



## 2025 FEE SCALING INSTALLMENT PAYMENT PLAN FREQUENTLY ASKED QUESTIONS (FAQS)

### 1. What is the Installment Payment Plan?

The recently signed licensing fee bill requires the State Bar to offer an installment payment plan to active licensees eligible for fee scaling. This plan allows attorneys to divide their total annual fees into six equal payments instead of paying in full by the original deadline of April 1, 2025.

### 2. Who is eligible to participate in the Installment Payment Plan?

Attorneys who are eligible for fee scaling and agree to comply with all required obligations by the April 1, 2025, including:

- Attorney profile verification
- Client Trust Account Protection Program
- MCLE compliance (if applicable)

If an attorney is assessed a noncompliance penalty for any required annual reporting obligation, they will no longer be eligible for the installment plan and must pay all outstanding fees and costs in full by June 30, 2025.

### 3. How does the installment plan provide flexibility?

The plan allows attorneys to spread their total fee into smaller, manageable payments while ensuring compliance with their financial obligations.

### 4. When are the installment payments due?

The six equal payments are scheduled between May 1, 2025, and October 1, 2025.

### 5. Is there a service fee for the installment plan?

Yes, each installment payment is subject to a 2.5% service fee. However, no additional interest will be charged.

### 6. Where will I make my payments?

Payments will be made through a third-party vendor, Wells Fargo, using their E-Bill Express platform.

**7. When can I set up my E-Bill Express account?**

After April 10, 2025, the State Bar will send you a one-time enrollment email to set up your E-Bill Express account. Once you receive that email, you can follow the instructions provided to complete your account setup.

**8. What payment methods are accepted on E-Bill Express?**

E-Bill Express accepts debit cards, credit cards, and ACH payments.

**9. Can I opt out of the program after opting in?**

No, once you opt in for the installment payment plan, you cannot opt out unless you are ineligible for fee scaling.

**10. Can I pay off my balance early?**

Yes, attorneys may pay their installments in advance if they wish to complete their payments before the final deadline of October 1, 2025.

**11. What happens if I miss an installment plan payment?**

Missed payments should be made up immediately. Failure to do so may result in your removal from the payment plan, and your outstanding balance becoming immediately due.

**12. What happens if I receive a noncompliance late penalty for failure to meet annual reporting requirements?**

If you are assessed a noncompliance penalty, you will be removed from the installment plan and required to pay all remaining fees and costs in full by June 30, 2025.