



Make check drawn on a U.S. bank payable in U.S. dollars to Treasurer of Virginia (Fed. ID#54-6001810). A suggested mailing date in the U.S. is July 11, 2011, to allow time for mail and processing. Individual Attorneys may pay online. PLEASE SEE ENCLOSED INSTRUCTION SHEET.

**July 31:** Deadline for Receipt  
**August 1:** \$50.00 Late Dues Fee Assessed  
 \$50.00 Late PL Certification Fee Assessed  
 \$50.00 CPF Late Fee Assessed  
**October 8:** Deadline for Administrative Suspension

**2. VOLUNTARY SECTION DUES**  
 Your current section enrollments are shown with an X. Any sections for which you have pre-paid are shown with a P. Please indicate any sections you wish to add by checking the appropriate box.

Lock Box Code	Section Code	Dues	Section
<input type="checkbox"/>	1 AD	\$20	Administrative Law
<input type="checkbox"/>	2 AN	\$20	Antitrust Law
<input type="checkbox"/>	3 BK	\$20	Bankruptcy Law
<input type="checkbox"/>	4 BU	\$10	Business Law
<input type="checkbox"/>	5 CN	\$20	Construction Law
<input type="checkbox"/>	6 CC	\$20	Corporate Counsel
<input type="checkbox"/>	7 CR	\$20	Criminal Law
<input type="checkbox"/>	8 ED	\$20	Education of Lawyers
<input type="checkbox"/>	9 EN	\$20	Environmental Law
<input type="checkbox"/>	10 FA	\$20	Family Law
<input type="checkbox"/>	11 GP	\$20	General Practice
<input type="checkbox"/>	12 HL	\$20	Health Law
<input type="checkbox"/>	13 IP	\$20	Intellectual Property
<input type="checkbox"/>	14 IN	\$20	International Practice
<input type="checkbox"/>	15 LG	\$15	Litigation
<input type="checkbox"/>	16 GV	\$20	Local Government Law
<input type="checkbox"/>	17 ML	\$20	Military Law
<input type="checkbox"/>	18 RP	\$25	Real Property
<input type="checkbox"/>	19 TA	\$25	Taxation
<input type="checkbox"/>	20 TE	\$10	Trusts & Estates

Name: \_\_\_\_\_  
 VSB ID No.: \_\_\_\_\_ Present Status: \_\_\_\_\_

**1. STATUS CHANGE REQUEST**  
 Please change my status to:

1. Active (Must have 12 MCLE hours including 2 of Ethics)  
 2. Associate (Not engaged in the practice of law in Virginia)  
 Judicial (Full-time)  
 Retired (Must be age 70 and not engaged in the practice of law)  
 Disabled (Must be disabled and not engaged in the practice of law)  
 Emeritus (Active member leaving the active practice of law, eligible only for Pro Bono work)

**3. DUES TOTALS**

2011-2012 Virginia State Bar Dues	
Clients' Protection Fund (Required of all Active Members)	4.
Current Section Dues	
Section Additions	
\$50.00 Late Fee for Dues received after July 31, 2011	5.
\$50.00 Late Fee for PL Certification received after July 31, 2011 (Required of all Active Members)	6.
\$50.00 Late Fee for Clients' Protection Fund received after July 31, 2011 (Required of all Active Members)	7.
<b>TOTAL AMOUNT ENCLOSED</b>	

Do Not Separate

**4. MANDATORY CERTIFICATION REGARDING PROFESSIONAL LIABILITY INSURANCE - All ACTIVE members (including attorneys selecting active status) are required to complete this form.**

Pursuant to Supreme Court Rules Part 6, Section IV, Paragraphs 18 and 19, you **MUST ANSWER** the following questions, **SIGN** the certification and return it with your membership dues **to remain in good standing.**

1. Are there any unsatisfied legal malpractice judgments against you or any professional entity arising from your performance of legal services? (If you answer yes to this question, you must list them on the reverse side of this form.)  Yes  No

2. Are you engaged in the private practice of law representing clients drawn from the public?  
 -- If your answer to question 2 is YES, then answer question 2(a); if not, continue to question 3.  Yes  No

2(a). Do you intend to maintain professional liability insurance coverage during the time you remain in private practice?  Yes  No

3. Are you currently covered by a professional liability insurance policy written by an insurer authorized by state or federal law to offer such insurance in the jurisdiction in which you practice? (An extended reporting endorsement, or "tail coverage," does not justify a YES answer to this question.)  Yes  No

**I certify that the information above is true and correct; and, if I have certified that I am currently covered by a professional liability insurance policy, I understand that the Supreme Court Rule requires me to notify the Virginia State Bar in writing within 30 days if my coverage lapses or terminates.**

