

### **General Instructions, Required Documents and Required Subsequent Notices**

- The [Temporary Practice Application](#) and any issuance of a temporary license to practice law therefrom is available only to applicants who have applied for admission to the OSB through one of the following Rules for Admission (RFA) (application type is referenced in the parenthesis): 15.05 (Reciprocity), 16.05 (House Counsel), 17.05 (Out-of-State Active Pro Bono), 18.05 (Military Spouse Attorney) or 19.15 (UBE Score Transfer or other approved out-of-state bar exam), and whose application is still pending (“Underlying Admission Application”).
- Every question of the [“Temporary Practice Application”](#) (or “TPA”) requires an answer. If a question does not require an answer, write or type in the margin next to the question “N/A.”
- Every answer provided in a TPA is required to be a complete and accurate statement at the time the TPA is submitted. Do not provide answers based upon an educated guess or your personal belief; you are responsible to perform all reasonable diligence necessary to confirm your answers are accurate before submitting the TPA. False or inaccurate statements, or omitted facts that should have been provided, in your TPA may be considered Potentially Disqualifying Conduct under RFA 1.35, and may result in your Underlying Admission Application being denied. If space is insufficient for any answer in the TPA, type your answer in a separate word processing document, print, and attach that sheet to this application
- Unless previously submitted with your Underlying Admission Application, you must submit with your TPA a certificate of good standing with relevant disciplinary and status history from each bar or Court, which regulates the practice of law in that jurisdiction (whichever is applicable), for every jurisdiction in which you have been licensed to practice law, regardless of whether that license has been resigned or become inactive.
- You must submit with your TPA, a certificate of insurance establishing compliance with, or a narrative of your qualifications for an exemption from, the “Oregon Insurance Requirement,” as that term is defined in the [Insurance Compliance Worksheet](#).
- Temporary Practice Applications will only be accepted when an applicant uploads the application, and all required documents into the Temporary Practice Application SmartSheet located here: [Temporary Practice Application SmartSheet](#) ; and pays the Temporary Practice Application Fee located [here: Temporary Practice Application Fee](#).
- You will not be authorized to practice law under the Rules for Admission until this application is approved by Regulatory Counsel and you received your Authorization Notice. The Authorization Notice will include a Temporary Practice Number but you will not be able to e-file documents into the Court system using this number. Instead your co-counsel (Supervising Attorney) will be the attorney who e-files documents with the court.
- You must immediately notify RCO if any of the following occur: 1) you withdraw the Underlying Admission Application with the Oregon State Board of Bar Examiners (“BBX”); 2) the BBX recommends that your Underlying Admission Application be denied; 3) you or your Supervising Attorney is disbarred, suspended or resigns while a disciplinary action is pending against them in Oregon or any other jurisdiction to which they are admitted; 4) your status with any jurisdiction in which you are admitted changes from the status represented in your TPA; 5) if a formal complaint is filed against you by the Disciplinary Counsel’s Office of the OSB; 6) you are indicted for any crime in any jurisdiction; 7) your employment with the Employer ends or substantially changes from the terms that existed at the time of the Authorization Notice; 8) the relationship between you, Employer or Supervising Attorney changes to such an extent that direct supervision is no longer possible; or 9) a bar complaint is filed against you with the Client Assistance Office of the OSB.