

This form is for members admitted to the Oregon State Bar as house counsel under Rule for Admission (RFA) 16.05. That rule provides that house counsel admission remains in effect so long as you remain employed by a qualifying business entity. This form should be completed on an annual basis to ensure the bar's membership records are up to date.

This form can be submitted to the bar via e-mail, fax or mail. If you would like to submit it via e-mail, please send the completed form to Brandi Norris – [bnorris@osbar.org](mailto:bnorris@osbar.org).

Member Name: \_\_\_\_\_

OSB Bar #: \_\_\_\_\_

1. Are you still employed by the business entity that you worked for at the time of your admission?  
 Yes     No

If so, you need not answer the remaining questions.

2. If you are not still employed by the same business entity, on what date did that employment end?

3. Under RFA 16.05, new employment with a qualifying business entity within six months of the termination of the previous employment results in reinstatement to house counsel membership. If you are not still employed by the same business entity that you worked for at the time of your admission, are you now employed with a different, qualifying business entity?  Yes     No

When did that employment start?

4. If you are now employed with a different business entity, have you submitted verification of that employment as required by RFA 16.05?  Yes     No

If not, please do so immediately.

Please contact Brandi Norris, (503) 431-6343, with any questions.

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