



STATE BAR OF MICHIGAN

MEMBERSHIP APPLICATION

Dear Prospective Member of the State Bar of Michigan:

The State Bar of Michigan welcomes qualified applicants who are entering the practice of law in this state. All attorneys who practice law in Michigan are required to be members of the State Bar.

We have provided these helpful steps for you to follow after you have received your certified results from the Board of Law Examiners indicating a passing score on the Michigan bar exam or certification through reciprocity with another state:

- Step 1.* Appear and present Board of Law Examiners certification, sent by mail, at a mass swearing-in ceremony or to one of the circuit courts of the state. For a complete list of the swearing-in ceremonies, visit www.michbar.org. Upon motion made in open court by a licensed Michigan lawyer, the court will administer the oath of office and enter an order admitting you to the bar of the state.
- Step 2.* After being admitted to the bar by the court, you must complete the Membership Application to become a member of the State Bar of Michigan. This application must be accompanied by an original, true, or certified copy of the Order of Admission (from the swearing-in ceremony) and payment of the required bar dues as noted within the instructions.

Please note some counties send the Order of Admission directly to the State Bar of Michigan following the swearing-in ceremony. In this case, you need only enclose the completed application and pay the required dues, or if using a Visa or MasterCard credit or debit card, you must complete the application online at <http://e.michbar.org> and create an account as a Prospective Active Attorney or Prospective Voluntary Inactive Attorney.

- Step 3.* After the Membership Application, Order of Admission, and dues payment are received and processed, your bar license number (P number) is assigned. Only then are active members eligible to practice law in Michigan. It may take up to a week for the State Bar to process the application and assign your P number. If you provide an e-mail address, notification of your P number will be provided electronically. A bar card will be sent by mail within 10-15 business days of assignment of your P number.

Please note that if you must conduct business in a court or jail after receiving your P number and before receiving a bar card, a Certificate of Good Standing may be used, provided the court or jail accepts it. It is your responsibility to contact the court or jail to determine if a Certificate of Good Standing is accepted. To purchase a Certificate of Good Standing, go to <http://e.michbar.org>, log in and click on SBM Store or visit www.michbar.org/programs/forms.cfm to download a paper form. All requests must be in writing and must include the certificate processing fee(s).

Instructions

Numbered paragraphs refer to areas on face of form. The following instructions refer to each of those areas.

1. **Name.** Only your correct name may be used on the official register. Your business address and related information are required on the application.
2. **Business Address of Record.** The address you designate as “address of record” will be used for State Bar purposes, including all mailing lists and annual Directory listings unless otherwise requested. When you provide an e-mail address, it will be printed in the *Michigan Bar Journal Directory* (unless otherwise noted) and used periodically to communicate with you.

If you are currently seeking employment as an attorney and do not have a business address, your residence address may be used for your “address of record.” When employment is obtained, you may submit an address change through the State Bar website or by sending a request in writing.

Supreme Court Rules Concerning the State Bar of Michigan
Rule 2 - Membership

...Each member, upon admission to the State Bar and in the annual dues statement, must provide the State Bar with the member's correct name and address, and such additional information as may be required. If the address provided is a mailing address only, the member must also provide a street or building address for the member's business or residence. No member shall practice law in the state until such information has been provided...

3. **Student Information.** Indicate whether you have ever been a member of the SBM Law Student Section.
4. **Gender and Ethnic Identification.** Although members are encouraged to provide this information, doing so is purely voluntary. The information may assist special-interest bar associations in identifying and communicating with potential members who are willing to be identified by such criteria, and will help in the design and production of programs of interest to our membership focused on issues related to diversity and under-representation in the courts and legal profession.
5. **Law School.** Indicate the year you received your J.D. or LLB degree, and the law school that granted the degree. If the law school was outside Michigan, provide the name of the school and the state in which it is located.
6. **Bar Exam Date.** Date of the exam for which you sat and received passing results.
- 7 - 10. **Court Admission.** Court admission is required for applicants admitted by taking the bar exam and for applicants who are being admitted based on years of active practice in another U.S. jurisdiction. Each applicant to whom a Certificate of Qualification has been issued by the Board of Law Examiners is required to appear personally and present the certificate to one of the circuit courts of this state. Upon motion made in open court by an active member of the State Bar of Michigan, and the administration of the oath of office, the court will enter an order admitting you to the bar of this state.

