



Oregon State
Board of
Bar Examiners

APPLICATION
INFORMATION AND INSTRUCTIONS

RECIPROCITY ADMISSION OF LAWYERS LICENSED TO
PRACTICE LAW IN A QUALIFYING JURISDICTION

OREGON STATE BOARD OF BAR EXAMINERS
16037 SW UPPER BOONES FERRY ROAD
PO BOX 231935
TIGARD, OR 97281-1935
(503) 620-0222, EXTS. 310, 311, 316, AND 419

WWW.OSBAR.ORG

FEBRUARY 11, 2010



Oregon State
Board of
Bar Examiners

RECIPROCITY ADMISSION

Rule 15.05 - Rules for Admission of Attorneys
of the Supreme Court of the State of Oregon

Admission of Lawyers Licensed to Practice Law in
A Qualifying Jurisdiction

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RECIPROCITY ADMISSION APPLICATION

(Rule 15.05 of the Rules for Admission of Attorneys
of the Supreme Court of the State of Oregon)

INFORMATION AND INSTRUCTIONS FOR APPLICANTS

APPLICATION FILING ADDRESS

If by mail: Executive Director
Oregon State Board of Bar Examiners
16037 SW Upper Boones Ferry Rd
PO Box 231935
Tigard, Oregon 97281-1935

If in person: Admissions
Oregon State Bar Center
16037 SW Upper Boones Ferry Rd
Tigard, Oregon 97224
(See map on back cover page)

<p>Please make an appointment</p>
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APPLICATION FILING DEADLINE

None. However, the application that is filed must be one that was obtained no more than **six months** prior to the application being filed.

ITEMS TO BE FILED

1. Application
 - a. Complete the application as indicated in the application. Resolve all questions in favor of full and fair disclosure. If you have any doubts about what is requested, please contact the Executive Director of the Board of Bar Examiners;
 - b. Application must include applicant's disciplinary history and status of discipline in any other jurisdiction.
 - c. Sign applicable copies as directed by the application before a notary;
 - d. Return the completed application, including four signed and notarized originals of the Affidavit and Authorization application page (Page 9).

For your convenience, you may bring your application to the State Bar Center to be reviewed and notarized by the Board of Bar Examiners staff. **Please call and make an appointment for this service.**

2. Applicable Fees
3. Fingerprint Card
 - a. Fingerprints may be taken by the police, sheriff, or other qualified law enforcement agency or fingerprint service. Fingerprints also may be taken **by appointment** with the Board of Bar Examiners staff at the Oregon State Bar Center.
 - b. Complete all applicable portions of the card, including your sex/hgt/wgt/eyes/hair, etc.
 - c. Sign the card where indicated - Do not fold the card.
4. All qualifying lawyers seeking admission to practice law in Oregon under Rule 15.05 must present satisfactory proof of his or her:
 - a. Graduation from an American Bar Association approved law school with a Juris Doctor degree or its equivalent. To assist in providing this certification, a Certificate of Graduation has been provided in the application kit. A copy of this form is to be completed and signed by the appropriate law school official. If this form cannot be completed in time to include it with the application, it must be provided before the applicant can be approved for admission.
 - b. Passage of a qualifying jurisdiction's bar examination.
 - c. Active membership in the a qualifying jurisdiction's State Bar Association.
 - d. Lawful active practice of law for no less than five of the last seven years immediately preceding their application for admission under Rule 15.05, or three of the last five years if admitted in Alaska, Idaho, Utah or Washington per RFA 15.05 (9)
5. Application Information Sheet.

Complete the spaces indicated on the sheet. Return both sheets.

6. Certificate(s) of Good Standing.

A certificate is required for each jurisdiction in which the applicant has been admitted. If this/these form(s) cannot be completed in time to include it/them with the application, it/they must be provided before the applicant can be approved for admission.

The certificate is to state whether there is now pending, or ever has been, any complaint, grievance, disciplinary proceeding or disciplinary action against the applicant, and, if any appear, the status thereof, the nature of the charge or charges, the full facts including the disposition thereof, the nature of the final judgment, order or decree, if any, rendered therein and the name and address of the person or body in possession of the record thereof. If the certificate of good standing does not include that information, a separate statement covering those issues must be obtained and submitted.

8. Law School Dean Certification permitting the applicant to appear in court under any student appearance rule (where applicable).

9. Diversity Representation Statistics Form. (optional)

10. Checklist.

A checklist has been included to assist you in filing your application. Your cooperation in completing and submitting this form is appreciated.

