



THE STATE BAR OF CALIFORNIA COMMITTEE OF BAR EXAMINERS/OFFICE OF ADMISSIONS

180 Howard Street • San Francisco, CA 94105-1639 • (415) 538-2300
845 S. Figueroa Street • Los Angeles, CA 90017-2515 • (213) 765-1500

INSTRUCTIONS FOR REGISTERED IN-HOUSE COUNSEL APPLICATION

Please carefully read these instructions. Each applicant must be aware of all of the requirements that follow and comply with all those that are applicable. The completed application **must be typewritten or legibly printed in ink.** You must register as an **Attorney Applicant with the State Bar's Office of Admissions prior to submitting a Registered In-House Counsel Application.**

Required Fees: Moral Character Determination \$ 551.00 (To be completed and paid for online.)
In-House Counsel Application \$ 635.00

Payment of \$635.00 must accompany the completed application form. Acceptable forms of payment: credit card authorization form, check, or money order made payable to: The State Bar of California.

Send completed application with the appropriate fees to: MJP Department
Office of Admissions
The State Bar of California
845 S. Figueroa Street
Los Angeles, CA 90017-2515

After submission of a complete application and if you have satisfied the requirements, you will be notified of your registration as an In-House Counsel in California within two to four weeks. You may be registered pending completion of the processing of your moral character determination application. If you are found not to possess the required good moral character for admission to practice law in California or if you fail to complete the required MCLE requirements, your registration as an In-House Counsel in California will be revoked.

REGISTRATION PROCESS

- Step 1:** Application is submitted and reviewed for completeness and eligibility.
- Step 2:** Registration is approved.
- Step 3:** Processing of Moral Character Determination is completed.
- Step 4:** Initial MCLE requirement must be met within 1 year of registration.
- Step 5:** Registration renewal is required on an annual basis and requires payment of an annual fee.

STEP 1 – Application Process

1. **Applicant Information:** Fill this section out completely. You must notify the State Bar's Office of Admissions within 30 days of any change to your address.
2. **Qualifying Institution:** Fill out this section completely, including a contact for verification of your employment. If you cease employment with your qualifying institution you must notify the State Bar's Office of Admissions within 30 days. If you begin working at another Qualifying Institution, you must file a new Declaration of Qualifying Institution. You must notify the State Bar's Office of Admissions if you take and pass the California Bar Examination. Refer to Rules of The State Bar of California – Registered In-House Counsel Program, Rule 3.372, for all reporting requirements.

3. Attachments:

Attachment A – Attorney Declaration: Date and sign the declaration. The declaration must have an original signature.

Attachment B – Declaration of Qualifying Institution: Pursuant to California Rules of Court, Rule 9.46(d)(3), this declaration must be completed by one of the officials specified on the declaration. The signature must be original. Refer to Rule of Court 9.46(a)(1) for the definition of a “Qualifying Institution.” The Qualifying Institution must notify the State Bar within 30 days of any change in its status as a qualifying institution or the cessation of employment of the applicant as In-House Counsel.

Attachment C – Admissions/Standing List: You must include all the jurisdictions to which you have been admitted, including all state and federal jurisdictions. If you have any prior record of discipline, a statement regarding the details of the discipline must be attached to the admissions/standing list. You should submit current Certificates of Good Standing for all out-of-state jurisdictions in which you are licensed to practice law with your application for registration as a Registered In-House Counsel.

Application for Determination of Moral Character: The Application for Determination of Moral Character (MC) must be completed and paid for online. A printed hard copy of the online MC application must be submitted with the Registered In-House Counsel application.

Payment: Submit the Application Fee of \$635.00 with your application. Applications submitted without payment will not be processed. Acceptable forms of payment: credit card authorization form, check, or money order made payable to: The State Bar of California.

STEP 2 – Registration Approved

Once a complete application is received and your eligibility is confirmed, you will be registered as In-House Counsel. If you are determined to be ineligible for the program, you will receive a letter of denial. Refer to Rules of the State Bar of California – Registered In-House Counsel Program, Rule 3.371 for reasons that an application may be denied. Upon receipt of registration, you are authorized to practice law under the conditions specified in Rule of Court 9.46.

STEP 3 – Processing of Moral Character Determination Application Completed

It takes approximately 6 months to complete the processing of a Moral Character Determination application. You will be contacted if there are questions or problems with your Determination of Moral Character application. If you receive an adverse Determination of Moral Character, your registration will be revoked.

STEP 4 – MCLE Requirement

When you receive your notice of registration you will receive information about your MCLE requirement. Your initial MCLE requirement must be satisfied within one year of your registration date. Details are posted on the State Bar’s website: <http://www.calbar.ca.gov> in the section of “Future Lawyers.” Select Requirements > Multijurisdictional Practice > FAQ.

STEP 5 – Registration Renewal

You will receive a fee statement and a registration renewal on an annual basis.