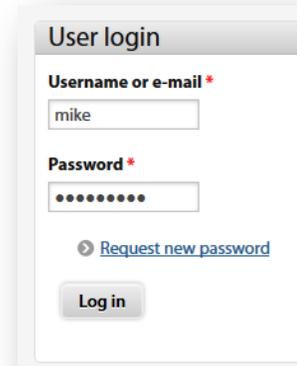


The West Virginia State Bar

Annual Membership Fees and Reporting 2013- 14

Instructions:

1. Log in using your email address and password at www.mywvbar.org/2013 (If you do not have a password select request a password and it will be emailed to you).



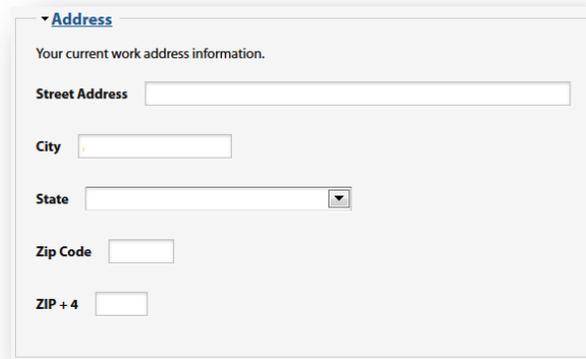
User login

Username or e-mail *

Password *

[Request new password](#)

2. Update your address if needed



▼ **Address**

Your current work address information.

Street Address

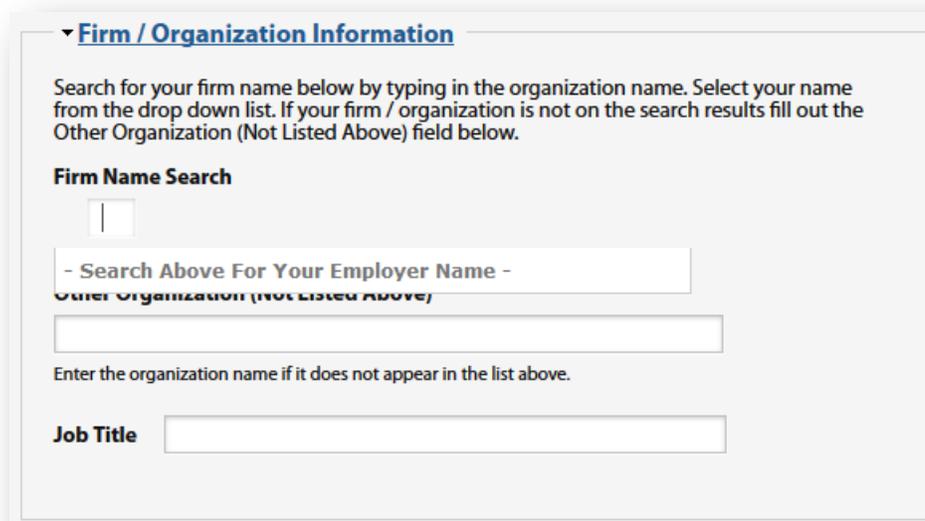
City

State

Zip Code

ZIP + 4

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.)



▼ **Firm / Organization Information**

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.

Firm Name Search

- Search Above For Your Employer Name -

Other Organization (Not Listed Above)

Enter the organization name if it does not appear in the list above.

Job Title

4. Verify that your phone number and other information is correct

▼ **Telephone/Web Contact Information**

Provide telephone contact information, including primary, fax and mobile telephone numbers. You may also provide web site information on your firm or practice.

Phone Number

Fax Number

Mobile Phone

Website

▼ **Other Information**

Please provide information on any special skill sets you may possess. You may also indicated your interest in working with the West Virginia Department of Education in providing mentorships to elementary, middle and high school students.

High School Mentor No Yes

Middle School Mentor No Yes

Elementary School Mentor No Yes

Special Skills

Fluent in French

Fluent in Spanish

Fluent in Sign Language

Fluent in a language other than French, English, Spanish or Sign Language

Select from the above skill sets

5. Enter your FRD information (If you choose to have your firm administrator complete your FRD please 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

6. Enter your IOLTA information (If you choose to have your firm administrator complete your IOLTA compliance information please select Yes on the firm administrator radio button.)

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.

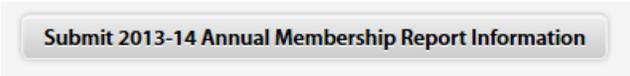
Trust Account Number
Trust Account number of the IOLTA account.

Bank Routing Number
Bank routing number of the IOLTA account.

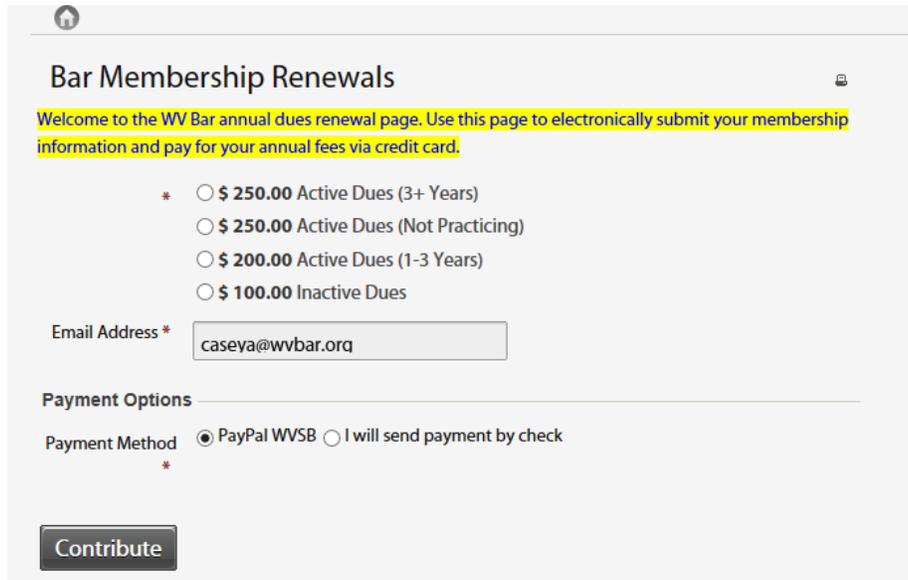
Additional Accounts

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.

