

# **INSTRUCTIONS FOR COMPLETING ANNUAL DUES STATEMENT**

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

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 \$250, 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 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 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. Effective July 1, 2007, each ACTIVE and ACTIVE VCC member of the Virginia State Bar is being assessed a required 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.** 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 (check box if you do not want e-mail disclosed) and/or fax number for your official State Bar record. 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, 2009: 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) in the Virginia State Bar office, 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 9, 2009: 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) in the Virginia State Bar office 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.