



STATE BAR NEW MEMBERSHIP ENROLLMENT INSTRUCTIONS

Membership Department
104 Marietta Street, Suite 100
Atlanta, GA 30303

INSTRUCTIONS AND INFORMATION-MANDATORY ENROLLMENT:

ENROLLMENT WITH THE STATE BAR OF GEORGIA IS REQUIRED AFTER BEING SWORN IN. YOU MUST THEREFORE ENROLL IN THE STATE BAR OF GEORGIA BEFORE YOU BEGIN TO PRACTICE LAW IN GEORGIA!

CONGRATULATIONS! The Office of Bar Admissions has notified the State Bar of Georgia that you are now certified through their admission process. Your completed Membership Enrollment materials and full payment of dues and assessments must be processed before you are issued a Bar Number. You must first make arrangements to be sworn in to Superior Court. You may elect inactive status if you do not intend to practice law in Georgia at the present time.

You are required to enroll with the State Bar of Georgia within sixty- (60) days of being sworn in to Superior Court in Georgia. If you do not enroll within the sixty- (60) day period, you are subject to additional fees and paperwork. This admission allows you to practice in Superior and all lower Courts in this State. You may choose to be sworn in separately to the Georgia Court of Appeals, Georgia Supreme Court and Federal District Courts by contacting these courts. The Young Lawyers Division of the Bar sponsors mass swearing in ceremonies twice a year for the higher courts and will send out information to new members after you have enrolled. Your license fee obligation is based on the date that you are sworn in to Superior Court, which is also the official date used on your permanent membership record as your date of admission to practice.

ITEMS NECESSARY FOR ENROLLMENT ARE LISTED BELOW:

Please submit the actual documents issued to you by the Clerk of Superior Court.

- 1. The Attorney Oath and Order: This document must have an official raised or colored seal. (NO COPIED SEALS, PLEASE).
2. The Membership Enrollment Form: It must be signed. Blue ink is preferred.
3. Payment of appropriate fees with Dues Notice included. Make check payable to State Bar of Georgia.
4. Late Enrollments: Affidavit is required and a \$100 late fee, if enrolling past 60 days of being sworn. (FORM PROVIDED)
5. Name Change: Enclose photocopy of marriage license, if your name has changed since you took the Bar Exam.
6. Admission on Motion and Foreign Law Consultants who enroll in the State Bar without taking the Georgia Bar Examination, and who have not previously paid the Clients' Security Fund and the Bar Facility Assessment, shall be responsible for the full Assessments, which are due and payable prior to, or upon registration with the State Bar of Georgia. (Clients' Security Fund \$100/Bar Facility Assessment \$200).
7. Return appropriate Transition Into Law Practice Program (Mentoring Program) documents, based on your status.

Review the fee tables below for the amounts you will owe for bar dues. The table indicates accurate fees that you must pay.

ADMISSION BY EXAM: Prorated dues apply only if sworn in between January 1 - May 14 in current year. Only applicants admitted by exam can pay Assessments in annual installments each year until paid in full. Rule 1-506 and Rule 1-507 (c). Table with columns: Item, Active (Or), *Prorated Active, Inactive (Or), *Prorated Inactive. Rows: Dues, CSF, BFA, Total.

The Legislative Contribution is not added to the fees listed on this instruction page. (See dues notice)

ADMITTED ON MOTION AND FOREIGN LAW CONSULTANT: Prorated dues apply if sworn in between January 1 - May 14 in current year. The Clients' Security Fund \$100 and the Bar Facility Assessment \$200 are payable in full at enrollment. Rule 1-506 and Rule 1-507 (c). Table with columns: Item, Active (Or), *Prorated Active, Inactive (Or), *Prorated Inactive. Rows: Dues, CSF, BFA, Total.

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ABOUT THE MANDATORY ASSESSMENTS: Refer to information provided on the Enrollment CD for more detailed information on the Assessments, or review Rule 1-507 Bar Facility Assessment (BFA) and Rule 1-506 Clients' Security Fund (CSF) in the State Bar Directory and Handbook on page H-5.

For immediate notification of your enrollment and Bar Number, please provide us with a current email address. After you are enrolled, you are eligible to practice law in all Georgia Superior and lower Courts. For assistance about enrollment to the State Bar, call the membership department at (404) 527-8777, or (800) 334-6865.