

Member Information

Please verify and enter any changes to your name, address, phone, fax, and e-mail address in the spaces provided on the right. The business address you supply is considered your “Address of Record” and will be used for State Bar purposes, including all mailing lists and the annual Directory. If the address provided is a mailing address only, the member must also provide a street or building address for the member’s business or residence. No member shall practice law in this state until such information has been provided. The deadline for changes to the Directory is January 16. Members admitted to the State Bar by special certificate may not request a change of firm name without petitioning the Board of Law Examiners.

1. State Bar Dues (Required)

Annual State Bar of Michigan active and inactive membership dues are for the fiscal year October 1 through September 30. Persons with at least 50 years of State Bar of Michigan membership are exempt from paying this portion of the State Bar dues.

2. Discipline Dues (Required)

Annual amount established by the Michigan Supreme Court to fund the Attorney Discipline Board and the Attorney Grievance Commission for the fiscal year October 1 through September 30.

3. Client Protection Fund Assessment (Required)

Annual assessment to fund the Client Protection Fund Trust Account to compensate clients who have lost funds due to lawyer theft, for the fiscal year October 1 through September 30.

4. Current Section Dues (Optional)

Annual dues for those sections in which you are currently enrolled. Pay this amount to keep your current section enrollment. Your current section enrollment is indicated with an asterisk (*) next to the section dues amount under Changes in Section Enrollments.

4a. Subtotal (before adjustments)

The sum of steps 1-4. If you have no adjustments in steps 5-10, enter this subtotal in the box in step 11.

4b. Military Waiver

An active or inactive member in good standing serving in the United States Armed Forces in full-time active-duty status, as defined by the United States Department of Defense, is eligible for a waiver of payment of dues, including the attorney discipline system fee and the Client Protection Fund assessment. An application for a waiver of dues that includes a copy of military orders showing federal active-duty status must be made for each year for which a dues waiver is requested, and a waiver will be granted up to a total of four times. A member for whom a waiver of dues is granted continues to be subject to the disciplinary system. Members who qualify for this waiver can deduct the appropriate dues on line 4b.

5. Section Membership Changes (Optional)

To add or cancel section memberships, mark the appropriate box under Changes in Section Enrollments. Enter the total for additions and cancellations at the bottom of each column and on the appropriate line in step 5.

6. Membership Status Change

Your current membership status is indicated next to the amounts in steps 1-3 and in the box in the upper right-hand corner of your invoice. To change your status: (1) check the appropriate box, (2) add or subtract the dues amount adjustment from the chart at right, and (3) sign your name on the signature line. Your signature is required to effect a status change and constitutes notice of your eligibility in writing to the secretary of the State Bar.

Inactive membership – If you change your status from active to inactive, you maintain your status as a member in good standing, **but you are not authorized to practice law in Michigan.** You receive all other active member benefits, including section membership eligibility.

Active membership – If you have been inactive for less than three years, you may elect this status if you complete the “Petition to Return to Active Status” form, certifying that no disciplinary action has been taken or is pending in another jurisdiction. This form is available at www.michbar.org/generalinfo/pdfs/active.pdf or by calling (517) 346-6377. If you have been inactive for three years or more, you must be recertified by the Board of Law Examiners. You may be required to re-take the bar exam and undergo the character and fitness process. **Your inactive date is located at the**

top of the invoice. Members who have been inactive for three years and wish to return to active status must do so by November 30, 2011.

Emeritus –You may elect this status if you are an active or inactive member age 70 or older, or have been a member of the State Bar of Michigan for 30 years or more, and are not subject to pending disciplinary action in this state or any other jurisdiction. **You will no longer be qualified to practice law in Michigan.** As an emeritus member, you will be eligible to receive other member benefits, including section membership, as provided by the Board of Commissioners of the State Bar of Michigan. To be readmitted as an active member of the State Bar, you may be required to re-take the bar exam and undergo the character and fitness process.

Resignation –You may elect this status if you are an active or inactive member and not subject to pending disciplinary action in this state or any other jurisdiction. A resigned member is no longer qualified to practice law in Michigan nor eligible to receive any other member benefits. Once you resign, to be readmitted you may be required to re-take the bar exam and undergo the character and fitness process.

