# DISTRICT OF COLUMBIA BAR MEMBERSHIP MANUAL

## PREAMBLE

This D.C. Bar Membership Manual is established pursuant to Section 3.01 of the D.C. Bar Bylaws, which provides:

> *In addition to the membership and license provisions and requirements contained in the Rules and these Bylaws are the provisions and requirements contained in the D.C. Bar Membership Manual ("Membership Manual") which shall have the same weight and authority of these Bylaws. The provisions and requirements contained in the Membership Manual may not be suspended.*
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> *The Membership Manual shall be amended upon the recommendation of the Chief Executive Officer of the D.C. Bar and shall take effect unless the Executive Committee raises a written objection to the recommendation no later than two weeks after receiving written notice of such amendment.*

## A. FEES

1. **License Fee and New Admittees.** Newly admitted members will be invoiced for the annual license fee the same month in which they are admitted. All annual license fees are due within 30 days of the invoice date. Persons who are sworn into the Bar between July 1 and December 31 shall pay the full amount of the annual license fee. Persons who are sworn in between January 1 and April 30 shall pay one-half the amount of the annual license fee. Any person who is sworn in after April 30 shall not be required to pay any license fees until the following annual license year.

   Newly admitted members of the Bar who have not paid the required annual license fee within 60 days of the original invoice date shall be assessed a late fee. Newly admitted members of the Bar who have not paid the required annual license fee and/or assessed fees associated with the invoice (including the late fee and/or returned payment fee) within 90 days of the original invoice date shall be administratively suspended.

2. **Date of Receipt**. The date of receipt of the license fee and/or late fee shall be determined by the actual date of receipt of a payment. If payment is remitted by mail, delivery service or commercial carrier, the date of receipt shall be the postmark or ship date, as applicable.

## B. MANDATORY COURSE

**Additional Requirements for the Mandatory Course.** Any admitted member of the Bar who has been Inactive or Retired or has voluntarily resigned or been suspended for 5 years or more preceding a request to change their class of membership to Active , must complete the Mandatory Course even if they completed the Course previously.

If a member reinstates to Inactive membership and later requests a change to Active membership, the Mandatory Course will be required if it is determined that the member held any status other than Active for the 5-year period immediately preceding the request.

## C. CHANGE OF MEMBERSHIP CLASS

1. **License Fee and Change of Membership.** Members who elect to change their class of membership to Active on or before December 31 shall be required to pay the full annual license fee due for the annual license year less the amount previously paid during that year. Members who elect to change their class of membership to Active after December 31 and before July 1 shall be required to pay one-half of the annual license fee for the annual license year less the amount previously paid during that year.

2. **Active to Inactive.** Active class members in good standing may change their class of membership to that of an Inactive member by submitting a request to the Bar through such means as the Bar requires on its website or otherwise .

3. **Inactive to Active.** Any Inactive class member in good standing may change their class of membership to that of Active member by submitting a request to the Bar through such means as the Bar requires on its website or otherwise, and by paying the license fees required of Active class members.

4. **Judicial Class Ineligibility.** Any Judicial class member who is no longer a judge may change their class of membership to that of an Active member by submitting a request to the Bar through such means as the Bar requires on its website or otherwise, and by paying the license fees required of Active class members.

5. **Retired.** Any member in good standing who has retired from the practice of law (except, as provided in D.C. App R. 49, on a pro bono basis), or who is totally disabled and unable to practice law may elect the class of Retired membership by submitting a request to the Bar through such means as the Bar requires on its website or otherwise. Such member must certify that (a) they have been an Active class member of the Bar for five years (two

years of any combination of Inactive or Judicial membership may be substituted for one year of Active membership to satisfy this requirement); and (b) they have been engaged in the practice of law in the District of Columbia or elsewhere for a combined total of 25 years.

Retired members are required to provide the Bar with their contact information for the 5-year period immediately following their change to Retired membership.

