In-House Counsel Licensee Annual Certification of Compliance

Rule for Admission 16.1

This annual certification packet is required for all licensees admitted to the Oregon State Bar as house counsel under Rules for Admission RFA 16.1, regardless of when they were admitted or which business entity they are currently employed by. Each licensee admitted under RFA 16.1 must continue to maintain the minimum qualifications outlined within the rule to maintain their Oregon State Bar licence. To maintain compliance, you must submit the following items, combined into a single PDF, and emailed to regsvcs@osbar.org:

1. In-House Counsel Licensee Annual Certification Form (Page 2-3)
2. Annual Affidavit & Authorization (Page 4)
3. Certificate(s) of Good Standing, dated within 90-days, from each jurisdiction you are currently licensed
4. A copy of your email template, business card, or business stationary that is used in your current employment
5. Copy of business registration with Oregon Secretary of State or applicable regulatory body
6. Any attachments or explanations required as part of the In-House Counsel Licensee Annual Certification Form

These documents should be combined into a single PDF named in the following format:

(Bar Number - Last Name, First Name - 2025 HC Annual Certification)

All documents must be submitted together as a single PDF. Your certification packet must be complete when submitted. Please do not submit these items until you have all parts of the complete packet. Any incomplete submissions will not be processed.

This annual certification must be submitted annually on or before October 1, or the following business day if it falls on a weekend or holiday, or your house counsel license will automatically be suspended, pursuant to RFA 16.1(8)(c).

If you have any questions about meeting this requirement, please email regsvcs@osbar.org.

In-House Counsel Licensee Annual Certification Form

This annual certification form is required for all licensees admitted to the Oregon State Bar as house counsel under Rule for Admission (RFA) 16.1. That rule provides that house counsel admission remains in effect so long as the licensee and their employer continue to meet the minimum qualification for the house counsel license. This form must be completed and returned to the Oregon State Bar by October 1 each year.

This form must be submitted to the bar via e-mail to regsvcs@osbar.org.

Name:_____ Bar No.:☐☐☐☐☐☐

Email Address:_____

Business Address:_____

Current Employer:_____

1. Within the last year, have you lost your good standing or authorization to practice law in a state, federal territory, commonwealth, the District of Columbia, or in any foreign jurisdiction where the you have been previously admitted to the practice of law?

   ◯ Yes ◯ No

   If yes, please provide the facts that resulted in your loss of good standing and provide a current certificate of good standing from the aforementioned jurisdiction; together with a certificate of good standing from each jurisdiction in which you are currently admitted, with all certificates dated within 90-days.

   If no, please provide a certificate of good standing from each jurisdiction in which you are currently admitted, with all certificates dated within 90-days.

2. Is your employer the same qualified business entity that your original license was based upon at the time of admission or has since been approved as your employer by the Bar?

   ◯ Yes ◯ No

   If yes, please skip to question 6.

3. If you are not still employed by a qualified business entity, on what date did that employment end?

4. If you are not still employed by a previously approved and qualified business entity are you now employed as house counsel with another qualified business entity?

   ◯ Yes ◯ No

   When did that employment start?

5. If you are now employed with a different business entity, have you submitted an employer affidavit verifying that employment as required by RFA 16.1?

◯ Yes ◯ No

If not, please do so immediately.

6. Have you appeared before a court or tribunal in Oregon in the last 12-months?

◯ Yes ◯ No

If yes, please describe the circumstances of your appearance and under what authority you appeared?

7. Have you engaged in the private practice of law in Oregon in the last 12-months?

◯ Yes ◯ No

If yes, please describe the circumstances of your practice and under what authority you provided the services?

8. Have you engaged in the private practice of law in any jurisdiction where you are not licensed?

◯ Yes ◯ No

If yes, under what authority did you appear?

9. Have you provided pro bono services in Oregon in the last 12-months?

◯ Yes ◯ No

If yes, please provide the name of the certified pro bono organization under which these services were provided.

10. Please complete and return the Annual Affidavit and Authorization Form with this annual certification. This is required, even if the information is identical to your original application or a previously approved employer change.
11. Please include a copy of your email template, business card, or business stationary that is used in your employment.

Please contact Regulatory Services at regsvcs@osbar.org with any questions.

ANNUAL AFFIDAVIT AND AUTHORIZATION

HOUSE COUNSEL LICENSE – RULE 16.1

House Counsel Licensee

STATE OF _____)
)
COUNTY OF_____)

I, _____ being duly sworn, state that:

1. I am a licensee of the Oregon State Bar admitted to practice law in Oregon under RFA 16.1;
2. I am employed by _____ (name of business entity) as House Counsel;
3. I have disclosed to _____ (name of business entity) the practice limitations as provided in Rule 16.1 of the Rules for Admission of Attorneys;
4. I completed the annual verification form and the answers are true and complete; and
5. _____ (name of business entity) is authorized to do business in the State of Oregon, as evidenced by its registration with the Oregon Secretary of State, or the Oregon regulatory body that regulates the industry or market in which my employer operates, a copy of which is attached hereto.

_____
(House Counsel Licensee)

Subscribed and sworn to before me this _____ day of_____

_____
Notary Public For:_____
My Commission Expires:_____

Employer

STATE OF _____)
)
COUNTY OF_____)

I, _____ being duly sworn, state that:

1. I am the _____ (job title) for _____ (name of business);
2. The licensee named above is currently employed by _____ (name of business) as House Counsel;
3. The licensee has disclosed the practice limitations of the House Counsel license as contained in Rule 16.05 of the Rules for Admission of Attorneys; and
4. _____ (name of business) is authorized to do business in the State of Oregon, and has registered with the Oregon Secretary of State, or the Oregon regulatory body that regulates the industry or market in which my employer operates, for the purpose to engage in business in Oregon.

_____(Employer)

Subscribed and sworn to before me this _____ day of_____

_____
Notary Public For:_____
My Commission Expires:_____