

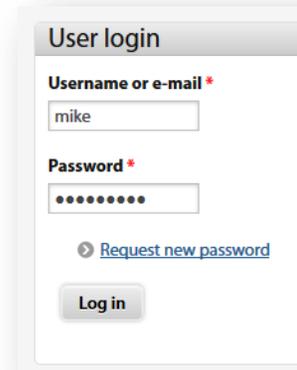
# The West Virginia State Bar

## Annual Membership Fees and Reporting 2013- 14

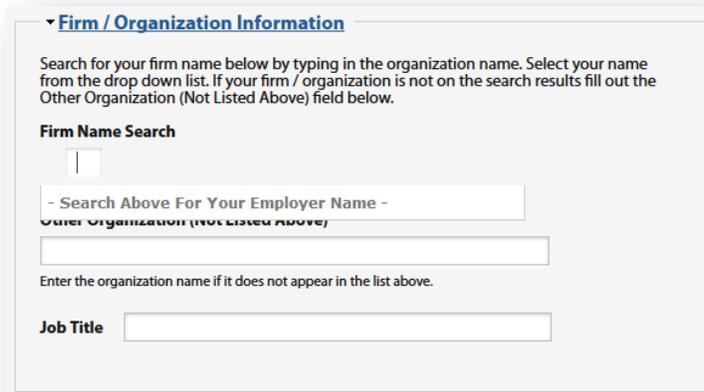
The instructions below are for State Bar members that have a firm administrator that will be entering their IOLTA and FRD information on their behalf.

Instructions:

1. Log in using your email address and password at [www.mywvbar.org/2013](http://www.mywvbar.org/2013) (If you do not have a password select request a password and it will be emailed to you).
2. Update your address and contact information if needed
3. Under the "Firm Name" field type in the name of your firm to search for your organization. (If your organization does not show up in the firm name search, enter it in the Other Organization field below.)



A screenshot of a 'User login' form. It features two input fields: 'Username or e-mail \*' containing the text 'mike' and 'Password \*' with masked characters. Below the password field is a link that says 'Request new password' with a right-pointing arrow. At the bottom is a 'Log in' button.



A screenshot of a 'Firm / Organization Information' form. It includes a search instruction: 'Search for your firm name below by typing in the organization name. Select your name from the drop down list. If your firm / organization is not on the search results fill out the Other Organization (Not Listed Above) field below.' The form has a 'Firm Name Search' section with a dropdown menu currently showing '- Search Above For Your Employer Name -'. Below this is a text input field labeled 'Other Organization (Not Listed Above)'. A note says 'Enter the organization name if it does not appear in the list above.' At the bottom is a 'Job Title' section with an empty text input field.

- Choose "Yes" for your firm administrator to complete your FRD select Yes the firm administrator radio button.)

**Financial Responsibility Disclosure Information**

This section contains the information required to be filed annually by all active West Virginia Bar Members. For those attorneys whose firm collects and supplies FRD information, check the box to indicate that the information will be supplied by the attorney's firm.

**FRD Exemption**  Yes  No  
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?

**Firm Administrator**  Yes  No  
Will your Financial Responsibility Disclosure be made by your firm administrator? (Pursuant to the Bar's By-Laws, you will be charged \$25.00 if your firm administrator does not complete and submit this information before September 1, of this fiscal year.)

**Insurance Provider Name**

**Insurance Provider Address**

**Insurance Policy Number**

- Select whether you are exempt or not from Rule 1.15.
- Choose "Yes" to have your firm administrator complete your IOLTA compliance information for you.

**IOLTA Information**

This section contains bank account information required to be filed annually by all active West Virginia Bar Members. For those attorneys whose firm collects and supplies IOLTA information, check the box to indicate that the information will be supplied by the attorney's firm.

**IOLTA Exemption**  Yes  No  
Are you exempt from the provisions of Rule 1.15? To determine exemptions from the requirement see [Rule 1.15 of the West Virginia Rules of Professional Conduct](#) and the [Operating Regulations](#) of the IOLTA Program.

**Firm Administrator - IOLTA**  Yes  No  
Will your IOLTA information be submitted by your firm administrator?

**Account Existence**  Yes  No  
Do you currently have an IOLTA Account that you use for clients funds? (An interest or dividend-bearing trust account for nominal or short-term client deposits, with interest or dividends that are payable to The West Virginia State Bar, in compliance with Rule 1.15)

**Tax ID Number (FEIN#)**   
Provide the FEIN # for the IOLTA Account Information.

**Account Name**   
The name on the IOLTA Bank Account.

**Bank Name**   
Name of the bank where the IOLTA account is located.

**Trust Account Number**   
Trust Account number of the IOLTA account.

**Bank Routing Number**   
Bank routing number of the IOLTA account.

**Additional Accounts**

If you have more than one IOLTA Account please list them above in the following format: Account Name, Bank Name, Trust Account Number, Routing Number.

7. Click on the “submit” button at the bottom of the form

**Submit 2013-14 Annual Membership Report Information**

8. Choose your membership type

## Member Fees Payment Selection

Please click one of the options below to complete your payment:

[Active or Active Not Practicing Member \(Admitted by Reciprocity or admitted on or before June 30, 2010\) - \\$250](#)

[Active or Active Not Practicing Member \(Admitted between July 1, 2011 and June 30, 2013\) - \\$200](#)

[Inactive Member - \\$100](#)

9. Select “I will send payment by check”

### Payment Options

Payment Method \*



Pay by Credit Card



I will send payment by check