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.

Check your preferred title: Mr., Miss, etc.

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 MAGISTRATES may choose JUDICIAL status. Do not choose active or associate membership. You MUST submit a copy of your appointment 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.

Last 4 #s of SSN: Last 4 numbers of Social Security number.

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.