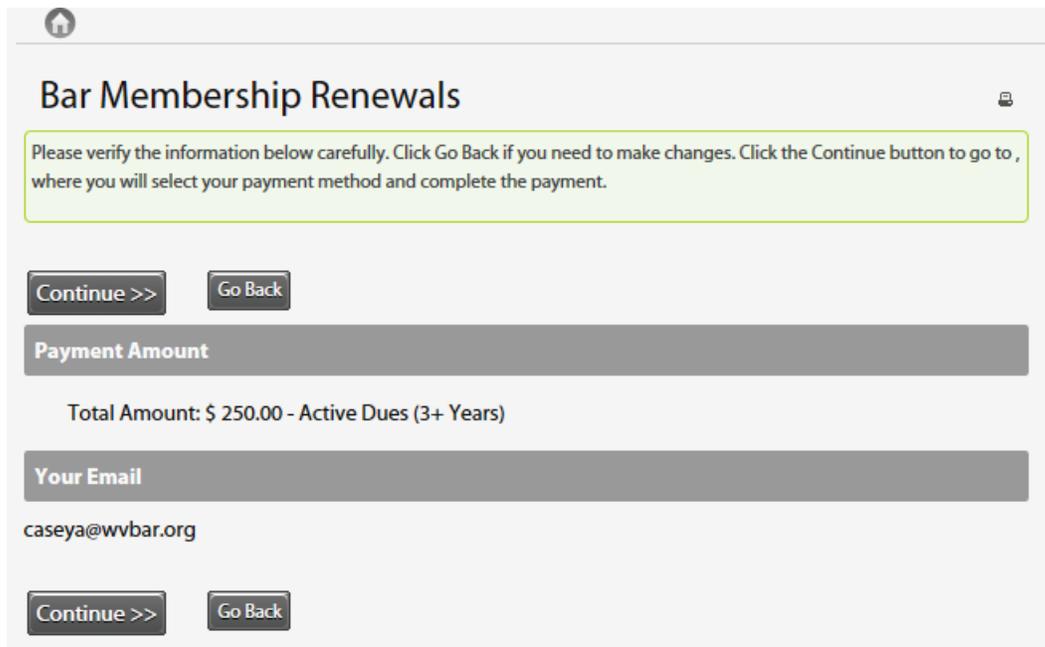
7. Click on the “submit” button at the bottom of the form



8. Choose membership type and choose either to pay by credit card or select pay later by check option.



A screenshot of a web form titled "Bar Membership Renewals". At the top left is a home icon. The title "Bar Membership Renewals" is at the top right, with a lock icon. Below the title is a yellow highlighted text box: "Welcome to the WV Bar annual dues renewal page. Use this page to electronically submit your membership information and pay for your annual fees via credit card." Below this are four radio button options for membership types: "\$ 250.00 Active Dues (3+ Years)", "\$ 250.00 Active Dues (Not Practicing)", "\$ 200.00 Active Dues (1-3 Years)", and "\$ 100.00 Inactive Dues". An "Email Address *" field contains "caseya@wvbar.org". Under "Payment Options", the "Payment Method" is set to "PayPal WWSB" with a radio button, and "I will send payment by check" is unselected. A "Contribute" button is at the bottom.



A screenshot of a summary page titled "Bar Membership Renewals". At the top left is a home icon. The title "Bar Membership Renewals" is at the top right, with a lock icon. A green highlighted text box contains the instruction: "Please verify the information below carefully. Click Go Back if you need to make changes. Click the Continue button to go to , where you will select your payment method and complete the payment." Below this are two buttons: "Continue >>" and "Go Back". A gray bar labeled "Payment Amount" contains the text "Total Amount: \$ 250.00 - Active Dues (3+ Years)". Below that is another gray bar labeled "Your Email" containing "caseya@wvbar.org". At the bottom are two buttons: "Continue >>" and "Go Back".

9. If you are paying by credit card select “I do not have a PayPal account” in order to enter your credit card number.

Your order summary

Descriptions	Amount
Online Payment: Bar Membership Renew...	\$250.00
Item price: \$250.00	
Quantity: 1	
Item total	\$250.00
Total \$250.00 USD	

Choose a way to pay

PayPal securely processes payments for The West Virginia State Bar.

[▶ Have a PayPal account?](#) 

Log in to your account to pay

[▼ Don't have a PayPal account?](#)
Pay as a guest now, sign up for PayPal later

Country

First name

Last name

Address line 1

Address line 2 (optional)

City/State

ZIP code

Phone type Why is this needed?

Phone number

Email

Payments processed by 

[Cancel and return to The West Virginia State Bar.](#)

10. Once your payment is complete you will receive an email from PayPal confirming your payment (see next page)