTIFICATIONS

From this tab you will be able to check for any notifications about your applications. Notifications can include violations, requests for additional information, or approvals. Notifications are also sent to your email address on file to alert you to take some action.

The screenshot displays the top navigation bar of the State Bar of Texas website. The main navigation menu includes: HOME, MY APPLICATIONS (marked with a red circle 1), SUBMIT APPLICATIONS (marked with a red circle 2), MY SUPPORT CASES (marked with a red circle 3), and NOTIFICATIONS (marked with a red circle 4). Below the navigation, a sidebar on the left lists various services: Home, Support, Applications, Public Profile, Contact Us, Guided Application, Public Records Search, Notifications, testing, and Intro For Texasbar. The main content area features a 'WELCOME TO THE ADVERTISING REVIEW PORTAL' section with a brief overview of the portal's purpose and submission requirements, followed by contact information for the Advertising Review Committee. A 'GENERAL INFORMATION' section provides a link for more details.

STATE BAR of TEXAS
TEXASBARCLE.COM TYLA.ORG CAREER CENTER FIND A LAWYER

FOR THE PUBLIC FOR LAWYERS ABOUT TEXAS BAR NEWS & PUBLICATIONS ACCESS TO JUSTICE EVENTS

HOME MY APPLICATIONS SUBMIT APPLICATIONS MY SUPPORT CASES NOTIFICATIONS

Home
Support
Applications
Public Profile
Contact Us
Guided Application
Public Records Search
Notifications
testing
Intro For Texasbar

WELCOME TO THE ADVERTISING REVIEW PORTAL
From this portal you can submit an advertising review request, respond to non-filer notifications, view the status of your requests (cases), pay fees, and more.
Submissions on this site require a credit card payment. If you prefer to pay by check, please [Download](#) the Application and mail it to the address below.
Advertising Review Committee
State Bar of Texas
PO Box 12487
Austin, TX. 78711-2487

GENERAL INFORMATION
For general information about Advertising Rules, Interpretive Comments and Opinions please [click here](#).

SUBMIT APPLICATIONS

In this section we will discuss the steps to submit an application, upload media and make a payment.

To start click 'Submit Applications'.

1. Step 1: Enter case type (Filing or Pre-Approval) and Attorney Name.

The screenshot shows the 'GUIDED APPLICATION' interface. At the top, there is a navigation bar with links: HOME, MY APPLICATIONS, SUBMIT APPLICATIONS, MY SUPPORT CASES, and NOTIFICATIONS. Below this, the title 'GUIDED APPLICATION' is centered. A progress bar indicates the current step: Step 1: Case Type and Submitter Details (highlighted), Step 2: Filing, Step 3: Q & A, Step 4: Case Files, Step 5: Summary, and Step 6: Pay and Submit. The main heading is 'STEP 1: CASE TYPE AND SUBMITTER DETAILS' with the instruction 'Complete the fields. Select Next.' A note states: 'Note: Submissions on this site require payment by credit card.' The form includes a 'Case Type*' dropdown menu with 'Filing' and 'Pre-Approval' options. Below it is a 'Submitted By*' text field containing 'Jane Doe'. The 'Attorney's Firm/ Account*' field also contains 'Jane Doe' and has a search icon. The 'Attorney Name*' field has a placeholder 'If attorney name is missing from account/ firm, please call our office.' and a search icon. There is a 'Communications Instructions (optional)' text area. At the bottom left, there is a 'NEXT' button.

2. Step 2, select the Ad Type and you can provide a description (optional).

The screenshot shows the 'GUIDED APPLICATION' interface at Step 2: Filing. The navigation bar is the same as in Step 1. The progress bar now shows Step 1: Case Type and Submitter Details (with a checkmark) and Step 2: Filing (highlighted). The main heading is 'STEP 2: FILING' with the instruction 'Provide additional filing details'. A 'WITHDRAW APPLICATION' button is located at the top right. Below the heading, there is a 'File Number' field containing 'C-39840-2214'. The 'Ad Type*' dropdown menu is set to 'Billboard Advertisement'. Below it is a 'Description' text area. At the bottom left, there is a 'Created On' field showing '6/6/2021 10:44 PM'. At the bottom, there are 'PREVIOUS' and 'NEXT' buttons.

