

## **IN-HOUSE ATTORNEY REGISTRATION** **FREQUENTLY ASKED QUESTIONS**

1. When will information and forms be available for attorneys to register as in-house counsel?

Information and forms are available on-line at [www.massbbo.org](http://www.massbbo.org); you can also call the Registration Department of the Board of Bar Overseers at 617-728-8800.

2. Who needs to register as in-house counsel?

You must register under "in-house counsel status" if you work as in-house counsel for a corporation or other organization, are not admitted in Massachusetts, and your principal office is in Massachusetts or you otherwise maintain a systematic and continuous presence in Massachusetts on behalf of the corporation.

3. What information will be required for registration?

- Full name
- Birth date
- Business/mailling address, including telephone number
- Residential address, including telephone number
- Email address
- Name of organization for which you serve as in-house counsel
- Signature of authorized representative of organization, as confirmation of in-house counsel position.

### **For each jurisdiction in which attorney is admitted to practice:**

- Jurisdiction name
- Date of admission to jurisdiction
- Certificate of Good Standing (or equivalent) for jurisdiction. Please note that Certificates of Good Standing must be the original documents and cannot be older than thirty days.
- For any jurisdiction for which you cannot provide a Certificate of Good Standing, an explanation of the circumstances for that jurisdiction.
- Your signature certifying that all required information is true and complete
- Date of signature

4. How much is the fee for registration?

The rules regarding registration and registration fees were established under Supreme Judicial Court Rules 4:02 and 4:03, and were effective June 1, 2008. The billing cycle covers the period from June 1 to May 31. Fees are based on the number of years an attorney has been licensed.

The registration fee, including a \$51 optional Access to Justice (ATJ) fee, is \$271 for attorneys registered fewer than five years, \$351 for attorneys registered more than five but less than fifty years, and \$71 for attorneys registered fifty or more years. The ATJ fee was established by the Supreme Judicial Court, and is added to the base registration amounts. If you want to opt out of the ATJ fee, please pay the amount shown minus \$51: \$220, \$300, or \$20.

Fees are not prorated if an attorney registers for only a partial year.

5. Can an in-house counsel register for inactive or retired status?

In-house counsel can only register under in-house counsel status, which is charged the same rate as active attorneys in Massachusetts. In-house counsel are ineligible for inactive and retirement status.

6. Will I receive a bar card?

No. Bar cards are only provided to attorneys registered as active in Massachusetts.

7. What happens if I leave my position?

If you leave your position for any reason, you must complete the "Termination of In-House Counsel" Form. That form is available on-line at [www.massbbo.org](http://www.massbbo.org), or can be obtained by calling the Registration Department at 617-728-8800.

8. What happens if I leave my position and take another in-house counsel position?

If you leave one in-house counsel position and begin a new in-house counsel position, you must complete a new registration form for in-house counsel. You may indicate the jurisdictions for which you previously supplied a certificate of good standing; we will let you know if any of these certificates need to be updated. In addition, please enclose new certificates for not previously submitted.

9. What will happen if I fail to register for the current year as required under the new Rule?

The rules regarding registration provide that a \$50 late fee will be charged for late payment. After assessment of the late fee, attorneys who still do not register will be administratively suspended from the practice of law.

To be reinstated, the attorney will need to pay all registration fees due for the period of suspension, a \$50 late fee, and a \$100 reinstatement fee. Administratively suspended attorneys will also be required to complete and return an affidavit describing the extent of their practice here, if any, while suspended by the Board of Bar Overseers. After all materials are received and reviewed by the Registration Department, they are sent to the Supreme Judicial Court. A Justice will make a final determination as to whether or not to reinstate. If you fail to register after being sent a registration statement, a notation will be made on the Registration Department's website providing that information.

10. What happens if I did not register for more than one year?

You will be required to pay back registration fees for the years after the regulation enactment in which you did not register.

11. Is my information considered public?

Your business/mailing address and telephone number are considered public information and will be shown on the Registration Department's website. Your residential address and telephone number, as well as your email address, are not considered public information and will not be shown on the website.