## D. RESIGNATION

Any member of the D.C. Bar who is in good standing, not under investigation pursuant to Rule XI, and who submits a request to the Bar through such means as the Bar requires on its website or otherwise to discontinue the practice of law in the District of Columbia and to terminate their membership in the Bar, shall cease to be a member of the District of Columbia Bar subject to approval by the Office of Disciplinary Counsel (ODC). This approval process requires a minimum of 30 days during which time such member shall remain subject to all requirements of Bar membership and must remain in good standing.

Such members shall provide the Bar with their contact information for the 5-year period immediately following their resignation.

## E. REINSTATEMENT

1. **Office of Disciplinary Counsel.** All reinstatement requests must be approved by ODC prior to a member's reinstatement.

2. **Effective Date.** Reinstatement shall be effective when all conditions have been met and as of the date of receipt by the Bar of ODC's approval.

3. **Failure to File Registration Statement.**
   Any member of the Bar who fails to file a registration statement with the D.C. Bar may request reinstatement upon:
   (a) completion of the required reinstatement form provided on the Bar's website or otherwise;
   (b) submission of the registration statement;
   (c) payment of the required annual license fee for the annual license year of reinstatement;
   (d) payment of the required registration fee; and proof of completion of the Mandatory Course if such member was admitted after July 1, 1994, and has not yet completed

the course, or such member was admitted before July 1, 1994, but has been suspended for five years or more and has not yet completed the course.

Such registration shall be effective retroactively, as of the date of such original eligibility.

**4. Failure to Pay Required Annual License Fee.**

Any member who has been administratively suspended for failure to pay the required annual license fee may request reinstatement of membership upon:

(a) completion of the required reinstatement form provided on the Bar's website or otherwise;

(b) payment of the required annual license fee for the year of reinstatement;

(c) payment of the required reinstatement fee; and

(d) proof of completion of the Mandatory Course if (i) such member was admitted after July 1, 1994, and has not yet completed the course; or (ii) such member was admitted before July 1, 1994, suspended for five years or more, and has not yet completed the course.

**5. Failure to Pay Other Fees.**

Any member who has been administratively suspended for failure to pay the required assessed late fee and/or returned payment fee shall be reinstated upon:

(a) completion of the required reinstatement form provided on the Bar's website;

(b) payment of the required assessed late fee and/or returned payment fee by April 30th of the annual license year in which the suspension occurred; and

(c) proof of completion of the Mandatory Course if (i) such member was admitted after July 1, 1994, and has not yet completed the course; or (ii) such member was admitted before July 1, 1994, suspended for five years or more, and has not yet completed the course.

If the request for reinstatement from suspension for nonpayment of the late fee and/or returned payment fee is received after April 30th of the annual license year in which the suspension occurred, the member shall be reinstated only in accordance with procedures listed above in Section E.4.

**6. Reinstatement of New Admittees Suspended for Failure to Complete the Mandatory Course**

Newly admitted attorneys of the Bar suspended for failure to complete the Mandatory Course shall be reinstated upon:

(a) completion of the required reinstatement form provided on the Bar's website or otherwise;

(b) proof of completion of the Mandatory Course; and

**(c)** payment of any required reinstatement or license fee.

**7. Reinstatement of Retired Class Members or Resigned Persons.**

Retired members or any member who resigned their membership voluntarily may request a change in their membership class, or seek reinstatement to, Active, Inactive, or Judicial membership upon:

(a) completion of the required reinstatement form provided on the Bar's website;
(b) payment of the annual license fee for the current annual license year;
(c) payment of a reinstatement fee; and
(d) proof of completion of the Mandatory Course if (i) such member was admitted after July 1, 1994 and has not yet completed the course, or (ii) such member has not been in the Active class of membership for five years or more.

## F. EMAIL PREFERENCES

Members may not unsubscribe from or opt out of receiving emails from the Bar concerning their license or membership status.

**Approved by the Board of Governors on April 11, 2022.**
*Amendments submitted to the Executive Committee of the D.C. Bar Board of Governors May 19, 2023.*
**Effective June 5, 2023**