3. In the next step, answer all the questions about the advertisement in the Q&A section.

The screenshot shows the 'GUIDED APPLICATION' interface. At the top, there are navigation tabs: HOME, MY APPLICATIONS, SUBMIT APPLICATIONS, MY SUPPORT CASES, and NOTIFICATIONS. Below the title, a progress bar indicates the current step: Step 1: Case Type and Submitter Details (checked), Step 2: Filing (checked), Step 3: Q & A (active), Step 4: Case Files, Step 5: Summary, and Step 6: Pay and Submit. A 'WITHDRAW APPLICATION' button is visible on the right. The main content area is titled 'STEP 3: Q & A' and includes instructions: 'Please complete the questionnaire, then select "Next". If you would like to go back choose "Previous". To withdraw your application, choose "Withdraw Application."' Below this, the 'File Number' is listed as C-39840-2214. There are five questions (Q.1 to Q.5) with radio button options for 'No' and 'Yes'. Q.1 asks if a case or matter will be referred to another lawyer or law firm; Q.2 asks if the advertisement discloses or alludes to a specific fee or contingent fee basis; Q.3 asks if the advertisement discloses the existence of an office other than the firm's principal office; Q.4 asks if there is an additional office; and Q.5 asks if the advertisement designates or alludes to specific areas of practice.

4. In step 4, click “Add Case File” in the Case File section and select Upload File. When the popup opens, select the advertisement to upload (image, video, pdf files accepted). Click Next when complete.

The screenshot shows the 'COMPLETE APPLICATION' interface. At the top, there are navigation tabs: HOME, MY APPLICATIONS, SUBMIT APPLICATIONS, MY SUPPORT CASES, and NOTIFICATIONS. Below the title, a progress bar indicates the current step: Step 1: Case Type and Submitter Details (checked), Step 2: Filing (checked), Step 3: Q & A (checked), Step 4: Case Files (active), Step 5: Summary, and Step 6: Pay and Submit. A 'WITHDRAW APPLICATION' button is visible on the right. The main content area is titled 'STEP 4: CASE FILES' and includes instructions: 'Please select yes if you uploaded a file. If you did not upload a file, select No. If you wish to withdraw your application, select "withdraw." Once you are done, choose "next."' Below this, the 'File Number' is listed as C-47716-H3G6. A red arrow points to an 'ADD CASE FILE' button. Below the button is a table with columns: Title (with an upward arrow), File URL, Submitted On, and Upload Date. A yellow message box states 'There are no records to display.' At the bottom, there are 'PREVIOUS' and 'NEXT' buttons. The 'Created On' date is 4/3/2024 4:50 PM.

5. Verify the application you are about to submit is accurate.

- The final step is to make a payment, click Make Payment, enter your payment information, and submit your payment. The final step is to Submit your application.

Home > Guided Application

HOME MY APPLICATIONS SUBMIT APPLICATIONS MY SUPPORT CASES NOTIFICATIONS

GUIDED APPLICATION

Step 1: Case Type and Submitter Details ✓ Step 2: Filing ✓ Step 3: Q & A ✓ Step 4: Case Files ✓ Step 5: Summary ✓ Step 6: Pay and Submit

STEP 6: PAY AND SUBMIT

Please review your information before proceeding. If you would like to cancel your application, click "Cancel Application". Once your payment is processed, choose "Submit" to complete your application.

File Number
C-39840-2214

Fee
Ad Submission Filing Fee

Original Fee Amount
\$100.00

Payment Status
Due

MAKE PAYMENT

Payor Account ↑ Attorney Paid

There are no records to display.

Created On
6/6/2021 10:44 PM

PREVIOUS **SUBMIT**

MAKE PAYMENT

Credit Card Type
Visa

Card Number
4111111111111111

Expiration Date
1225

CWV2
411

Amount Paid*
100.00

Payment Date
6/6/2021

Paid By*
Jane Doe

SUBMIT

Congratulations, you submitted your application. At this point your application will go into the queue for the Advertising Review staff to review your submission. In the next section we will discuss how you can check your application status.

CHECK STATUS OF APPLICATIONS

If you would like to see the status of your application, follow the steps below.

To start click 'Submit Applications'.

1. The applications page lists all of your applications that have been submitted or unsubmitted. An unsubmitted application means you did not complete the entire application and you need to either complete the application or withdraw the application.
2. Click the case number to view details about your application.

The screenshot shows the 'APPLICATIONS' page in a web portal. At the top, there are navigation tabs: HOME, MY APPLICATIONS, SUBMIT APPLICATIONS, MY SUPPORT CASES, and NOTIFICATIONS. Below the tabs, the page title 'APPLICATIONS' is centered. To the right of the title is a search bar and a 'SUBMIT NEW APPLICATION' button. Below this is a table of applications. Three red callout boxes provide instructions: one pointing to the 'Case Number' column, one pointing to the 'Application Status' column, and one pointing to the 'Created On' column.

