The State Bar of California
Office of Admissions – MJP Program
845 S. Figueroa Street, Los Angeles, CA 90017-2515
(213) 765-1500

FOR OFFICIAL USE ONLY
9.46

Out-of-State Attorney Registered In-House Counsel Program
Change of Employment Form

Applicant Information:
Type or Print Clearly

Application #: _____

ID #: _____

Last Name: _____ First Name: _____ Middle Name: _____

Name of Previous Qualifying Institution: _____ Employment End Date: _____

New Qualifying Institution Information:

Date of Employment as an In-House Counsel: _____ Application #: _____

Employing Institution: _____

*Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Employer Contact: _____

Phone: _____ Fax: _____ E-mail: _____

*** You must notify the State Bar of California within 30 days if there are any changes to your address or employment during the period of time you are serving as a Registered In-House Counsel.**

Print Name: _____

Date: _____ Signature: _____

Application Attachment:

☐ Declaration of Qualifying Institution

MAIL TO:

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Out-of-State Attorney Registered In-House Counsel Program
Change of Employment Form
Declaration of Qualifying Institution

Eligibility Status:

Print Name: _____

I am a(n): ☐ Officer ☐ Director ☐ General Counsel

of Institution Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Applicant Name: _____ is/will be employed as In-House Counsel for the institution reference above.

The Effective Date of Applicant's Employment: _____

The institution referenced above is a Qualifying Institution which is defined by California Rules of Court, rule 9.46 as a corporation, a partnership, an association, or other legal entity and is not a government agency and DOES NOT provide legal services to others.

☐ This institution employs at least 10 full-time employees in the State of California.
(# of employees: _____)

OR

☐ This institution employs the following California attorney who is an active member in good standing of the State Bar of California.

Name: _____ Bar Number: _____

I will notify the State Bar within 30 days if the eligibility status listed above changes or if the applicant's employment ceases.

To the best of my knowledge and after reasonable inquiry, I believe that the applicant is of good moral character and qualifies for registration under California Rules of Court, rule 9.46 and the Registered In-House Counsel Program Rules.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Print Name: _____

Date: _____ Signature: _____