11. After the application is filed, and prior to admission, each applicant must:

Submit proof that he or she has attended at least fifteen hours of continuing legal education on Oregon practice and procedure and ethics requirements as regulated and approved by the Board of Bar Examiners. Please see information regarding this requirement on page seven of this Information and Instruction Booklet. A Continuing Legal Education Compliance Itemization Report Form may be found in the application kit. The courses must be taken after the filing of the application and within six months of the filing of the application.

FILING FEES

1. Application Fee: An application fee in the amount of \$625 is due with the application. If you have paid for an application kit, (\$25.00) the amount paid may be deducted by you from the \$625 application fee.
2. Investigation Fee: An investigation fee of \$225 is due with the application of any applicant who, on the date of any application in Oregon, has previously been admitted to the practice of law in any other jurisdiction.

Checks may include all applicable fees and be made payable to the order of "Oregon State Bar."

Your cancelled check is your receipt.

If your check is returned for insufficient funds:

- a. Your application will not be considered filed until the full amount of the fees due are paid;
- b. Applicants, whose checks are returned, must pay a \$25.00 fee to cover bank and handling charges.

APPLICATION WITHDRAWAL AND PARTIAL FEE REFUND

An applicant shall be entitled to a refund of one-half of the application fee set forth in Rule 4.10 (1) if a written request for withdrawal of his or her application is received by the Board of Bar examiners within sixty (60) days of the Board of Bar Examiners' receipt of the application. In no event shall any portion of the fees specified in subsections (2), (3), and (4) of Rule 4.10 or the application kit fee be refunded.

PUBLICATION OF APPLICANT NAMES

Prior to completion of the investigation, the names of all applicants will be published in the Oregon State Bar Bulletin, or other publication approved by the Oregon Supreme Court for 45 days. All names by which an applicant has been known, absent unusual circumstances, will be published.

CHARACTER AND FITNESS

Subject to review by the Oregon Supreme Court, an applicant may not be admitted to practice law in Oregon unless at least a majority of all non-recused members of the Board of Bar Examiners considers the applicant to

be qualified as to the requisite character, fitness, learning and ability.

The Board investigates the character and fitness of applicants and if deemed necessary, may request additional information from an applicant, may request a personal interview with an applicant, and may arrange hearings relating to the moral character and fitness of an applicant whose character or fitness may be called into question.

Your obligation to furnish complete and accurate information in connection with your application is a continuing one and, accordingly, should anything occur or be discovered between the time the application is submitted and the time you are admitted which would change or render incomplete any portion of the information furnished in, or in connection with the application, you are to promptly notify the Board of Bar Examiners and furnish the necessary information to correct or complete your application.

Current and prior employers will be contacted. Applicants must provide complete addresses of employers and references. If an applicant does not provide this information, the Board of Bar Examiners may not be able to complete the character investigation, which is a requirement of admission. Character statements are directed to these individuals and an applicant's file is not complete until a statement has been received by the Board from the current employer.

Each applicant is to provide his or her disciplinary history and status in any other jurisdiction.

CHANGE OF ADDRESS

It is imperative that all applicants keep the Board informed of any change of address. An address change card is included in the application kit.

OATH OF OFFICE

Each applicant must execute an oath of office, swearing or affirming "that I will faithfully and honestly conduct myself in the office of an attorney in the courts of the State of Oregon; that I will observe and abide by the Code of Professional Responsibility approved by the Supreme Court of the State of Oregon; and that I will support the constitution and laws of the United States and of the State of Oregon."

Please see the enclosed Rules for Admission for information regarding when and where the oath may be administered and for the effect of a delay in filing the oath. (Rule 8.10).

ADDITIONAL INFORMATION

Social Security Number: Providing your Social Security Number is voluntary. However, this number is used during the admissions process for identification purposes to match various records. Non-disclosure of the Social Security Number may result in delays during the admission process and delay in your admission to the Bar.

If you have any questions, please contact:

Board of Bar Examiners/Admissions Staff
Oregon State Board of Bar Examiners
Oregon State Bar Center
16037 SW Upper Boones Ferry Rd
PO Box 231935
Tigard, Oregon 97281-1935
(503) 620-0222, Exts. 310, 311, 316 and 419
Toll Free - In-State Only: 1-800-452-8260, Exts. 310, 311, 316 and 419
Web Site: www.osbar.org
E-Mail: jbenson@osbar.org

*Office Hours: 8:00 - 5:00 Monday-Thursday **WITH SOME EXCEPTIONS**

For your convenience, *we suggest that you call before traveling to the Bar Center.