Active to Inactive less than 50 years of membership	subtract \$97.50
Active to Inactive 50 or more years of membership	subtract \$7.50
Inactive to Active less than 50 years of membership	add \$97.50
Inactive to Active 50 or more years of membership	add \$7.50
Emeritus total of steps 1-3 on dues invoice	subtract
Resign subtotal from step 4a on dues invoice	subtract

7. Hall of Justice Learning Center (Optional)

The Michigan Supreme Court Learning Center is an educational facility located at the Michigan Hall of Justice in Lansing. It provides interactive education to Michigan citizens, including students of all ages, on the important role of the law in our society. The State Bar of Michigan endorses

the efforts of the Michigan Supreme Court Historical Society in supporting this important facility. Your voluntary contribution to the Learning Center will be transferred to the Historical Society-Learning Center Fund and is deductible as a charitable contribution for federal income tax purposes. You will receive a tax receipt for your records.

8. Access to Justice Fund—Michigan Residents (Optional)

The Access to Justice Fund supports nonprofit agencies that provide civil legal aid to low-income people throughout Michigan. Consistent with MRPC 6.1, financial support for these programs is included in the State Bar’s Voluntary Pro Bono Standard adopted in 1990. The Access to Justice Campaign was established in 1997 as a partnership of the State Bar of Michigan, the Michigan State Bar Foundation, and Michigan’s civil legal aid programs. The Campaign seeks donations for endowment, including a statewide endowment, and for operations. See www.atjfund.org for a list of legal aid programs eligible for ATJ Fund donations. Your contribution will be transferred to the Michigan State Bar Foundation, which manages and distributes ATJ Fund donations according to the Access to Justice Fund Guidelines at www.msbf.org/atjfund. Contributions are deductible as charitable contributions for federal income tax purposes, and endowment gifts made prior to January 1, 2012 may qualify for the community foundation Michigan income tax credit treatment. You will receive a tax receipt. For more gift options, see www.atjfund.org.

9. Late Charge

Payments postmarked after November 30, 2011, are delinquent and must include a late charge of \$50.

10. Reinstatement Fee

A member who fails to pay dues by November 30, 2011, will be sent a written notice of delinquency. If the dues and late charge are not paid within 30 days after the notice is sent, membership is suspended. If no disciplinary order is in effect, membership is reactivated by the payment of dues and late charges owing from the date of suspension, and a \$100 reinstatement fee. If the suspension has lasted for three years or more, a return to active status also requires recertification by the Board of Law Examiners (see step 6, above).

Summary of Fiscal Year 2011-2012 Dues and Assessments

Dues Type	Active	Active 50 or more years of membership	Inactive	Inactive 50 or more years of membership	Emeritus See step 6 for eligibility
Membership	\$180.00	\$0.00	\$90.00	\$0.00	\$0.00
Disciplinary	120.00	120.00	120.00	120.00	0.00
Client Protection Fund	15.00	15.00	7.50	7.50	0.00
TOTALS	\$315.00	\$135.00	\$217.50	\$127.50	\$0.00

► Membership includes a subscription to the *Michigan Bar Journal* valued at \$60.

11. Total

To calculate your total, start with the subtotal in step 4a and add or subtract as appropriate any amounts in steps 5-10. Make checks payable to the State Bar of Michigan. Mail payments to: State Bar of Michigan, PO Box 1406, Grand Rapids, MI 49501-1406. (**Visa & MasterCard credit/debit card payments are only accepted online.**)

12. Mandatory Regulation Disclosures (Required)

The Michigan Supreme Court requires all Michigan lawyers on active or inactive status, including judges, corporate, government, and retired lawyers, to complete and sign the Mandatory Regulation Disclosures. Your bar card will be delayed if the Mandatory Regulation Disclosures are not completed.

A. IOLTA and Non-IOLTA Trust Account

Compliance: Lawyers who hold client or third-party funds must place those funds in an interest- or dividend-bearing trust account with a financial institution (listed on the approved list maintained by the State Bar of Michigan) that has agreed to abide by the trust account overdraft notification (TAON) provisions of MRPC 1.15A. For information about IOLTA trust accounts, see MRPC 1.15 and Attorney IOLTA Guidelines at www.msbf.org or call the Michigan State Bar Foundation at (800) 968-6723. To review MRPC 1.15A and obtain forms and additional information regarding TAON, see <http://www.michbar.org/opinions/TAON.cfm> or call the State Bar Professional Standards Division at (517) 346-6333.

