



REGISTERED IN-HOUSE COUNSEL: REQUEST TO PROVIDE PRO BONO SERVICES

Current Registered In-House Counsel must submit this form to provide pro bono legal services under the supervision of a California attorney for an Eligible Legal Aid Organization defined by [rule 9.45\(a\)\(1\)](#) of the California Rules of Court, or the qualifying institution that employs them.

Please submit this form in the [Applicant Portal](#) by following the steps below or emailing it to mjp@calbar.ca.gov.

- Log in to the Applicant Portal.
- From the home page in the Applicant Portal:
 - Click "Support Requests"
 - Select "New General Request"
 - For type, select "Other"

APPLICANT INFORMATION

Name: _____ MJP Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

LEGAL AID ORGANIZATION INFORMATION

Organization Name: _____

Effective Date of Employment: _____

Organization Address*: _____

City: _____ State: _____ Zip: _____

Supervising Attorney Name: _____ State Bar Number: _____

Phone Number: _____ Email: _____

*As a Registered Legal Aid Attorney, your address of record is public information posted on the State Bar's website and subject to disclosure upon request.

APPLICANT DECLARATION

I declare under penalty of perjury under the laws of the State of California that the following is true and correct:

- a) I meet the requirements to become a Registered Legal Aid Attorney under rule 9.45 of the California Rules of Court and Title 3 Division 3 Chapter 1 Article 2 of the Rules of the State Bar of California, including but not limited to:
 - i) I am currently a licensee in good standing and eligible to practice law in at least one U.S. jurisdiction.
 - ii) I am not disbarred, have not resigned with charges pending, and am not suspended from practicing law for disciplinary misconduct in any jurisdiction.
 - iii) I will only practice law under the supervision of an attorney who is employed by an Eligible Legal Aid Organization or the qualifying institution that employs me as Registered In-House Counsel, who is a licensee in good standing of the State Bar of California, and who meets the requirements of rule 9.45(h) of the California Rules of Court.
 - iv) I agree that if I am currently in my first year as Registered In-House Counsel through the Multijurisdictional Practice Program, I will satisfy the 25-hour Minimum Continuing Legal Education requirement that licensees of the State Bar of California must meet every three years, and thereafter will satisfy the MCLE requirement according to the rules for licensees of the State Bar of California.
- b) I will comply with the rules governing the conduct of attorneys in California and be subject to the disciplinary authority of the Supreme Court of California and the State Bar of California.
- c) I will submit an application for each Eligible Legal Aid Organization in California which employs me.
- d) I will notify the State Bar of California within 30 days of a change in my licensure status in any jurisdiction where I am admitted to practice law and engaged in the practice of law, such as transfer to inactive status, disciplinary action, suspension, resignation, disbarment, or a functional equivalent; termination of my employment with the Eligible Legal Aid Organization or the qualifying institution that employs me as Registered In-House Counsel; or any information required by the governing rules.

Signature: _____ Executed on: _____

Print Name: _____

SUPERVISING ATTORNEY DECLARATION

I declare under penalty of perjury under the laws of the State of California that the following is true and correct:

- a) I am an active licensee in good standing of the State Bar of California.
- b) I have actively practiced law in California for at least the two years immediately preceding the time of supervision.
- c) I have practiced law as a full-time occupation for at least four years in any U.S. jurisdiction.
- d) I will assume professional responsibility for any pro bono work that the Registered In-House Counsel performs under my supervision.
 - i) I will assist, counsel, and supervise work performed by the Registered In-House Counsel to an extent sufficient to protect the client.
 - ii) I will read, approve, and sign any pleadings, briefs, or other documents prepared by the Registered In-House Counsel for court filing, and will read and approve any documents prepared by the Registered In-House Counsel for execution by a non-attorney.
- e) I understand that in my absence, I may designate another attorney who meets the requirements of rule 9.45(h) of the California Rules of Court to supervise the pro bono work of the Registered In-House Counsel.
- f) I will notify the State Bar of California within 30 days if the Registered In-House Counsel is no longer eligible for employment under the governing rules, the organization no longer meets the requirements for an Eligible Legal Aid Organization, or I no longer meet the requirements for a supervising attorney.
- g) I am currently employed by _____, which I attest is an Eligible Legal Aid Organization or the qualifying institution that employs the Registered In-House Counsel.
- h) I attest that the Registered In-House Counsel, on the basis of reasonable inquiry, is of good moral character.

Signature: _____ Executed on: _____

Print Name: _____ State Bar Number: _____