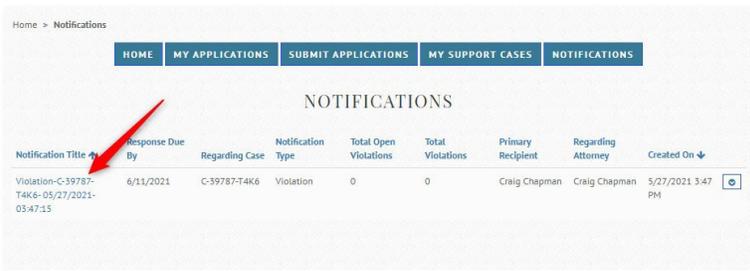
| Case Number | ARM Case Type | Submitted by Firm | Attorney Name | Ad Type | Application Status | Record Status | Created On |
|--------------|---------------|-------------------|---------------|------------------------|--------------------|---------------|--------------------|
| C-39812-P9L6 | Pre-Approval | Jane Doe | Jane Doe | Internet Advertisement | Review In Progress | Submitted | 6/2/2021 8:23 AM |
| C-39787-T4K6 | Filing | Craig Chapman | Jane Doe | Brochure/Newsletter | Received | Submitted | 5/26/2021 10:42 AM |

CHECK FOR NEW NOTIFICATIONS

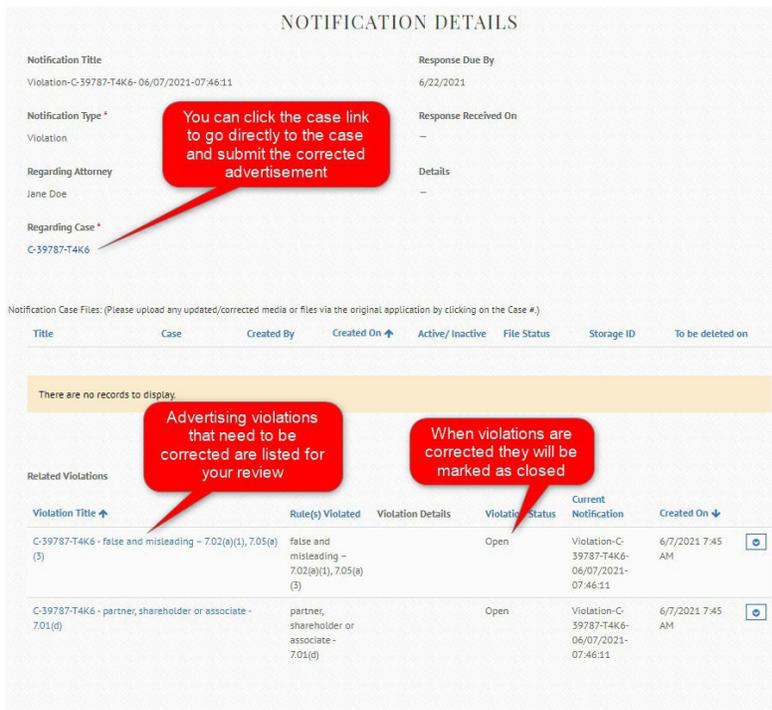
Notifications are the communications from the Advertising Review staff to alert you of advertising violations, requests for more information, or letting you know that your application has been approved. You will receive an email for each notification on the case. The email will provide a link back to the portal if there is a request to fix any violations or provide additional information.

To start click 'Notifications'.

1. Click the Notification Title to view details of the notification.



2. From the Notification Details page, you can view each violation on your case. You can click the case link to resubmit your corrected advertisement. Once violations are corrected the violation status will be marked closed.



RESPOND TO VIOLATIONS OR REQUEST FOR INFORMATION

Responding to violations or requests for information is an important step to completing the approval process. At this point, the Advertising Review staff have either identified violations with the advertisement or need additional information to complete their review. You will receive an email notification alerting you to take some action on your case.

To start click 'MY Applications'.

