

Submit to Admissions Department of the Oregon State Bar

Submission only via the Conversion Application SmartSheet Link (Do not Mail)
The Conversion Application SmartSheet link is located on the Admission Homepage.

**Application to Convert a Limited License to a Regular Oregon State Bar
Membership
("Conversion Application")**

Section 1: Identification of Applicant and Contact Information

First Name, Middle Name, Last Name

Date of Birth

Social Security No.

NCBE Number

OSB Number (if applicable)

Limited License Type

Physical Address

Home Mailing Address

Phone Number

Email Address

Before you submit your application, you must pay the conversion Application fee of \$875 [here](#).

Upon completion of your application, you must upload the completed application and all related documents into the SmartSheet page located at this [link](#).

Section 2 – Applicant Qualifications

2.A Qualifying Admissions Application (hereinafter, “Conversion Application”):

NOTE: If you have provided evidence of any of the following in your prior limited license application to the Oregon State Bar, please attach a note indicating as such, and referencing the year of your prior application. Bar staff will confirm the prior submission. If bar staff cannot confirm, then you will be asked to submit new evidence.

- 2.A.1 Have you been engaged in the full-time practice of law for 24 of the last 48 months? Yes No
If yes, attach a narrative of your practice for the last 48-months.
- 2.A.2 Have you been administratively suspended in the last 24 months from any jurisdictions in which you were licensed, other than Oregon? Yes No
If yes, provide a narrative of the basis for the suspension and documentation that the suspension has been lifted.
- 2.A.3 Have you been disciplined in the last 60 months in any jurisdiction in which you were licensed to practice law? Yes No
If yes, provide a narrative of the basis for the discipline and the final order related to any sanction.
- 2.A.4 Are you the subject of any current complaints, inquiries, investigations or ongoing disciplinary cases in any jurisdiction? Yes No
If yes, provide a narrative of the basis for the matter and any documentation available to you regarding matter.
- 2.A.5 Have you earned a JD or LLB from an ABA accredited law school, or otherwise satisfied the foreign education requirements of RFA 3.05(3)? Yes No
If yes, attach the certificate of graduation completed by the registrar of your law school, or the foreign education credential evaluation in compliance with RFA 3.05(3).
- 2.A.6 Have you passed a bar examination in another state, commonwealth, district or territory of the United States? Yes No
If yes, provide evidence of such passage.

2.B Bar Admissions History

- 2.B.1 In which jurisdictions have you applied for admission to practice law (whether admitted or not):

Jurisdiction	Application Type (Exam, Reciprocity, Etc.)	Date Admitted	Current Status?

- 2.B.2 For each jurisdiction listed in 2.B.1, you must supply one Certificate of Good Standing, which includes a statement of discipline, the date of which must not be greater than 90-days prior to this Conversion Application, and for jurisdictions where your current status is not active, you must supply a document from the jurisdiction verifying your current status and the date of status change.

2.C Character and Fitness:

The Oregon State Bar (Bar) makes inquiry about circumstances that may affect an applicant's ability to meet the professional responsibilities of a lawyer. The purpose of such inquiries is to determine the current fitness of an applicant to practice law. The mere fact of treatment, monitoring, or participation in a support groups is not, in itself, a basis on which a conversion admission would be denied. The Oregon State Bar routinely considers admission for individuals who demonstrate personal responsibility and maturity and in dealing with fitness issues. The Oregon State Bar encourages applicants who may benefit from assistance to seek it from the Oregon Attorney Assistance Program.

The Board may, on occasion, recommend denial for applicants whose ability to function is impaired in a manner relevant to the practice of law at the time that the conversion application decision is made, or to applicants who demonstrate a lack of candor by their responses. This is consistent with the public purpose that underlies the licensing responsibilities assigned to the Board. Furthermore, the burden for demonstrating character and fitness to practice law is placed upon the applicant.

The Board does not seek information that is reasonably characterized as situational counseling. Examples of situational counseling include stress counseling, domestic counseling, and grief counseling. The Bar does not seek medical records as part of this initial application. The Board will only ask for medical records if an applicant raises a condition as a defense, mitigating factor, or explanation for prior conduct.

