



Oregon State  
Board of  
Bar Examiners

**RECIPROCITY APPLICATION  
FREQUENTLY ASKED QUESTIONS  
AND INSTRUCTIONS**

**OREGON STATE BOARD OF BAR EXAMINERS  
16037 SW UPPER BOONES FERRY ROAD  
PO Box 231935  
TIGARD, OR 97281-1935  
(503) 620-0222, EXTS. 310 AND 364**

[WWW.OSBAR.ORG/ADMISSIONS](http://WWW.OSBAR.ORG/ADMISSIONS)

APRIL 1, 2016



# RECIPROCITY ADMISSION

Supreme Court Rules For Admission 15.05 - Admission of Lawyers Licensed to Practice Law in A Qualifying Jurisdiction

**- I M P O R T A N T -**

## APPLICATION INSTRUCTIONS AND FREQUENTLY ASKED QUESTIONS

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## RECIPROCITY FREQUENTLY ASKED QUESTIONS AND INSTRUCTIONS ON HOW TO COMPLETE THE APPLICATION

### APPLICATION FILING ADDRESS

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

Hand delivered: Admissions  
The Oregon State Bar  
16037 SW Upper Boones Ferry Rd  
Tigard, Oregon 97224  
(See map on back cover page)

**Please make  
an  
appointment**

### RECIPROCITY REQUIREMENTS

#### **1. *Do I qualify for admission by Reciprocity?***

Please review the Rules For Admission (RFA) of Attorneys of the Supreme Court of Oregon before proceeding with a reciprocity application. The Supreme Court rules can be found on the Admissions homepage by following this link: [http://www.osbar.org/\\_docs/rulesregs/admissions.pdf](http://www.osbar.org/_docs/rulesregs/admissions.pdf).

#### **2. *How do I know if my jurisdiction is a “qualifying jurisdiction”?***

Per Supreme Court RFA 15.05(2), a “qualifying jurisdiction” is one that allows attorneys licensed in Oregon to become regular members of the bar in that jurisdiction without passage of that jurisdiction's bar examination.

A list of qualifying jurisdictions can be found on page 40 of the reciprocity application PDF. Please follow this link to the reciprocity application: [http://www.osbar.org/\\_docs/admissions/forms/ReciprocityApp.pdf](http://www.osbar.org/_docs/admissions/forms/ReciprocityApp.pdf)

**3. Can I seek reciprocity if I waived into a qualifying jurisdiction?**

No, an attorney must sit and pass the bar examination in a jurisdiction for it to be considered a “qualifying jurisdiction”. Please see RFA 15.05(1).

**4. Can I count time practiced in a jurisdiction that is not a “qualifying jurisdiction”?**

Yes, the reciprocity rule RFA 15.05 states, an applicant must be “lawfully engaged in the active, substantial, and continuous practice of law for no less than five of the seven years immediately preceding their application”. This means time can be counted in a jurisdiction that is not considered “qualifying” as long as it is considered the *lawful* practice in that jurisdiction.

**5. What does the “continuous” practice of law mean?**

The continuous practice of law means at least 1,000 hours of work per year (RFA 1.05(8)). This work does not need to be five consecutive years, but rather five years within a seven year timeframe. The 1,000 hours, also, does not need to be performed over a calendar year or twelve month period.

For example, an applicant could realistically work 1,000 hours the first six months of a year and take the next six months off. This would still constitute one year of “continuous practice” to meet the reciprocity rule.

**FILING AN APPLICATION**

**1. Is there a reciprocity filing deadline?**

No, however, please be aware of our bar examination deadlines. For February – April 15<sup>th</sup> and July – November 15<sup>th</sup>. Reciprocity applications submitted around these deadlines may take longer to process due to the high volume of exam applications being filed, as well.

**2. How long does the application process take?**

The entire process can take between three (3) to four (4) months from

the time the Admissions Department processes the application. The length of the application process is determined by several factors:

- the character and fitness investigation;
- items needed from third parties;
- the completion of the fifteen (15) CLE credits needed to meet reciprocity requirements;
- prior to completion of the character and fitness investigation, an applicant must have his/her name published for forty-five (45) days in the Oregon State Bar Bulletin.

**3. *Is there an expiration date on a submitted application?***

An applicant has **six (6) months** to complete the application process from the time he/she applies.

