



Out-of-State Registered Legal Services Attorney Program Annual Renewal Instructions

► Requirements:

To comply with the annual renewal process, complete the following:

- Annual Renewal Form
- Annual Renewal Attorney Declaration
- Initial MCLE Compliance Card (if applicable)

Failure to renew may result in cancellation of your Registered Legal Services Attorney status.

► New Employment Information:

If your employment has changed, you must submit new Attachments B and C of the Registered Legal Services Attorney Application, which is available at <http://calbar.org/mjp/forms>. No fee is charged for a new employment application. *If you are not employed by an eligible qualifying legal services provider, you may not renew your registration as a Registered Legal Services Attorney.* If you are no longer employed, please e-mail a statement to that effect, so that your registration can be cancelled.

► Online Submission Information:

Please set up “My State Bar Profile” at the State Bar of California’s Web Site, www.calbar.ca.gov. To obtain an access code, contact the Member Services Center at (888) 800-3400. Through “My State Bar Profile,” you will be able to pay your annual fee, comply with MCLE, and update your telephone number online.

► Attachments: Current Certificate of Standing

Without a current original Certificate of Standing, your renewal will be incomplete.
Failure to renew may result in cancellation of your Registered Legal Services Attorney status



The State Bar of California
 Office of Special Admissions & Legal Specialization
 180 Howard Street · San Francisco, CA 94105-1639
 (415) 538-2325 · mjp@calbar.ca.gov

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9.45

Registered Legal Services Attorney Program
Annual Renewal Form Page 1 of 2
DATE DUE: February 2, 2009

Please Type or Print Clearly

Name: _____ Registration Number: _____

Have there been any changes in your status as a Registered Legal Services attorney? Yes No

If "Yes," please note below:

Qualifying Legal Services Provider Contact Information: _____

Qualifying Legal Services Provider: _____

Employment Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____ E-mail: _____

Are you still employed by your initial "Qualifying Legal Services Provider?" Yes No

If "No," are you employed with another qualifying institution? Yes No

STOP

If your employer has changed you must submit new Attachments B and C of the Registered Legal Services Attorney Application, available at <http://calbar.org/mjp/forms>
 If you are not employed by an eligible qualifying legal services provider you may not renew your registration as a Registered Legal Services Attorney.

Does the institution listed above still meet the definition of a "Qualifying Institution" as defined by Rule of Court 9.45?

If "No," explain below: Yes No

3) Legal Services Provider Information: _____

Supervising Attorney: _____

(Must be employed at a qualifying institution of record)

Phone: () _____ Fax: () _____ E-mail: _____



Registered Legal Services Attorney Program
Annual Renewal Attorney Declaration Page 2 of 2

- a. I am currently a member in good standing of and eligible to practice law in at least one jurisdiction in the United States.
- b. I am not suspended, disbarred or resigned with charges pending with any professional occupational disciplinary agency or licensing board.
- c. I am relocating to California from another jurisdiction. As a Registered Legal Services Attorney, I will be a resident of California.
- d. I agree to be subject to the disciplinary authority of the Supreme Court of California and the State Bar of California with respect to the law of the State of California governing the conduct of attorneys, to the same extent as a member of the State Bar of California.
- e. As a Registered Legal Services Attorney, I will practice law for a SINGLE Qualifying Legal Services Provider in California which employs me.
- f. I understand that I may qualify to simultaneously practice law under the Registered In-House Counsel Program.
- g. I understand that I will only practice law under the supervision of an Attorney who is employed by the Qualifying Legal Services Provider, is a member in good standing of the State Bar of California, and meets the requirements of California Rules of Court, rule 9.45(h).
- i. I understand that I may practice for no more than a total of 3 years under this rule.
- k. I will notify the State Bar of California in writing within 30 days of a change in any information provided in my application, including my address, employment at a qualifying institution, or eligibility to practice law in another jurisdiction. Eligibility would be changed by a suspension, resignation with or without charges pending, disbarment, or the like.
- l. I will provide the State Bar of California with a forwarding address to which any notices or papers may be mailed within 30 days of cessation of employment by the Qualifying Legal Services Provider.
- m. I am aware that filing a certificate containing false information or otherwise failing to comply with the standards of professional conduct required of members of the State Bar of California or the rules governing Registered Legal Services Attorneys will subject me to the disciplinary jurisdiction of the State Bar of California.
- n. I will mail an original current certificate of good standing to the State Bar within 30 days.

I declare under penalty of perjury under the laws of the State of California that the foregoing application and any attachments to it are true and correct.

Date: _____

Print Name: _____

Signature: _____

Attachments: _____

- Initial MCLE Compliance Card (If Applicable Only)
- Original Certificate of Standing

Return Annual Renewal and attachments to:

The State Bar of California
 MJP Program
 Office of Special Admissions/Specialization
 180 Howard Street
 San Francisco, CA 94105-1639



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**Registered Legal Services Attorney Program
 Initial MCLE Compliance Card**

All Registered Legal Services Attorneys must complete 25 hours of Minimum Continuing Legal Education (MCLE) during their first year* after registration.

If you registered between July 1, 2007 and December 31, 2007, you must complete 25 hours of MCLE by February 2, 2009.

Total Hours Required – 25 (maximum of 12.5 hours self-study), including:

- Legal Ethics – **4 hours required**
- Prevention, Detection & Treatment of Substance Abuse – **1 hour required**
- Elimination of Bias in the Legal Profession – **1 hour required**

The remaining 19 hours are in areas selected by the Registered Legal Services Attorney.

All 25 hours of MCLE must be taken from MCLE Providers approved by the State Bar of California, or you may seek approval for your individual attendance. For more information regarding MCLE requirements, visit the State Bar’s Web Site at www.calbar.ca.gov. You may also send an e-mail to mjp@calbar.ca.gov or call (415) 538-2325.

*Note: Unlike California attorneys, California Rules of Court, rule 9.45, requires Registered Legal Services Attorneys to complete 25 hours of MCLE during the first year after registration.

REGISTRATION NUMBER

LEGAL SERVICES ATTORNEY NAME

I declare under penalty of perjury under the laws of the State of California that I am the Registrant whose name and registration number are printed above and that I have complied with the 25-hr MCLE requirement as detailed above.

Date

Signature of registrant whose name is printed above

(Must be signed and dated to be valid)