Appointments are important. -- *At times, because of work responsibilities, the Board of Bar Examiners / Admissions office is closed

CONTINUING LEGAL EDUCATION REQUIREMENT FOR RECIPROCAL ADMISSION

Rule 15.05 (4) Provides as follows:

(4) All applicants admitted to practice law pursuant to this rule shall complete and certify prior to admission under this rule that he or she has attended at least fifteen hours of continuing legal education on Oregon practice and procedure and ethics requirements as regulated and approved by the Board of Bar Examiners.

The Board of Bar Examiners has determined that the following requirements apply to reciprocity CLE credit hours:

1. The fifteen (15) Credit Hours must be taken after the application for reciprocal admission is filed and prior to the date of admission. All credit hours must have been accredited by the Oregon State Bar Minimum Continuing Legal Education (MCLE) Administrator.
2. Six credit hours are in mandatory subjects, as follows:
 - Two (2) credit hours in Legal Ethics (Oregon Code of Professional Responsibility), and
 - Four (4) credit hours must cover Civil Procedure (Oregon State Court and United States District Court of Oregon local rules).
3. Nine (9) credit hours must be taken in one or more of the following subject fields emphasizing Oregon law.
 - Administrative Law
 - Constitution Law
 - Contracts
 - Corporations
 - Criminal Law and Procedure
 - Decedent's Estates
 - Domestic Relations
 - Employment Law
 - Evidence
 - Local Federal Court Practice and Procedure
 - Legal and Equitable Remedies
 - Legislation
 - Partnerships
 - Real Property
 - State Court Practice and Procedure
 - Torts
 - Trusts
 - UCC II – Sales
 - UCC III – Negotiable Instruments/Commercial Paper
 - UCCIX – Secured Transactions
4. Applicants must complete the Continuing Legal Education Compliance Itemization Report Form and submit it to:

Admissions
Oregon State Bar Center
16037 SW Upper Boones Ferry Rd
PO Box 231935
Tigard, Oregon 97281-1935

OREGON REVISED STATUTES

That Applicants Should be Aware Of

STUDENT LOAN DEFAULTS

348.393 Declaration of default; notice; suspension of certificate or license. (1) The State Scholarship Commission may declare that a person is in default in repayment on a student loan guaranteed or insured by the State Scholarship Commission if the person is not paying in a satisfactory manner according to the repayment requirements of the United States Department of Education.

(2) The State Scholarship Commission shall notify any state agency, board or commission, including the Oregon State Bar, that has the power to issue and renew any license, certification or registration necessary to practice any profession or engage in any trade or calling that a person is in default in repayment of a student loan as determined under subsection (1) of this section if the commission has established a process for conducting database matches and notification procedures with the entity under ORS 348.395.

(3) Any entity notified under subsection (2) of this section shall not issue or renew or shall suspend a certificate or license or shall place the person on probation. Once so notified, no further administrative review or contested case proceeding within or by the issuing entity is required. [1995 c.179 s.2]

SUSPENSION OF OCCUPATIONAL AND DRIVER LICENSES

25.750 Suspension of licenses, certificates, permits and registrations; when authorized; rulemaking.

(1) On and after September 9, 1995, all licenses, certificates, permits or registrations that a person is required by state law to possess in order to engage in an occupation or profession, all annual licenses issued to individuals by the Oregon Liquor Control Commission and all driver licenses or permits issued by the Department of Transportation are subject to suspension by the respective issuing entities upon certification to the issuing entity by the Support Enforcement Division of the Department of Justice or the district attorney that a child support case record is being maintained by the Department of Human Resources, that the case is being enforced by the Support Enforcement Division or the district attorney under the provisions of ORS 25.080 and that one or more, as appropriate, of the following conditions apply:

(a) That the holder of the license, certificate, permit or registration is under order or judgment to pay monthly child support and is in arrears, with respect to any such judgment or order requiring the payment of child support, for a period of three months or in an amount in excess of \$2,500, whichever occurs later; and either

(b) That the holder of the license, certificate, permit or registration has not entered into a payment agreement with the Support Enforcement Division or the district attorney with respect to those arrears and the continuing child support obligation; or

(c) That the holder of the license, certificate, permit or registration is not in compliance with a payment agreement entered into with the Support Enforcement Division or the district attorney.

(2) The Department of Human Resources by rule shall specify the conditions and terms of payment agreements, compliance with which precludes the suspension of the license, certificate, permit or registration. [1993 c.365 s.2; 1995 c.620 s.1; 1995 c.750 s.7]

25.752 Memberships in professional organizations that are required by state law. As used in ORS 25.750 to 25.783, "licenses, certificates, permits or registrations" includes, but is not limited to, memberships in professional organizations that are required by state law in order to engage in a profession. [1995 c.620 s.12]

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TOLL FREE IN OREGON 1.800.452.8260

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