If you answer "YES" to any of the following questions, please attach a separate sheet of paper with a detailed explanation of the underlying circumstances, consequences, and resolution. Information we receive in the course of a conversion application is generally not subject to disclosure under the Oregon Public Records Law. Lack of candor in responses may provide a basis for denial of a conversion application.

The following questions apply only to circumstances or events within the past ten years, or since you were admitted as a limited licensee of the Oregon State Bar, whichever is shorter:

Question No.	Question	Yes	No
2.C.1	Have you had any instances, or exhibited any conduct or behavior, that could call into question your ability or capacity to undertake fundamental lawyering skills such as problem solving, legal research, analysis and reasoning, factual investigation, organization and management of legal work, making appropriate reasoned legal judgments, and recognizing and resolving ethical dilemmas?		
2.C.2	Have you had any instances, or exhibited any conduct or behavior, that could call into question your ability or capacity to communicate legal judgments and legal information to clients, other attorneys, judicial and regulatory authorities?		
2.C.3	Have you had any instances, or exhibited any conduct or behavior, that could call into question your ability or capacity to perform legal tasks in a timely manner?		
2.C.4	have you had any instances, or exhibited any conduct or behavior, that could call into question your ability or capacity to be aware of, control, and appropriately express one's emotions in a professional setting?		
2.C.5	Have you had any instances, or exhibited any conduct or behavior, that could call into question your ability or capacity to maintain respectful professional relationships?		
2.C.6	Have you been subject to any discipline or remediation for unprofessional, or disruptive or erratic behavior?		
2.C.7	Are you currently subject to a petition for guardianship, conservatorship, or civil commitment, or have you been subject to a guardianship, conservatorship, or civil commitment within the past five years that may affect your current ability to practice law in a competent, ethical, and professional manner? ("Ethical manner" means compliance with the Oregon Rules of Professional Conduct).		
2.C.8	Has any employer, profession, school, club or organization found you in violation of its Code of Conduct?		

2.C.9	Have you used alcohol or drugs to such an extent that it could impair your current ability to practice law in an ethical manner? Do not answer this question in the affirmative if you have successfully completed, or are receiving, treatment for alcohol or drug use and do not currently use alcohol or drugs to such an extent that it could impair your current ability to practice law in an ethical manner. ("Ethical manner" means compliance with the Oregon Rules of Professional Conduct).		
2.C.10	Have you used any drug that is currently illegal under Oregon state law and that was illegal to use under the laws of the jurisdiction in which you used the drug?		
2.C.11	Do you presently have any unsatisfied judgments, decrees or tax liens against you? If so, attach a statement describing the nature and date of such judgments, decrees or liens, including the amount owing, the names and addresses of the creditors and the jurisdictions in which the debts arose.		
2.C.12	Have you timely filed your federal and state income tax returns for each of the three years preceding the current year? Note: you may be required to provide copies of your tax returns upon the request of Disciplinary Counsel.		
2.C.13	Have you ever been a party to a suit for legal malpractice?		
2.C.14	Have you ever been bonded? If yes, attached a separate paper indicating whether anyone sought to recover from your bond with an explanation of the basis for recovery. Additionally, provide the name of the bonding company, the amount of the bond and the disposition of the claim.		
2.C.15	Have you ever been denied a bond?		
2.C.16	Have you been employed in the last 10 years? If so, provide a narrative of your career in both legal and non-legal jobs over the past 10 years, referencing all employers in that time frame (by name, address and contact information).		
2.C.17	Have you ever been suspended or removed from a public office or position?		
2.C.18	Have you ever received notice of default on a loan?		
2.C.19	Have you ever engaged in sexual misconduct, harassment or stalking, or have you been found to have violated any law or policy prohibiting sexual misconduct, harassment or stalking? ("Sexual misconduct" means any unwelcome behavior of a sexual nature that is committed without consent or by force, intimidation, coercion, or manipulation. "Stalking" means engaging in a course of conduct directed at a person that serves no legitimate purpose and alarms, annoys or intimidates that person.)		
2.C.20	Have you ever had a weapon confiscated by any law enforcement agency? Have you ever had the purchase or transfer of any weapon delayed or denied for any reason? Have you ever been prohibited from purchasing a weapon?		
2.C.21	Have you ever been accused of neglecting or abusing anyone in your care or charge?		
2.C.22	Have you ever been accused of neglecting or abusing an animal in your care or charge?		