Lawyers use factors listed at MRPC 1.15(e) to determine if funds can earn income in excess of costs; if so, those funds are placed in a non-IOLTA trust account with income payable to the client or third person. Only funds which cannot earn net income over costs may be placed in a pooled IOLTA trust account with net income payable by

the financial institution to the Foundation to support civil legal services to low-income people and projects that enhance the administration of justice. If you personally or through your firm maintain an IOLTA trust account, check 1a, 1b, or 1c.

If neither you nor your firm maintains an IOLTA trust account, you must check 2a, 2b, or 2c.

Out of state lawyers: Check 1a if you maintain a Michigan IOLTA trust account, or check 1c if you maintain an IOLTA trust account pursuant to another state's rules. Check 2b or 2c if you have no IOLTA or other trust account in any jurisdiction. Check either 1b or 2a if you maintain a non-IOLTA trust account with interest payable to clients or third parties for Michigan matters.

B. Other Licensing Jurisdictions: List all other states, provinces, countries, or federal courts where you are or have been licensed to practice law, including the year you were first admitted. You must also check the box that lists your *current* status in that jurisdiction. If you have ever received professional discipline in any of these jurisdictions that you have not previously disclosed, you must provide details of that discipline in a separate letter to the Grievance Administrator, Attorney Grievance Commission, 535 Griswold, Suite 1700, Detroit, Michigan 48226.

C. Malpractice Insurance: Check box a if you maintain malpractice insurance, either individually or through your firm. Check box b if you do not maintain malpractice insurance because you are employed in an area of the law (or in a non-law area) where you do not have any private clients. Check box c if you have private clients but choose not to carry malpractice insurance. Check box d if you do not maintain malpractice insurance because you are employed by a company that provides legal services to third parties and assumes liability for malpractice committed by its attorney/employees.

D. Misdemeanors and Felonies: If you have been convicted of a misdemeanor or felony offense since you have been licensed to practice law in any jurisdiction and you have not reported it directly to the Attorney Grievance

Commission and the Attorney Discipline Board or through the State Bar of Michigan, check the "yes" box. Provide a separate letter to the Grievance Administrator, Attorney Grievance Commission, 535 Griswold, Suite 1700, Detroit, Michigan 48226, and to the Attorney Discipline Board, 211 West Fort Street, Suite 1410, Detroit, Michigan 48226, with details of the conviction, including the offense, date of conviction, and name and address of the sentencing court.

13. Communication Preferences

We want to communicate with you using the method you prefer. A growing number of attorneys use the Internet and e-mail regularly, and a majority of our membership has provided us with an e-mail address. Online access to the *Michigan Bar Journal* and regular e-mail communication save substantial printing, mailing, and staff costs, and eliminate unwanted paper copies for those members who choose these options. Your e-mail address is not considered part of your standard member address of record, but it may be used under certain circumstances. Please note that your ability to use the e-commerce online service is contingent on your providing the State Bar with an unshared e-mail address on record.

14. Privacy Preferences

Although we believe that the materials we send to members are of value and we require all mailings to adhere to our Privacy and Website Policies (www.michbar.org/generalinfo), we understand and honor requests to be removed from affiliated or non-affiliated parties' mailing lists. This section allows you to opt out of mailings. Please check all categories that apply. You may change your preferences online at any time by filling out the member preferences form on the State Bar website at www.michbar.org, or call (888) SBM-ForU to have a form mailed to you.

15. Occupation/Practice Information

To help us better serve your needs, please provide your area of practice and indicate the size of your law firm or whether you are a solo practitioner.

Although members are encouraged to provide this information, doing so is purely voluntary.

Visit <http://e.michbar.org> to pay your dues online
Please note that to use this service, you must have an unshared e-mail address on record with the State Bar of Michigan.
If you are not paying your dues online, mail payments to:
State Bar of Michigan
PO Box 1406, Grand Rapids, MI 49501-1406

SBM

STATE BAR OF MICHIGAN

2011-2012 DUES INVOICE INSTRUCTIONS