1. Search for the Case Number and click on the Case Number to view the case details.



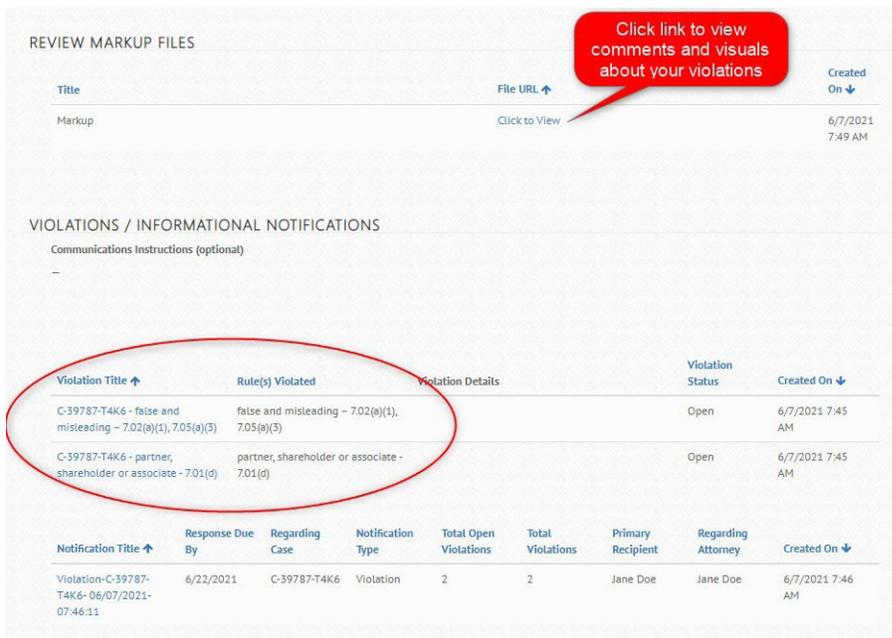
APPLICATIONS

My Open Applications ▾ My ▾

Search [] [Q] SUBMIT NEW APPLICATION

| Case Number | ARM Case Type | Submitted by Firm | Attorney Name | Ad Type | Application Status | Record Status | Created On ↓ |
|--------------|---------------|-------------------|---------------|------------------------|--------------------|---------------|--------------------|
| C-39812-P9L6 | Pre-Approval | Jane Doe | Jane Doe | Internet Advertisement | Review In Progress | Submitted | 6/2/2021 8:23 AM |
| C-39787-T4K6 | Filing | Craig Chapman | Jane Doe | Brochure/Newsletter | Received | Submitted | 5/26/2021 10:42 AM |

2. In the violations section, review each violation. Also, in the 'Review Markup Files' section you can look at the Advertising Review staffs comments about each violation with visual markers that will clearly highlight the violation.



REVIEW MARKUP FILES

| Title | File URL ↑ | Created On ↓ |
|--------|-------------------------------|------------------|
| Markup | Click to View | 6/7/2021 7:49 AM |

VIOLATIONS / INFORMATIONAL NOTIFICATIONS

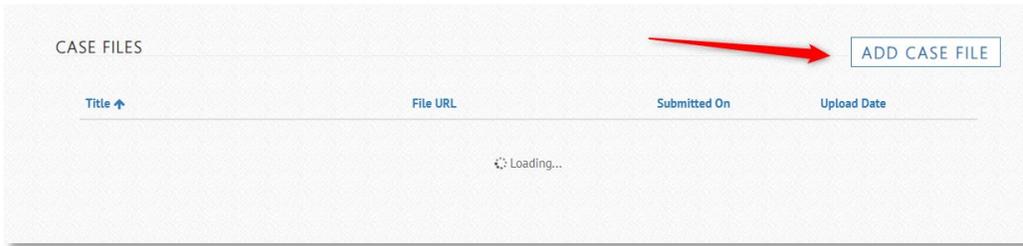
Communications Instructions (optional)

-

| Violation Title ↑ | Rule(s) Violated | Violation Details | Violation Status | Created On ↓ |
|--|---|-------------------|------------------|------------------|
| C-39787-T4K6 - false and misleading - 7.02(a)(1), 7.05(a)(3) | false and misleading - 7.02(a)(1), 7.05(a)(3) | | Open | 6/7/2021 7:45 AM |
| C-39787-T4K6 - partner, shareholder or associate - 7.01(d) | partner, shareholder or associate - 7.01(d) | | Open | 6/7/2021 7:45 AM |

| Notification Title ↑ | Response Due By | Regarding Case | Notification Type | Total Open Violations | Total Violations | Primary Recipient | Regarding Attorney | Created On ↓ |
|--|-----------------|----------------|-------------------|-----------------------|------------------|-------------------|--------------------|------------------|
| Violation-C-39787-T4K6-06/07/2021-07:46:11 | 6/22/2021 | C-39787-T4K6 | Violation | 2 | 2 | Jane Doe | Jane Doe | 6/7/2021 7:46 AM |

3. At this point, you will need to correct your advertisement to address any violations that have been found. Once corrected, log back into the Advertising Review portal and find your case and click the Case Number to view the case details. Scroll down to the 'Case Files' section and click "Add Case File" to upload your corrected advertisement.



4. Upload the corrected media and mark the case file as a Revision. This will notify the Advertising Review staff that you have uploaded corrections to your advertisement that they can review.

5. You have completed your response to the violations on your case. You will either receive a notification that your advertisement has been approved or a notification that some violations were not corrected or new violations were found after the corrections were made. If there are remaining violations, you will follow this same process to submit a new revision.