

Inactive Membership Procedure

Oregon State Bar, Regulatory Services, PO Box 231935, Tigard, OR, 97281-1935

You should carefully examine Title 8 of the Rules of Procedure to determine if a change to inactive status is your best option. Please note that all status change forms must be physically received by the Oregon State Bar by January 31 to affect your dues. If you do not seek to change your active status by that date, you will be required to pay full active membership fees plus a late payment penalty. The form on the following page is effective upon receipt unless otherwise specified.

If you have questions about active and inactive membership fees, please call Vickie Hansen, Regulatory Services Coordinator, at ext. 343 or check the bar's web page at www.osbar.org.

If you transfer to inactive status and subsequently wish to return to active status, you must comply with the reinstatement rules of the Bar. **Review Title 8 of the Rules of Procedure in the OSB Membership Directory or on the OSB web page at www.osbar.org.** The length of time you remain inactive will determine the procedure required to apply for reinstatement. Below is a brief summary of these requirements.

Informal Reinstatement Process

(Members inactive 5 years or less)

1. \$250 reinstatement fee.
2. Character and fitness review and approval of application by the executive director.
3. Applicant must pay any dues and fees owing at time of application, plus active membership dues for year of reinstatement.
4. **Reinstatement process estimated to take approximately two months.**

Formal Reinstatement Process

(Members inactive for more than 5 years)

1. \$500 reinstatement fee.
2. Character and fitness review and approval of application by Board of Governors and Supreme Court.
3. Applicant must pay any dues and fees owing at time of application, plus active membership dues for year of reinstatement.
4. **Reinstatement process estimated to take approximately three to six months.**
5. Board of Governors may recommend to Supreme Court that applicant be required to take the Bar exam or obtain CLEs if the applicant has not been an active member of the bar for more than five years.

Inactive members are not required to comply with Minimum Continuing Legal Education requirements. However, upon reinstatement MCLE requirements again apply. The timing of your reinstatement may affect your MCLE reporting period and your filing requirements. We urge you to review the MCLE rules or talk with MCLE staff (extension 368) when considering reinstatement.

If you have any questions, please call Vickie Hansen at extension 343.

Request for Enrollment as an Inactive Member

Return to: Oregon State Bar, Regulatory Services, PO Box 231935, Tigard, OR, 97281-1935

The following is information concerning inactive membership status in the Oregon State Bar. ORS 9.180 of the State Bar Act and Section 6.100(b), of the Bylaws of the Oregon State Bar cover the definition and privileges of an inactive member. That Section provides:

Inactive member – A member of the bar who does not practice law may be enrolled as an inactive member. The "practice of law" for purposes of this subsection consists of providing legal services to public, corporate or individual clients or the performing of the duties of a position that federal, state, county or municipal law requires to be occupied by a person admitted to the practice of law in Oregon.

Inactive members may not practice law or hold themselves out as attorneys in the State of Oregon. As an inactive member, you will continue to receive the Oregon State Bar Bulletin, and you will be eligible to qualify for or continue on the bar's group insurance programs. If you decide to become an inactive member of the Oregon State Bar, and later decide that you wish to return to active membership status, it will be necessary for you to make application pursuant to Rules of Procedure 8.1 or 8.2 of the Oregon State Bar in order to become reinstated. You will also be required to pay an application fee. The amount of the fee and the type of application that must be filed depend upon the length of time you remain inactive. The reinstatement process may take up to several months

to complete. In addition, if you have been an inactive member for more than five years, the Board of Governors has the option to recommend to the Supreme Court that you be required to take and pass the bar examination or obtain CLE credits. Please refer to the Rules of Procedure in the OSB Membership Directory or on the OSB web page at www.osbar.org for further information.

If you decide to transfer to inactive membership status, please complete the form below and return it to the Oregon State Bar. Transfers are effective upon receipt unless otherwise noted. If you wish to transfer to inactive status in order to avoid payment of active membership dues for a given year, this form must be completed and physically received by the bar no later than 5:00 p.m. on January 31 of that year along with the applicable inactive membership dues. Please check with the bar office for the exact amount, or look on the bar's web page at www.osbar.org.

If you have any questions, please call Regulatory Services, (503) 620-0222 ext. 343.

If you transfer membership status after January 1 but before January 31, contact the PLF at (503) 924-1771 to determine your PLF requirements.

Before the Oregon State Bar

In Re: _____) Request for
Active Member of the Oregon State Bar) Enrollment As An
) Inactive Member
)

I, _____ (print name), hereby request that I be transferred to inactive membership status in the Oregon State Bar on the date this Request is received by the Oregon State Bar, or _____ (if later than date of receipt), in accordance with its Bylaws and Rules of Procedure.

1. I hereby certify that any client files and client records in my possession have been or will be placed promptly in the custody of, _____ an active Oregon attorney, whose address is _____ (no. and street) _____ (city/state/zip)

and that such clients have been or will be notified accordingly.

2. I hereby certify that I have no active Oregon client files or client records.

I understand that nactive members may not practice law or hold themselves out as attorneys in the State of Oregon. I understand that, before I again am entitled to practice law in Oregon, (defined as providing legal services to public, corporate or individual clients or performing the duties of a position that federal, state, county or municipal law requires to be occupied by a person admitted to the practice of law in Oregon), I must apply for and be reinstated as an active member of the Oregon State Bar; and that, if I apply for reinstatement as an active member of the Oregon State Bar after five (5) or more years after the date of my transfer to inactive status, the Bar's Board of Governors may recommend to the Oregon Supreme Court that, as one of the conditions precedent to my reinstatement if it is otherwise recommended, I be required to establish my competency and learning in the law by receiving a passing grade on the bar examination administered by the Board of Bar Examiners under the Rules of the Supreme Court for Admission of Attorneys, or successfully complete a prescribed course of continuing legal education.

Dated this ____ day of _____, 20____.

Member Signature

X _____

Bar Number _____

Please provide your current contact information below:

Mailing Address _____

City/State/Zip _____

Phone _____ Fax _____

E-mail _____

Please update my bar record with this new information.