2.D CLE Requirements:

An applicant admitted to practice law pursuant to this rule shall complete and certify prior to admission under this rule that the applicant has attended at least 15 hours of continuing legal education on Oregon practice and procedure and ethics requirements as regulated and approved by the Board. An applicant 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. If an applicant has completed an MCLE reporting cycle in Oregon as required to maintain their limited license, then the CLE requirement set out in RFA 15.10(4)(a) shall be waived, upon establishing that they met their MCLE requirements during their last reporting cycle and that they are currently in compliance with all MCLE requirements for their limited license. Alternatively, if an applicant has completed 15 hours of continuing legal education to obtain a limited license in Oregon within the 12 months preceding the Conversion Application filed under this rule, then the CLE requirement set out in RFA 15.10(4)(a) shall be waived.

2.D.1 Have you met the requirements stated in 2.D Yes No

If yes, provide evidence of such compliance in the form of a MCLE Itemization Report, which can be found [here](#). Alternatively, you can provide your MCLE Transcript, found in the MCLE Dashboard of your OSB Member Portal.

Section 3 –Professional Liability Insurance Requirement/Compliance **Submission of Coverage or Request for Exemption**

Before submitting this Application or any other documents to the OSB, recognize anyone admitted to practice law pursuant to this rule shall obtain and maintain malpractice coverage from the Oregon State Bar Professional Liability Fund (PLF) as required by the rules and regulations of the fund. If an applicant is exempt from the requirement to maintain malpractice insurance, the applicant shall provide sufficient proof that the applicant qualifies for a PLF exemption from malpractice coverage. Here is a link to the PLF page regarding their exemptions and coverages: [Do I need coverage? \(osbplf.org\)](https://osbplf.org)

Section 4 – Applicant’s Declaration:

I, _____, hereby declare and affirm that:

1. I have read the Rules of the Supreme Court of the State of Oregon relating to admission to practice law in Oregon, and I make this application in accordance with those rules;
2. I have confirmed that all of the information provided in this Conversion Application is complete and accurate, whether provided by me or a third party, especially the list of jurisdictions to which I have applied, became a member of, or changed status in;
3. I agree to give any further information which may be required related to this Conversion Application;
4. I hereby authorize the Supreme Court of the State of Oregon and the Oregon State Bar, or their agents or authorized representatives, to make a complete investigation confirming that the information contained in this Conversion Application is complete and accurate, and to disclose information about me as may be necessary to conduct such an investigation;
5. I hereby release, discharge and exonerate the Oregon State Bar, their members, agents and representatives and any person, entity furnishing documents, records or information in connection with this application or the investigation discussed above from any and all liability of every nature and kind arising from any investigation or out of the furnishing, inspection or use of such documents, records and other information; and
6. I understand that any document, record or other information pertaining to me, furnished to the Oregon State Bar in connection with this Conversion Application may not be privileged or confidential and might be disclosed to persons outside the Supreme Court or Oregon State Bar and their agents or authorized representatives without my prior consent and that this Conversion Application and all materials in my Conversion Application file are and shall remain the property of the Oregon State Bar.
7. I fully realize that the determination of whether I may be allowed to practice law in Oregon depends on the truth and completeness of my answers in this application and the information furnished with it.

I HEREBY DECLARE THAT THE ABOVE STATEMENTS ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND I UNDERSTAND THAT ANY FALSE STATEMENT IN MY APPLICATION MAY RESULT IN THE DENIAL OF MY ADMISSION, UNDER ORS 9.220(2)(a).

Signature: _____ Date: _____

** Upon signing and completing this application, you must upload the completed application and all related documents into the SmartSheet page located at this [link](#).