



Out-of-State Registered In-House Counsel 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)

► Employment Information:

If your employment has changed, you must submit a Change of Employment Form, 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 institution, you may not renew your registration as an In-House Counsel.

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 In-House Counsel status.



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

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**Registered In-House Counsel Program
 Annual Renewal Form Page 1 of 2
 DATE DUE: February 2, 2009**

Please Type or Print Clearly

Registration Number: _____ Name: _____

Have there been any changes in the employment information that you provided in the initial registration application as a registered In-House Counsel?

Yes No

If "Yes," you must submit a Change of Employment Form, which is available at <http://calbar.org/mjp/forms>. No fee is charged for a new employment application. *If you are no longer employed by an eligible qualifying institution, you may not renew your registration as an In-House Counsel.*

If "No," please attach a current, original certificate of good standing.

Without a current original Certificate of Standing, your renewal will be incomplete.

Qualifying Institution Contact Information: (street address change)

(If the only change in your information is the street address of your employing institution, provide new address below.)

Employing Institution: _____

New Employment Address: _____

City: _____ State: _____ Zip: _____

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



Registered In-House Counsel 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 from any professional occupational disciplinary agency or licensing board.
- c. 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.
- d. As Registered In-House Counsel, I will practice law for a SINGLE Qualifying Institution in California which employs me.
- e. I understand that I may qualify to simultaneously practice law under the Registered Legal Services Attorney Program.
- f. I currently reside in California.
- g. I will not provide personal or individual representation to any customers, shareholders, owners, partners, officers, employees, servants, or agents of the Qualifying Institution.
- h. I will not make court appearances in California state courts or engage in any other activities for which Pro Hac Vice admission is required.
- i. I agree to satisfy all of the Minimum Continuing Legal Education (MCLE) requirements applicable to all members of the State Bar of California.
- j. 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.
- k. 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 Institution.
- l. 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 In-House Counsel will subject me to the disciplinary jurisdiction of the State Bar of California.
- m. 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: _____

Registration Number: _____ Signature:

Attachments: _____

Initial MCLE Compliance Card (If Applicable Only)

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 In-House Counsel Program
Initial MCLE Compliance Card

All Registered In-House Counsel 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 In-House Counsel.

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 9.46 requires Registered In-House Counsel to complete 25 hours of MCLE during the first year after registration.

REGISTRATION NUMBER

IN-HOUSE COUNSEL 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)