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# Virginia State Bar

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Telephone: (804) 775-0500

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Dear Member of the Virginia State Bar:

You are receiving this letter because, (i) you are a member of the Virginia State Bar as a Virginia Corporate Counsel, *and* (ii) you were qualified before an inferior court of record other than the Supreme Court of Virginia (e.g., the Court of Appeals or a Circuit Court). If you were subsequently “qualified,” i.e., sworn in to practice before the Supreme Court of Virginia, the remainder of this communication is inapplicable.

Pursuant to statute, “[a]n attorney who has qualified before the Supreme Court of Virginia shall be qualified to practice in all courts of the Commonwealth. An attorney who has qualified before a court other than the Supreme Court shall be qualified to practice *only in the court which administered his oath.*” Va. Code § 54.1-3903 (emphasis added).

Virginia Corporate Counsel, licensed in accordance with the Rules of the Supreme Court of Virginia, Rule 1A:5, Part I, are permitted and, indeed, are encouraged to provide voluntary *pro bono publico* services in accordance with Rule 6.1 of the Virginia Rules of Professional Conduct. **Notwithstanding this endorsement, you are reminded that, if you were not qualified to practice before the Supreme Court of Virginia, you cannot appear before or file any pleadings in any court of the Commonwealth on behalf of your employer or *pro bono* client, other than the court in the jurisdiction in which you were admitted.**

If you desire to seek qualification before the Supreme Court of Virginia, corporate counsel admission motions are entertained in Richmond periodically. The next available date can be obtained from the Office of the Clerk of the Supreme Court.

Thank you for your attention to this matter. Please direct inquiries to the Virginia State Bar Regulatory Compliance department at (804) 775-0530 or [membership@vsb.org](mailto:membership@vsb.org).