**CONTENTS OF A RECIPROCITY APPLICATION**

**1. *What items must be submitted to complete the application?***

- a. The completed fifteen (15) pages of the application. Resolve all questions in favor of full and fair disclosure. If you have any doubts about what is requested, please contact the Admissions Department;
- b. A Discipline Statement and Good Standing Certificate from every jurisdiction an applicant is admitted to practice. Some jurisdictions combine these into one document;
- c. A Certificate of Passage of a qualifying jurisdiction's bar examination. The document must state an applicant "sat and passed the bar examination" to satisfy the reciprocity requirements as part of RFA 15.05(1);
- d. One (1) completed Affidavit and Authorization form. Sign applicable copy as directed by the application before a notary;
- e. One completed fingerprint card. A repeat applicant does not need to submit a duplicate card if reapplying within **four (4) years** of prior application;

- f. Certificate of Graduation from your law school. Please do not submit a Certificate of Graduation for an LLM program, or transcripts. A repeat applicant **does not** need to provide a new Certificate of Graduation;
- g. The CLE Compliance Report Form confirming completion of the fifteen (15) required Continuing Legal Education credits. You will find this form in the Reciprocity Application.
- h. Two (2) copies of the Application Information Sheet. One will be returned to you as your receipt and confirmation that your application has been processed.
- i. Applicable fees. The application and investigation fee for reciprocal admission is **\$1,050**. Please submit payment in form of a check payable to "The Oregon State Bar". (Please see question #6 for a breakdown of the fees)

**2. *Must all these items be sent in to start the application process?***

No, anything from a third party such as a Discipline Statement or Certificate of Graduation can arrive after an application has been submitted, but before the six (6) month deadline. Applicants, also, have up to six (6) months after submitting an application to complete the required Continuing Legal Education hours (RFA 15.05(5)).

**3. *Can documents from a third party be sent directly to the Admissions Department?***

Yes, any document from a third party can be sent directly to the Admissions Department. Documents may be forwarded from the applicant, as well. All documents should be directed to the mailing address provided on page 1.

**4. *Can third party documents be sent before I apply for reciprocity?***

Yes, documents can be sent in from third parties prior to an applicant applying for admission. The Admissions Department will retain these documents on file for six (6) months at which point a document expires if the attorney has not filed an application.



**5. Where do I obtain a Discipline Statement/Good Standing Certificate?**

This depends on the jurisdiction. Some documents can be obtained from the State Bar while others must be obtained from the Supreme Court. In some jurisdictions, the disciplinary history and good standing status are combined into one document, as well.

These documents must be submitted from each jurisdiction in which an applicant is/was admitted even if the attorney no longer holds active status within a jurisdiction. These documents must be received before an applicant can be approved for admission.

**6. Where can I have my fingerprints taken?**

Fingerprints may be taken by the police, sheriff, or other qualified law enforcement agency or authorized fingerprinting service and be provided with your completed application.

**FEES**

**1. What are the total fees when applying for reciprocal admission?**

- A. Application Fee: An application fee in the amount of \$625 is due with the application.
- B. Investigation Fee: An investigation fee of \$425 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 Oregon State Bar."

These fees do not include the fee for membership dues. Membership dues are to be paid after an applicant is admitted to the Oregon State Bar. The Accounting Department will contact each new admittee directly.

**If your check is returned for insufficient funds:**

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

cover bank and handling charges.

**2. *Can I withdraw my application for reciprocal admission and receive a 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 be refunded.

**CHARACTER AND FITNESS**

**1. *Am I required to provide a 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.

**2. *How do I fill out the Employer Character and Fitness References?***

Applicants must provide complete addresses of employer references in the shaded boxes on the blank character and fitness statements.

Here are a few simple guidelines for completing the statements correctly:

- Use the **last known** address of the previous employer when filling in the shaded boxes.
- Please note if the company is no longer in business and still fill out a character and fitness form for them.
- If you know the supervisor is no longer with the company address the form to Human Resources.
- If you are self-employed you do not need to complete a character and fitness statement for yourself.

**3. What if I do not want my current employer to know that I am applying for admission in Oregon?**

Please provide a note attached to the application and a note on the character and fitness statement stating you do not want your current employer contacted at this time. We will wait to contact the employer until further written authorization from the applicant. As part of the character and fitness investigation, a current employer must be contacted before an applicant can be recommended for admission.

