



THE WEST VIRGINIA STATE BAR

2000 Deitrick Blvd. Charleston, WV 25311

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EXECUTIVE DIRECTOR
ANITA R. CASEY

Name:
Address:

Bar ID#:

FROM: Anita R. Casey, Executive Director

RE: **2012-2013 Annual Membership Dues, Financial Responsibility Disclosure (FRD) Requirement and IOLTA Reporting Requirement**

DATE: June 20, 2012

The West Virginia State Bar is working hard to keep up with advancements in technology, keep more accurate records and make your interaction with The State Bar more convenient. In line with these advances, effective for the dues/reporting year 2012-13, The State Bar is providing its members with the option to pay dues and complete their FRD and IOLTA reporting on line.

Enclosed you will find forms for payment of your membership dues for fiscal year 2012-13 and for completion of your Financial Responsibility Disclosure and IOLTA reporting requirements. **All members are encouraged to complete this information on line.** For the first time, dues payments submitted on line can be made by credit card. Assistance in completing the forms online can be obtained by contacting Mike Mellace (304-558-8920 or mellacem@wvbar.org) at the Bar. If you are not quite ready to use on-line reporting, you may, for this fiscal year, complete your forms by hand. The forms must be returned to The State Bar, at its new address of 2000 Deitrick Boulevard, Charleston, WV 25311, postmarked no later than **September 1, 2012.** Members' forms postmarked after September 1, 2012, are subject to separate \$25 late penalty fees for both dues and FRD. On line reporting also has a September 1, 2012, due date with penalty assessments for both dues payments and FRD reports received after that date. For questions regarding membership please contact Cheryl Petty at Cheryl@wvbar.org / 304-558-0828 or Anita Casey at 304-558-7993 / caseya@wvbar.org.

Failure to comply with payment of dues and FRD reporting will result in an automatic suspension from active membership in The State Bar. While there is no requirement for West Virginia lawyers to have professional liability insurance, there is a requirement to disclose whether or not you have insurance. Your Financial Responsibility Disclosure information is made available to the public both on the website and by calling The State Bar offices. **NOTE: Members who are on "active but not practicing" status, do not have to comply with the mandatory FRD and IOLTA reporting requirements.**

In addition to dues and FRD reporting, beginning with fiscal year 2012-13, members will be required to do their IOLTA Reporting. This combined reporting will make the collection of IOLTA information easier and more accurate. Any questions regarding completion of your IOLTA Reporting form, either on line or on paper, should be directed to Anita Casey.

Online Dues Renewal, FRD & IOLTA Reporting

You are now able to do the following online instead of through paper submission:

- Pay your dues online via credit card
- Submit your FRD online
- Submit IOLTA information online

To complete Dues payment, FRD Notice of Compliance & IOLTA Notice of Compliance forms go to
www.wvbar.org/members/onlinedues.aspx

Note: Please disregard the following paper forms if you choose to file online.

Name:
Address:

Bar ID#:



ACTIVE MEMBERSHIP FEE NOTICE

PLEASE RETURN THIS PAGE WITH YOUR REMITTANCE TO:
THE WEST VIRGINIA STATE BAR
2000 Deitrick Boulevard
Charleston, WV 25311-1231

Please see the Court Rules Volume of the WV Code for the ByLaws & Rules with govern the membership fee & Financial Responsibility Disclosure requirements of the State Bar.

Period: July 1, 2012 – June 30, 2013

Amount Due:

All active members of The West Virginia State Bar must complete and return this Notice to the WV State Bar offices **by September 1**. If your notice is not received or postmarked on or before September 1, a **\$25 late filing fee** will attach. **Failure to comply with this Notice will result in an automatic suspension from active membership in the State Bar. In addition to the \$25.00 penalty authorized by Article III (A) Section 4, a penalty of \$75.00 will be added to the fees owed by members who are suspended for FRD non-compliance.**

Name:
Address:

Bar ID#:

NOTICE OF COMPLIANCE WITH STATE BAR BYLAW ARTICLE III (A). FINANCIAL RESPONSIBILITY DISCLOSURE

Financial Responsibility Disclosure (FRD) is **required** by a Supreme Court Order dated May 25, 2005.

1. I hereby disclose that I am engaged in the private practice of law and am currently covered by professional liability insurance with limits of not less than \$100,000 per claim and \$300,000 policy aggregate covering generally insurable acts, errors and omissions occurring in the practice of law, other than an extended reporting endorsement.
 Yes **No**

2. If you answered NO to the above question, and you are so engaged and not covered by professional liability insurance in the above minimum amounts, provide whether you have another form of adequate financial responsibility which means funds, in an amount not less than \$100,000, available to satisfy any liability arising from acts or omissions or other persons employed or otherwise retained by you and that these funds shall be available in the form of a deposit in a financial institution of cash, bank certificate of deposit or United States Treasury obligation, a bank letter of credit or a surety or insurance company bond and describing same with reasonable particularity.

3. Do you have any unsatisfied final judgment(s) against either yourself, or any firm or any professional corporation in which you have practiced, for acts, errors or omissions including, but not limited to, acts of dishonesty, fraud or intentional wrongdoing arising out of the performance of legal services by you. **Yes** **No**
If so, include the date, amount and court where the judgment(s) was/were rendered:

4. Are you exempt from the provisions of this Rule because you are engaged in the practice of law as a full-time government lawyer or in-house counsel and do not represent clients outside that capacity **Yes** **No**

All active members of The West Virginia State Bar must complete and return this FRD Notice to the WV State Bar offices **by September 1**. If your notice is not received or postmarked on or before September 1, a **\$25 late filing fee** will attach. **Failure to comply with this Notice will result in an automatic suspension from active membership in the State Bar. In addition to the \$25.00 penalty authorized by Article III (A) Section 4, a penalty of \$75.00 will be added to the fees owed by members who are suspended for FRD non-compliance.**

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The West Virginia State Bar
Interest on Lawyers Trust Accounts (IOLTA) Program
Notice of Compliance with Rule 1.15

Rule 1.15 of the West Virginia Rules of Professional Conduct establishes a comprehensive Interest on Lawyers Trust Accounts (IOLTA) program effective September 15, 1991. This Notice of Compliance with Rule 1.15 must be filed annually with The West Virginia State Bar by each West Virginia lawyer participating in the IOLTA program. A copy of Rules 1.15, instructions for completing the Notice of Compliance, and the Operating Regulations can be found online at www.wvbar.org.

The attorney listed above hereby attests to compliance with the rules by checking one of the following options:

Option 1. I HAVE established the following interest - or dividend-bearing trust account for nominal or short-term client deposits, with interest or dividends payable to The West Virginia State Bar, in compliance with Rule 1.15:

Name on Account

Account Number and Name of Financial Institution

Mailing Address of Financial Institution

Telephone Number of Financial Institution

Email Address of IOLTA Contact at Financial Institution

Option 2. I HAVE NOT established an interest - or dividing-bearing client trust account as I do not receive, maintain, or disburse client funds in West Virginia.