Name (Please Print): \_\_\_\_\_ Signature (Required): \_\_\_\_\_

Do Not Separate

Circuit: \_\_\_\_\_

**5. OFFICIAL ADDRESS OF RECORD**

Current: Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

**\*\* Individual Attorneys May Now Pay Online! \*\***  
**Login at <https://member.vsb.org/vsbportal>**

**ADDRESS OF RECORD UPDATE**

List Address, Email, Phone and Fax changes below:

Address of Record \_\_\_ Alternate Address \_\_\_

Home Phone( ) Bus Phone( ) Home Fax( ) Bus Fax( )  
 Phone ( ) Fax ( )

Email \_\_\_\_\_ Home( ) Bus ( )

Address \_\_\_\_\_ Home( ) Bus ( )

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP+4 \_\_\_\_\_

Country \_\_\_\_\_

# **INSTRUCTIONS FOR COMPLETING ANNUAL DUES STATEMENT**

Please complete **all** applicable parts before returning your statement and check.

Visit our website at **www.vsb.org** regarding Supreme Court Rules governing membership and administrative suspensions (Part 6, Section IV, Rules of Organization & Government) or contact the Membership Department at (804) 775-0530.

## **PART 1. STATUS CHANGE REQUEST** (if applicable)

A. Review the Rules of Court regarding classes of membership at [www.vsb.org](http://www.vsb.org). You may request a status change by checking the appropriate box.

B. Members requesting a change to ACTIVE status must complete Part 4, "Mandatory Certification Regarding Professional Liability Insurance (PL)," pay annual dues of \$225, pay \$25 for Clients' Protection Fund fee (CPF) and must previously have satisfied current Mandatory Continuing Legal Education (MCLE) requirements (MCLE Office: (804) 775-0577). An attorney must take the Virginia State Bar Harry L. Carrico Professionalism Course within 12 months of becoming an Active member if the member has not previously satisfied this requirement (Professionalism Course Coordinator: (804) 775-0517).

C. If you request a status change, adjust your bar dues amount accordingly.

## **PART 2. VOLUNTARY SECTION DUES**

A. Sections to which you belonged in 2010-11 are indicated with an X. If you have pre-paid for any sections for 2011-12 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 "2011-12 Virginia State Bar Dues Totals" box reflects the current amount due according to your official status of membership on Virginia State Bar records as of the date statements were printed.

B. All ACTIVE and ACTIVE VCC members of the Virginia State Bar are required to pay a fee of \$25 for the Clients' Protection Fund. **Members requesting active membership do owe the required CPF fee of \$25. Active members changing to another status of membership do not owe the CPF fee.**

C. Add your bar dues, Clients' Protection Fund fee, section dues amounts, late fees (if applicable), and write the total in the "**TOTAL AMOUNT ENCLOSED**" box.

D. 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.** Individual attorneys may pay online by going to their member login at <http://www.vsb.org>.

The VSB Federal ID# is 54-6001810.

## **PART 4. MANDATORY CERTIFICATION REGARDING PROFESSIONAL LIABILITY INSURANCE (PL) (NOT APPLICABLE for Associate membership)**

A. Every ACTIVE Member of the Virginia State Bar must complete the Mandatory Certification Regarding Professional Liability Insurance (PL Certification) **whether or not you carry liability insurance.**

B. If you have any unsatisfied judgments, please list them on the reverse side of the Virginia State Bar dues statement.

C. **The certification must be signed and will be considered as incomplete without your signature or failure to check all boxes.**

## **PART 5. 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 and/or fax number for your official State Bar record. You may change your address via our website at <https://member.vsb.org/vsbportal>. *Virginia Corporate Counsel must use their Employer's Virginia business address 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.

## **DUES PAYMENT AND MANDATORY CERTIFICATION DATES**

**July 31, 2011: Deadline for Payment Receipt.** Annual Membership Dues, CPF fee (if applicable) and PL certification (if applicable) **must be physically received** (postmark will **NOT** be considered) by the Virginia State Bar, and are past due, if not received by this date. **There are three (3) separate membership requirements (annual dues, CPF fee and PL certification) associated with annual dues compliance. Each requirement not met will be assessed its own \$50 delinquency fee.**

**October 7, 2011: Administrative Suspension Deadline.** Dues, CPF fee (if applicable), delinquency fees, and/or PL certification (if applicable) **must be physically received** (postmark will **NOT** be considered) by the Virginia State Bar by this date. Members who are administratively suspended may not practice law until reinstated. Reinstatement will require payment of dues, CPF fee (if applicable), completion of PL Certification (if applicable), payment of all assessed delinquency fees (at \$50 each, as stated above) and payment of a \$150 reinstatement fee for **each** membership obligation in default.