An applicant admitted by “Special Certificate” or as a “Special Legal Consultant” is not to be admitted in one of the circuit courts.

NOTE: An original, true, or certified copy of the court Order of Admission must be attached to this application. Photocopies not certified by the court will not be accepted. An application that is received without the Order of Admission will not be processed. If the court did not issue you an Order of Admission, you may still submit your application. The application will be held by the State Bar and processed after the Order of Admission is received.

Registration with the State Bar of Michigan, payment of bar dues, and receipt of a bar license number (P number) are the final steps in becoming

authorized to practice law before the state courts of Michigan. State law provides that you are not authorized to practice law until you receive official notification from the State Bar of Michigan.

11. **Dues and Membership Status.** If you intend to engage in the practice of law in Michigan, to hold yourself out as eligible to practice in state court or to be employed in Michigan in a position that requires you to be authorized to practice law, you **MUST** elect active status and pay the required State Bar dues.

If you do not intend to practice law in Michigan, you may elect inactive status, and pay inactive dues of \$217.50. Inactive members are not eligible to practice law in Michigan but may join State Bar of Michigan sections. You may also elect inactive status if you are employed as an instructor in law and engage in no other law practice or if you are a judicial law clerk who is a member or is seeking to become a member of the bar of another jurisdiction and who does not intend to practice in Michigan after the clerkship ends. An inactive member may become an active member by paying the required dues and completing the Petition to Return to Active Status. If a member seeking active status has been inactive for three years or more, the member must first be recertified by the Board of Law Examiners. This may include having to retake the bar exam. See Rule 3, Supreme Court Rules Concerning the State Bar of Michigan.

Members sworn in between October 1 and March 31 are required to submit \$315.00 for active status or \$217.50 for inactive status for the current fiscal year ending September 30. The \$315.00 includes dues for the Attorney Discipline System (\$120.00), the State Bar of Michigan (\$180.00), and Client Protection Fund (\$15.00).

Members sworn in between April 1 and September 30 are required to submit \$157.50 for active status or \$108.75 for inactive status for the remainder of the current fiscal year ending September 30.

The fiscal year for the State Bar of Michigan is October 1 through September 30. Every State Bar member is billed each year on or before September 20, for the next Bar year beginning on October 1.

12. **Hall of Justice Learning Center (optional).** The Michigan Supreme Court Learning Center is an educational facility located at the Michigan Hall of Justice in Lansing. It provides interactive education to Michigan citizens on the important role of the law in our society. Your voluntary contribution to the Learning Center will be transferred to the Historical Society Learning Center Fund and is deductible as a charitable contribution for federal income tax purposes. You will receive a tax receipt for your records.
13. **Access to Justice Fund—Michigan residents (optional).** The Access to Justice Fund supports nonprofit agencies that provide civil legal aid to low-income people throughout Michigan. Consistent with MRPC 6.1, financial support for these programs is included in the State Bar's Voluntary Pro Bono Standard adopted in 1990. The Access to Justice Campaign was established in 1997 as a partnership of the State Bar of Michigan, the Michigan State Bar Foundation, and Michigan's civil legal aid programs. The Campaign seeks donations for endowment, including a statewide endowment, and for operations. See www.atjfund.org for a list of legal aid programs eligible for ATJ Fund donations. Your contribution will be transferred to the Michigan State Bar Foundation, which manages and distributes ATJ Fund donations according to the Access to Justice Fund Guidelines at www.msbf.org/atjfund. Contributions are deductible as charitable contributions for federal income tax purposes. You will receive a tax receipt. For more gift options, see www.atjfund.org.
14. **Total.** To calculate your total, add your dues total plus your optional contributions to the Hall of Justice Learning Center and/or Access to Justice Fund.

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OFFICE USE: P. _____

Please Print

IMPORTANT: Use instructions provided.

Signature line must be completed on reverse side for application to be valid.

1. Name - Please Print Clearly

Mr. Ms.

