

THE WEST VIRGINIA STATE BAR
MEMBERSHIP LIST AGREEMENT

1. The West Virginia State Bar agrees to produce mailing lists or email its Members on behalf of:

Organization/Individual: _____

Address: _____

Phone: _____ Contact Person: _____

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This mailing list shall meet the following requirements: (please check one in each category)

- | | |
|--|-----------------------------|
| a. _____ adhesive mailing labels (3x10) | b. _____ zip code order |
| _____ computer list (paper) | _____ alphabetical order |
| _____ Send list via email to: _____ | |
| _____ Requesting information be emailed to State Bar Members on our behalf | |
| c. _____ active & inactive | d. _____ in state |
| _____ active | _____ in & out of state |
| _____ inactive | _____ specific county(ies): |
- _____
- _____

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2. The above named organization or individual agrees to pay The West Virginia State Bar:

_____ attorneys/emails x _____ cents = Cost: \$ _____
Sales Tax: \$ _____

TOTAL COST: \$ _____

(If you are a non-profit or tax exempt organization, please provide your Federal Tax ID# _____)

3. The above named organization or individual agrees to use The West Virginia State Bar mailing lists for the single and exclusive purpose of:

LIST: Please attach a copy of the material to be mailed using the lists.

EMAIL: A copy of the notice that you are requesting to be emailed to The West Virginia State Bar membership should be emailed to Cheryl L. Wright at cheryl@wvbar.org

4. **The above named organization or individual agrees not to duplicate, copy, or store list on any type of data or word processing equipment, or retain the list in any other manner.**

PLEASE COMPLETE OTHER SIDE

5. The above named organization or individual agrees to indemnify The West Virginia State Bar for loss, including attorneys fees, from any use or misuse of the labels or emailed information.
6. The above named organization or individual agrees to abide by the rules and conditions noted below.

MEMBERSHIP LIST & EMAIL RESTRICTIONS

The West Virginia State Bar may sell mailing labels or email information for uses related to the practice of law.

- a. The West Virginia State Bar does **NOT** release its Members' emails, but will send approved information via email to our members.
- b. The request must be made in writing, with a copy of the material to be mailed attached or emailed prior to consideration or approval.
- c. **All sales are on a one time only mailing use for the requested purpose. No duplication of the lists is allowed by the purchaser. (See #3)**
- d. Payment for the labels produced or information forwarded is required prior to delivery.
- e. This membership list agreement must be executed by the purchaser prior to delivery of the lists.

The commercial sale of The West Virginia State Bar mailing lists or emailing of information is solely for the purpose of funding the overhead costs involved in maintaining the membership lists of the Bar.

COST OF LISTS

1. The West Virginia State Bar charges a rate of 15¢ per name - with a minimum charge of \$20.
2. Members of The West Virginia State Bar will be charged at a discounted rate of 7¢ per name - with a minimum charge of \$20.

ORGANIZATION:

THE WEST VIRGINIA STATE BAR:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date Received/Requested: _____

Date Mailed/Picked Up _____

**Please return signed agreement, a copy of the material to be mailed using the lists, and payment to:
(Make check payable to The West Virginia State Bar)**

**Membership
The West Virginia State Bar
2000 Deitrick Boulevard
Charleston, WV 25311-1231**