



**THE STATE BAR OF CALIFORNIA**  
**Member Records**  
**180 Howard Street · San Francisco, CA 94105-1617**  
**1-888-800-3400 · memrec@calbar.ca.gov**

FOR OFFICIAL STATE BAR USE ONLY

**Certified Copy of Records Request**  
**(Internal Use Only)**

**1) PLEASE PROVIDE RECORDS OF \_\_\_\_\_**

Member Number: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

**2) CONTACT INFORMATION \_\_\_\_\_**

Requestor's Name: \_\_\_\_\_ Dept/ Location: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

**3) ORDER INFORMATION \_\_\_\_\_**

**Please send me certified copies of the following documents:**

- Address History
- Registration Card
- Phone History
- Email History (*History captured only since Dec. 2009*)
- Member Information Screen
- Supplemental Record
- Certificate of Standing
- SLMS Suspension File (Child and Family Support) – Date of Suspension: \_\_\_\_\_
- MCLE Administrative Inactive/Non-Compliance File – Date of Admin Inactive Status: \_\_\_\_\_
- Bar Fees Suspension File – Date of Suspension: \_\_\_\_\_

**4) SUBMISSION INFORMATION \_\_\_\_\_**

These requests are treated as priority, however please be aware that requests for file copies may take longer if files have been archived.

Address questions to Kathan Lambert at Ext. 2243 or kathan.lambert@calbar.ca.gov OR Louise Turner at Ext. 2246 or louise.turner@calbar.ca.gov.

**FAX REQUESTS TO:**  
**(415) 538-2576 (MSC-SF)**