

# OFFICIAL REGISTRATION FORM VIRGINIA STATE BAR



**NOTE: EVERY person licensed by the Virginia Board of Bar Examiners is REQUIRED to register with the Virginia State Bar.** Please complete and return to: **REGULATORYCOMPLIANCE@VSB.ORG.**

\*Upon receipt of your Registration Form, the VSB will send website login credentials, to your email of record, which will allow you to access the member portal.

Full Name: \_\_\_\_\_  
FIRST NAME MIDDLE NAME LAST NAME/SUFFIX

(1) OFFICIAL ADDRESS, TELEPHONE AND EMAIL OF RECORD (This address is used for all VSB mailings and is available to the public.)

Firm (if firm address) \_\_\_\_\_

Address ( ) Business or ( ) Home \_\_\_\_\_

City State Zip Country \_\_\_\_\_

Please do not distribute my name or address on a membership list for other than VSB official purposes, unless such disclosure is otherwise required by law. (Pursuant to Part 6, §IV, ¶3 of the Rules of the Supreme Court of Virginia.)

Telephone: \_\_\_\_\_

Check one: ( ) Business ( ) Home ( ) Cell

Email address (required): \_\_\_\_\_ ( ) Business ( ) Home

(2) ALTERNATE ADDRESS (Must provide street (physical) address if above address is only a PO Box.)

Firm \_\_\_\_\_

Address ( ) Business or ( ) Home \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Check one: ( ) Business ( ) Home ( ) Cell

Email address: \_\_\_\_\_ ( ) Business ( ) Home

Choose your status:

I hereby register for **ACTIVE** status with the Virginia State Bar. (You are required to fully complete and sign the attached certification form.)

I hereby register for **ASSOCIATE** status with the Virginia State Bar.

I hereby register for **JUDICIAL** status with the Virginia State Bar. (MUST attach copy of appointment letter/Order)

Birthdate: \_\_\_/\_\_\_/\_\_\_ License Date: \_\_\_/\_\_\_/\_\_\_ Bar Exam Date: \_\_\_/\_\_\_/\_\_\_

All other bar licensures (state/date) \_\_\_\_\_

Education: Undergraduate \_\_\_\_\_

( COLLEGE/UNIVERSITY NAME AND CITY/STATE/COUNTRY )

Legal \_\_\_\_\_

( LAW SCHOOL NAME AND CITY/STATE/COUNTRY )

Signature \_\_\_\_\_ Date \_\_\_\_\_

## INSTRUCTIONS AND IMPORTANT INFORMATION

The Virginia State Bar is a mandatory bar; every person licensed by the Virginia Board of Bar Examiners must register as a member.

Full Name: Enter your name as you were licensed.

- (1) Official address, telephone and email of record: This address is required. It is used for all Virginia State Bar mailings. It is public information and subject to FOIA (Freedom of Information Act). Only put a firm name if it is a firm address. You are required by Rule of Court to keep your address of record current at all times.
- (2) Official alternate address: You must provide a street (physical) address if your address of record is a PO Box. This address is used for bar purposes only and is not available to the public.

**ACTIVE**—For those who will be practicing Virginia law or wish to be able to practice Virginia law should the opportunity arise. (Some firms, organizations and government agencies require attorneys to be registered with the bar as active even though they are not practicing Virginia law.) You are required to register as an Active member if you are practicing Virginia law or giving any advice pertaining to Virginia law. If you choose active, you must complete the attached certification form.

**ASSOCIATE**—Associate status is inactive status. For those who are not practicing Virginia law. With this status, you cannot practice Virginia law or give any advice pertaining to Virginia law.

**JUDICIAL**—New attorneys who are appointed as **JUDGES** may choose JUDICIAL status. Do not choose active or associate membership. You **MUST** submit a copy of your appointment Order or letter with your registration form. You must immediately give written notice to the Virginia State Bar of any change in your judicial status and request a change in your membership status to the status that is appropriate for your particular situation.

Birthdate: 00/00/0000 (required)

License Date (Date of your letter from the Virginia Board of Bar Examiners): 00/00/0000.

Bar Exam Date (Date you sat for the exam): 00/00/0000.

