



The State Bar of California
OFFICE OF CERTIFICATION
 180 Howard Street · San Francisco, CA 94105-1639
 (415) 538-2325 · mjp@calbar.ca.gov

FOR OFFICIAL USE ONLY

Registered In-House Counsel Program Annual Renewal
DATE DUE: February 1, 2007

Please Type or Print Clearly

1) Status: _____

Name: _____ Registration Number: _____

Have there been any changes in your status as a registered In-House Counsel? Yes No

If 'Yes', please note below:

2) Contact Information _____

Employment Address: _____

City: _____ State: _____ Zip: _____

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

3) Qualifying Institution Information: _____

Employing Institution: _____

Address: _____

City: _____ State: _____ Zip: _____

Are you still employed by the "Employing Institution" listed above? Yes No

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

If you answered "Yes", you must submit a new Registered In-House Counsel Application. Please contact the State Bar of California for Details. If you are not employed by an eligible qualifying institution, you may not renew your registration as In-House Counsel. Yes No

Does your current institution still meet the definition of a "Qualifying Institution" as defined by Rule of Court 965j(1)? Yes No

If you answered 'No,' explain below:

4) Institutional Contact Information: _____

Employer Contact: _____

(Must be employed at qualifying institution of record)

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



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5) Declaration: _____

a. I am currently a member in good standing of and eligible to practice law in at least one jurisdiction in the United States.

I HAVE ATTACHED A CURRENT, ORIGINAL CERTIFICATE OF STANDING

- 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.

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:

6) Attachments: _____

Certificate of Standing: Must be a Current, Original Certificate

Must be attached

Attachment A: MCLE Compliance Card

Yes **No**

Additional Explanations and/or Discipline Materials (IF NECESSARY)

Yes **No**

7) Submission: _____

Mail to:

MJP-IH2010806

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Registered In-House Counsel Program Annual Renewal
Attachment A: MCLE Compliance Card (Rule 13)

Name: _____ Registration Number: _____

All Registered In-House Counsel must complete 25 hours of Minimum Continuing Legal Education (MCLE) during their first year* after registration. You registered between July 1, 2005 and December 31, 2005; you must complete 25 hours of MCLE by February 1, 2007.

Of the 25 hours:

- 4 hours must be in Legal Ethics;**
- 1 hour must be in Substance Abuse; and**
- 1 hour must be in Elimination of Bias.**

The remaining 19 hours are in areas selected by you, the Registered In-House Counsel.

Of the 25 hours, at least 12.5 hours must be participatory (e.g. MCLE Provider-verified electronic or live courses) while the balance (a maximum of 12.5 hours) may be self-study.

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 for Registered In-House Counsel and other aspects of the Registered In-House Counsel program, visit the State Bar's Web Site at www.calbar.ca.gov (go to *Attorney Resources*, then *Multijurisdictional Practice (MJP) Program*, then *MCLE*). You may also send an e-mail to mjp@calbar.ca.gov or call (415) 538-2325.

THE STATE BAR OF CALIFORNIA

INITIAL MCLE COMPLIANCE CARD - MJP

REG. 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.

SIGNATURE OF REGISTRANT WHOSE NAME IS PRINTED ABOVE
(MUST BE SIGNED AND DATED TO BE VALID)

DATE

Multijurisdictional Practice (MJP) Program Annual Renewal Packet Instructions

To maintain your registration with the State Bar you must provide evidence of current good standing and complete 25 hours of MCLE.

To renew, you must complete the following attached forms:

- Renewal Form:
- Declaration of Registrant:
- Initial MCLE Compliance Card:
- Certificate of Standing: (Must be original)

If your employment has changed, you must submit a new registration application including the new employer's information. The application form is available at www.calbar.ca.gov. Go to *Attorney Resources; Multijurisdictional Practice (MJP) Program; Forms*. No fee is charged for new employment applications.

Failure to timely renew may result in the revocation of your registration status.

Note: If you have not paid your 2005/2006 annual fee, please do so immediately by logging on to "*My State Bar Profile*" at www.calbar.ca.gov. If you do not have your access code to activate a profile. For assistance, call (415) 538-2325 or email MJP@calbar.ca.gov.

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