

RENEWAL OF 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; 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/ mailing address, including telephone number
- Residential address, including telephone number
- Email address
- Name of organization for which attorney serves as in-house counsel
- Signature of authorized representative of organization, as confirmation of in-house counsel position
- Signature of attorney certifying that all required information is true and complete
- Date of attorney signature

For each jurisdiction in which attorney is admitted to practice:

- Jurisdiction name
- Date of admission to jurisdiction
- Statement from you that you are in good standing in each jurisdiction
- An explanation of the circumstances if not in good standing in a jurisdiction

4. How much is the fee for registration?

The fee schedule is the same as that for attorneys registered to practice under ACTIVE status in Massachusetts. The rules regarding registration were established under Supreme Judicial Court Rule 4:02 and 4:03. Information about the fee amounts is in Rule 4:03. Fees are based on the number of years an attorney has been licensed to practice; in the case of in-house attorneys, it is their date of admission to their first jurisdiction.

Fees are not prorated if an attorney registers during the year. The billing cycle for in-house attorneys covers the period from June 1 through May 31 of the subsequent 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 , or can be obtained by calling the Registration Department at 617-728-8800.

8. What will happen if I fail to register as required under the new Rule?

The rules regarding registration provide that a \$50 late fee will be charged for late payment. Attorneys who still do not register will be administratively suspended from the practice of law and will need to pay all registration fees due for the period of suspension, a \$50 late fee, and a \$100 reinstatement fee.

They 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.

9. 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.

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

Please mail your signed and completed registration statement, along with your payment to:

BOARD OF BAR OVERSEERS
99 High Street
Boston, Massachusetts 02110
ATTN: Registration Department

11. 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.

12. When is the fee due? July 15

BOARD OF BAR OVERSEERS
REGISTRATION STATEMENT FOR IN-HOUSE ATTORNEYS
(REGISTRATION RENEWAL)

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 attest that I have completed the Attorney Demographic and Law Practice Survey on this date, _____.

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

Signature

Date

PLEASE SEE REVERSE SIDE FOR ADDITIONAL REQUIRED INFORMATION

ADMISSION INFORMATION

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 _____

Date of Admission to Jurisdiction: _____

Are you in good standing in this jurisdiction? Yes ___ No (please state why)_____

Jurisdiction Name _____

Date of Admission to Jurisdiction: _____

Are you in good standing in this jurisdiction? Yes ___ No (please state why)_____

Jurisdiction Name _____

Date of Admission to Jurisdiction: _____

Are you in good standing in this jurisdiction? Yes ___ No (please state why)_____

Jurisdiction Name _____

Date of Admission to Jurisdiction: _____

Are you in good standing in this jurisdiction? Yes ___ No (please state why)_____

YOUR REGISTRATION CANNOT BE PROCESSED UNLESS BOTH SIDES OF THIS FORM HAVE BEEN COMPLETED.

BOARD OF BAR OVERSEERS
SUPPLEMENTAL REGISTRATION FOR
IN-HOUSE ATTORNEYS
(TERMINATION AS IN-HOUSE COUNSEL)

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 and please specify the month and year: _____ or:

(2) _____ I am working as in-house counsel for a different organization. Please find attached form for information and signature of authorized representative of the new organization.

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

Signature **Date**