

INSTRUCTIONS FOR COMPLETING ANNUAL DUES STATEMENT

Please complete all applicable parts before returning to the State Bar office.

PART 1. STATUS CHANGE REQUEST (if applicable)

If you want to change your status to Virginia Corporate Counsel pursuant to Rule 1A:5, Part I, please visit our website at www.vsb.org, or contact our Membership Department at (804) 775-0530.

PART 2. VOLUNTARY SECTION DUES

- A. Sections to which you belonged in 2008-09 are indicated with an X. If you have pre-paid for any sections for 2009-10, they will be indicated with a P.
- B. The amount due for the sections to which you currently belong is displayed in the "Current Section Dues" box.
- C. Indicate additional sections you would like to join by checking the box to the left of the section name. Write the total in the "Section Additions" box.
- D. You may discontinue membership in a section by marking out the pre-printed X and adjusting "Current Section Dues" box.

PART 3. DUES TOTALS

- A. The amount indicated in the "2009-10 Dues Totals" box reflects the current amount due according to your official status of membership on State Bar records as of the date statements were printed.
- B. Add your bar dues, section dues amounts, late fees (if applicable), and write the total in the "**TOTAL AMOUNT ENCLOSED**" box.
- C. Make your check or money order drawn on a U.S. bank for the Total Amount Enclosed payable in U.S. dollars to **Treasurer of Virginia. Do NOT send cash. Use the enclosed return envelope for payments sent by regular posted mail. All other mailing methods, i.e., priority mail, express mail, certified mail, DHL, UPS or Federal Express, MUST be addressed to Virginia State Bar, Suite 1500, 707 East Main Street, Richmond, VA 23219.** The VSB Federal ID# is 54-6001810.

PART 4. ADDRESS OF RECORD UPDATE

Under "Current" (B)=Business, (H)=Home and (U)=Unknown. Indicate in the space provided any **change** in name, address, telephone, e-mail (check box if you do not want disclosed) and/or fax number for your official State Bar record. Corporate Counsel Registrants must have a business address in Virginia of their Employer as address of record.

A physical address must be provided as either the address of record or alternate address. Part 6, Section IV, Paragraph 3, Rules of Court.

Call the Membership Department with questions: (804) 775-0530

DUES PAYMENT DATES

July 31, 2009: Payment Deadline. Annual Corporate Counsel Registrant Dues **must be physically received** in the Virginia State Bar office and are past due if not received by this date. **A \$50 delinquency fee will be assessed.**

October 9, 2009: Administrative Suspension Deadline. Dues and delinquency fees **must be physically received** by this date. Members who are administratively suspended may not practice law until reinstated. Reinstatement will require payment of dues, payment of a \$50 delinquency fee and payment of a \$150 reinstatement fee.

PLEASE REFER TO OUR WEBSITE AT [HTTP://WWW.VSB.ORG](http://www.vsb.org) REGARDING
SUPREME COURT RULES GOVERNING VIRGINIA STATE BAR MEMBERSHIP
and ADMINISTRATIVE SUSPENSIONS