**4. How do I update my application with any changes that may occur?**

To make changes or updates to an application at any time please submit the information in writing to the general Admissions Department e-mail at [admissions@osbar.org](mailto:admissions@osbar.org).

**\*\*\*IMPORTANT\*\*\*** 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.

**CONTINUING LEGAL EDUCATION REQUIREMENTS FOR RECIPROCAL ADMISSION**

Supreme Court Rule For Admission 15.05 (5) Provides as follows:

(5) 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. Applicants must attend and complete the required continuing legal education hours any time between six (6) months prior to and six (6) months after the filing of an application.

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 (CLE) Compliance Itemization Report Form and submit it to:

Oregon State Board of Bar Examiners  
16037 SW Upper Boones Ferry Rd  
PO Box 231935  
Tigard, OR 97281-1935

5. The CLE Compliance Itemization Report Form can be found in the reciprocity application or in the Admissions Forms Library by following this link:  
[http://www.osbar.org/\\_docs/admissions/forms/CLEItemizationReport.pdf](http://www.osbar.org/_docs/admissions/forms/CLEItemizationReport.pdf)

6. A Pre-packaged Admission on Motion (Reciprocity) DVD Set with all fifteen (15) credits built in can be rented from the Oregon State Bar CLE Seminars department. An order form can be found by following this link: <http://www.osbarcle.org/Brochures/2011/REC11.pdf>
7. A listing of all of the CLE courses that meet reciprocal admission has been provided by the MCLE Administrator and can be viewed on the Admissions Department webpage at [www.osbar.org/admissions](http://www.osbar.org/admissions) in the section titled Reciprocity/Alternative Admission.

## **OATH OF OFFICE**

### **1. *When do I complete the Oath of Office?***

When the application and investigation are complete, the applicant will be recommended for admission to the Supreme Court of Oregon. The Supreme Court will then accept the recommendation and mail the applicant an Oath of Office and Registration Card to complete.

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."

An applicant who does not take the Oath of Office and file it with the State Court Administrator **within ninety (90) days after the mailing** of notice advising that the applicant has been approved for admission **shall be required to fully reapply for admission** (RFA 8.10(B)(3)).

### **2. *How do I complete the Oath of Office?***

The Oath of Office must be completed before a judge, notary public, or State Court Administrator. An applicant can complete the Oath wherever they are located, it does not have to be within the State of Oregon.

Once completed, the Oath must be mailed back to the Oregon Supreme Court at:

Linda Kinney, State Court Administrator's Office  
Supreme Court of the State of Oregon  
Supreme Court Building  
1163 State St, NE  
Salem, OR 97301

**3. What is the Registration Card used for and how do I complete it?**

The Registration Card is also called the Registration Form and is used for membership records. This is the information needed for the appropriate departments of the Oregon State Bar to contact a member, and to be displayed in the Member Directory. Complete the appropriate fields on the Registration Card/Form and, unlike the Oath, mail it directly to the Oregon Board of Bar Examiners at the address provided below:

Oregon Board of Bar Examiners  
16037 SW Upper Boones Ferry Rd  
PO Box 231935  
Tigard, OR 97281-1935

\*\*A complete business address, or current residence, and phone number must be provided on the Registration Form. Post Office addresses must be accompanied by a street address (RFA 8.20(1)).

**ADDITIONAL INFORMATION**

If you have any questions, please contact:

Board of Bar Examiners/Admissions Staff  
Oregon State Board of Bar Examiners  
Oregon State Bar  
16037 SW Upper Boones Ferry Rd  
PO Box 231935  
Tigard, Oregon 97281-1935  
(503) 620-0222, Exts. 310 and 364  
Toll Free - In-State Only: 1-800-452-8260, Exts. 310 and 364  
Web Site: [www.osbar.org/admissions](http://www.osbar.org/admissions)  
E-Mail: [admissions@osbar.org](mailto:admissions@osbar.org)

\*Office Hours: 8:00 – 4:30 Monday-Thursday **WITH SOME EXCEPTIONS**

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

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



**MAP TO OUR OFFICE**

**OREGON STATE BOARD OF BAR EXAMINERS**

16037 SW UPPER BONES FERRY ROAD

PO BOX 231935

TIGARD, OR 97281-1935

503.620.0222

TOLL FREE IN OREGON 1.800.452.8260

EXTENSIONS: 310 AND 364