12. Where do I mail my registration statement and payment?

Please mail your signed and completed registration statement, along with your payment to the address below.

**Registration Department, Board of Bar Overseers, One Beacon Street, 10th Floor,  
Boston, Massachusetts 02108**

13. Who do I make the check or money order payable to?

Please make the check or money order payable to the Board of Bar Overseers.

14. When is the fee due? July 15

**BOARD OF BAR OVERSEERS**  
**REGISTRATION STATEMENT FOR IN-HOUSE ATTORNEYS**

**Attorney name (last, first, MI, suffix):** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

*For in-house attorneys, fees are calculated from the date of admission to the attorney's first jurisdiction. The billing cycle for in-house attorneys covers the period from June 1 through May 31 of the subsequent year.*

*The registration fee, including a \$51 optional Access to Justice (ATJ) fee, is \$271 for attorneys registered fewer than five years, \$351 for attorneys registered more than five but less than fifty years, and \$71 for attorneys registered fifty or more years. The ATJ fee was established by the Supreme Judicial Court, and is added to the base registration amounts. If you want to opt out of the ATJ fee, please pay the amount shown minus \$51 (\$220, \$300, or \$20).*

**Fee paid:** \_\_\_\_\_ **Earliest admission date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Jurisdiction:** \_\_\_\_\_

**Business/Mailing Address:**

**Name of Organization** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_

**Zip** \_\_\_\_\_ **Business phone** \_\_\_\_\_

**Residential Address:**

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_

**Zip** \_\_\_\_\_ **Home phone** \_\_\_\_\_

**Organization Representative:**

**Name** \_\_\_\_\_

**Title** \_\_\_\_\_

**Signature** \_\_\_\_\_

**I understand that, if this registration is approved by the Board Bar Overseers, I am limited in my legal practice in Massachusetts to the practice of law as in-house counsel for the above organization. I understand that if I change or terminate my employment with the above organization, I am required to file a supplemental change of information under Rule 4:02(1).**

**I certify the information I have supplied the Board of Bar Overseers is true and complete.**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

## **ADMISSION INFORMATION**

**(Please attach Certificate of Good Standing from each jurisdiction). Attach additional sheets if supplying information for more than four jurisdictions. If you are not in good standing in any jurisdiction, please state or attach statement of the circumstances.**

Jurisdiction Name

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Date of Admission to Jurisdiction: \_\_\_\_\_

Certificate of Admission and Good Standing Provided \_\_\_\_\_ (Y/N)?

Jurisdiction Name

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Date of Admission to Jurisdiction: \_\_\_\_\_

Certificate of Admission and Good Standing Provided \_\_\_\_\_ (Y/N)?

Jurisdiction Name

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Date of Admission to Jurisdiction: \_\_\_\_\_

Certificate of Admission and Good Standing Provided \_\_\_\_\_ (Y/N)?

Jurisdiction Name

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Date of Admission to Jurisdiction: \_\_\_\_\_

Certificate of Admission and Good Standing Provided \_\_\_\_\_ (Y/N)?

**YOUR REGISTRATION CANNOT BE PROCESSED UNLESS YOU HAVE  
SUBMITTED ALL REQUIRED INFORMATION.**

**BOARD OF BAR OVERSEERS**  
**TERMINATION OF IN-HOUSE COUNSEL POSITION**

Attorney name (last, first, MI, suffix): \_\_\_\_\_

Date of Birth \_\_\_\_\_

Email address: \_\_\_\_\_

**Business/Mailing Address:**

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Business phone \_\_\_\_\_

**Residential Address:**

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Residential phone \_\_\_\_\_

I certify that I no longer serve as in-house counsel for the following organization, and that: (1) \_\_\_\_\_ I am no longer working as an in-house counsel for an organization in Massachusetts, or 2) \_\_\_\_\_ I am working for a different organization. I have submitted or will submit a new a registration statement for the new organization, including admission data for any admissions changed since my last in-house counsel registration.

**I certify the information I have supplied the Board of Bar Overseers is true and complete:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**