EXAMPLE

**COMMUNICATION FROM FIRM TO STAFF ATTORNEYS**

Dear team,

License renewal season begins this month, and there are new requirements this year. Rule 21 requires all private practice attorneys to designate an interim administrator and identify a person with knowledge. It is important that as a member of this firm, you identify [firm name] as your designated interim administrator. (If you do not designate the firm, any appointment of an interim administrator would have to go through Circuit Court.) It also is important that you respond in a timely manner if you receive an email asking you to accept or deny on behalf of the firm a nomination from one of your colleagues as interim administrator. Please see additional instructions below.

**For your license renewal**

When you reach the portion regarding Rule 21, first identify if you are a private practice attorney. If you are, respond to the following questions with this information:

* Choose to nominate a firm as your designated interim administrator.
* Enter [name of firm] as the firm you are nominating.
* Select an attorney other than yourself from our firm to accept the nomination. Searching by P number is recommended. *(Firms may choose to identify a specific attorney or attorneys here.)*
* For person with knowledge, enter our office manager’s information:
* [Name]
* [Phone number]
* [Email address]
* Continue with the rest of your license renewal as normal.

**Accepting an interim administrator designation**

If you receive an email notifying you that a staff attorney has designated the firm as interim administrator, please accept. **It is very important for you to respond in a timely manner**. Follow the prompts in the email or login at michbar.org/MemberArea <link> and select “Serving as an Interim Administrator” under the Rule 21 heading. There you can see the status of all nominations. Please respond immediately if any are labeled as “pending.”

If you receive a nomination from a colleague to serve as interim administrator, but it is not on behalf of the firm — please deny the request and let them know that they should resubmit the request but need to choose to “designate a firm to serve as interim administrator.”

If you receive a nomination from an attorney outside the firm, [provide recommended action based on your firm’s willingness to serve as interim administrator for other attorneys].