All other bar licensures (state/date): Enter each state in which you are licensed along with the date you were licensed in that state. Example: FL 7/1/2013; MS 2/1/2012

Education:

Undergraduate: List name AND city/state/country of college/university.

Legal: List name AND city/state/country of law school.

Signature: Your signature.

Date: Date you signed.

**Upon receipt of your emailed registration form, the VSB will provide you with website login credentials which will allow you to access the member portal.**

## FOR ACTIVE MEMBERS ONLY

The professional liability insurance certification form below is required for all those registered as active status with the Virginia State Bar (see Part 6, Section IV, Paragraph 18 of the Rules of the Supreme Court of Virginia). New attorneys to the Virginia State Bar should complete and sign this form and return it to the Virginia State Bar with the official registration form. If you have questions concerning this certification, or your status in the Virginia State Bar, please contact the Regulatory Compliance-Membership Department at (804) 775-0530 or [membership@vsb.org](mailto:membership@vsb.org).

### INSTRUCTIONS/HELPFUL HINTS

**Virginia attorneys are not required to have malpractice insurance** but are required to tell us whether they have it or not.

Answer the questions as they pertain to your current situation. If your answers change in the future, you can submit an updated form to [membership@vsb.org](mailto:membership@vsb.org). The certification form is Section 4 of the dues statement. A blank dues form can be found online at <http://www.vsb.org/docs/dues-form.pdf>.

You are **REQUIRED** to answer **ALL** questions either "Yes" or "No."

Question #2. If you answer "Yes" to question #2, you **MUST** answer question #2(a).

Question #2(a). If you answer "No" to question #2, you may skip #2(a) and go to question #3.

Question #3. Virginia attorneys are not required to have malpractice insurance but are required to tell us whether they have it or not. You **MUST** answer "Yes" or "No" to this question.

**MANDATORY CERTIFICATION REGARDING PROFESSIONAL LIABILITY INSURANCE** – As required by Supreme Court Rules Part 6, Section IV, Paragraphs 18 and 19—ALL ACTIVE members (including attorneys changing to active status) must ANSWER the following questions.

1. Are there any unsatisfied legal malpractice judgments against you or any professional entity arising from your performance of legal services? (If you answered yes, you must attach a list to this form.)  Yes  No
2. Are you engaged in the private practice of law representing clients drawn from the public? (If you answered yes, answer question 2(a). If you answered no, skip 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 professional liability insurance, other than an extended reporting endorsement?  Yes  No

**If you are currently covered by a professional liability insurance policy, you are required to notify the Virginia State Bar in writing within 30 days of any coverage lapse or termination.**

## Virginia State Bar Section Registration Form

Sections of the Virginia State Bar function as separate groups having interest in particular substantive areas of legal practice. Typically, sections sponsor seminars (in conjunction with Virginia CLE), publish newsletters that impart information specific to your legal specialty, and sponsor other activities open to its members. Additionally, they provide the structure by which all members of the bar have the opportunity to participate in bar work.

Each section operates under bylaws approved by the Virginia State Bar Council and broad policy guidelines, also established by the Council.

Please indicate the section(s) you wish to join. Membership will be effective until June 30, 2024.

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Administrative Law                      | <input type="checkbox"/> Diversity Conference  | <input type="checkbox"/> International Practice |
| <input type="checkbox"/> Antitrust Franchise & Trade Regulations | <input type="checkbox"/> Education of Lawyers  | <input type="checkbox"/> Litigation             |
| <input type="checkbox"/> Bankruptcy Law                          | <input type="checkbox"/> Environmental Law     | <input type="checkbox"/> Local Government       |
| <input type="checkbox"/> Business Law                            | <input type="checkbox"/> Family Law            | <input type="checkbox"/> Military Law           |
| <input type="checkbox"/> Construction & Public Contract Law      | <input type="checkbox"/> General Practice      | <input type="checkbox"/> Real Property          |
| <input type="checkbox"/> Corporate counsel                       | <input type="checkbox"/> Health Law            | <input type="checkbox"/> Taxation               |
| <input type="checkbox"/> Criminal Law                            | <input type="checkbox"/> Intellectual Property | <input type="checkbox"/> Trusts & Estates       |

Name as Licensed: \_\_\_\_\_

Return to:

**RegulatoryCompliance@vsb.org**