First Name Middle Last Name

Date of Birth

2. Business Address of Record

(see instructions)

Title

Firm Name, Employer, or Public Office

Street Address, Plus Suite # or P.O. Box

Address Line Two

City State Zip

Telephone Number Office Fax Number

TDD Number (optional)

E-Mail Address (optional)

Web Address (optional)

3. Student Information

Have you ever been a member of the SBM Law Student Section? Yes No

4. Voluntary Information

Check the appropriate box; participation is requested but voluntary (see instructions).

Gender and Ethnic Identification

Male Female

American Indian European Arab
 Asian/Pacific Islander Hispanic/Latino Other
 African Multi-Racial

5. J.D. or LLB degree received _____ **from:**
Year

- Ave Maria School of Law
- Thomas M. Cooley Law School
- Michigan State University College of Law
- University of Detroit Mercy School of Law
- University of Michigan Law School
- Wayne State University Law School

Other _____ in _____
School outside Michigan State

6. Date of Michigan bar exam for which you sat and received passing results:

Month/Day/Year

7. Date and location you were sworn into law practice in Michigan. If sworn-in at the Supreme Court, enter Supreme Court (see instructions):

Month/Day/Year Jurisdiction (County)

8. Date and jurisdiction in which you were first licensed to practice law, if other than Michigan:

Month/Day/Year Jurisdiction (State/Country)

9. On what basis are you applying for membership in the State Bar of Michigan? Indicate only one:

- 1. Michigan bar exam
- 2. Without examination, based on years of practice in another U.S. jurisdiction.
- 3. Special Certificate to practice only for a specific employer in an institutional setting. *Attach the original certification from the Board of Law Examiners and indicate the employer in question 2.*
- 4. Special Legal Consultant based on active practice in another country. *Attach the original certification from the Board of Law Examiners and identify the country in question 8.*

10. Indicate all other jurisdictions in which you have been or are currently licensed to practice and dates of admission. Include states, federal courts, and foreign countries as applicable. Include active and inactive licenses.

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11. CHOOSE ONLY ONE DUES AMOUNT.

See instructions page to determine correct fee.
Fiscal year runs October 1–September 30.

Active Member Dues

\$315.00 (Sworn in between October 1 and March 31) + _____

\$157.50 (Sworn in between April 1 and September 30 and joining SBM in same fiscal year) + _____

Inactive Member Dues

\$217.50 (Sworn in between October 1 and March 31) + _____

\$108.75 (Sworn in between April 1 and September 30 and joining SBM in same fiscal year) + _____

Make checks payable to the **State Bar of Michigan**.

Enclosed is check # _____ for \$ _____

If using a Visa or MasterCard credit or debit card, you must create an account and pay your dues online at <http://e.michbar.org>.

State law provides that you are not authorized to practice law until you receive official notification from the State Bar of Michigan.

I attest that the information provided is complete and correct.

Date _____

Signature _____

Your signature is required to validate application

Sign and mail this completed form, accompanied by check made payable to the State Bar of Michigan and an original, true, or certified copy of the Order of Admission (unless the court is sending it directly to the Bar) to:

State Bar of Michigan
Finance Department
Michael Franck Building
306 Townsend Street
Lansing, MI 48933-2012

If you have questions regarding this application, please call: (517) 346-6300 or (800) 968-1442.

OPTIONAL

12. Hall of Justice Learning Center

To make a tax-deductible contribution of \$5 or more to the Hall of Justice Learning Center enter the amount here.....+ _____

MRPC Rule 6.1: Pro Bono Public Service

...A lawyer should render public interest legal service. A lawyer may discharge this responsibility by providing professional services at no fee or a reduced fee to persons with limited means, or to public service or charitable groups or organizations. A lawyer may also discharge this responsibility by service and activities for improving the law, the legal system, or the legal profession, and by financial support for organizations that provide legal services to persons of limited means.

13. Access to Justice Fund - Michigan Residents (optional)

This tax-deductible amount will be remitted to the Michigan State Bar Foundation's ATJ Fund.

New donation (please check one box below)

Endowment Fund + _____

Operations Fund + _____

For more information about these options, or if you want your donation to go to a specific organization, see gift or eligibility information at www.atjfund.org and list the name here:

14. TOTAL (pay this amount).....\$ _____