



# THE WEST VIRGINIA STATE BAR

2000 Deitrick Blvd. Charleston, WV 25311

[www.wvbar.org](http://www.wvbar.org)

Phone: 1.304.553.7220

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FROM: Anita R. Casey, Executive Director

RE: **2014-2015 Annual Membership Fees, Financial Responsibility Disclosure (FRD) and IOLTA Reporting Requirements**

Enclosed you will find forms for payment of your membership fees for fiscal year 2014-15 and for completion of your Financial Responsibility Disclosure and IOLTA reporting requirements. **All members are encouraged to complete this information on line. There will be a \$20 processing fee assessed per lawyer to process the paper forms.** 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](mailto:mellacem@wvbar.org)) at the Bar. Paper forms must be returned to The State Bar, at: Membership Reporting/Fees, 2000 Deitrick Boulevard, Charleston, WV 25311, postmarked no later than September 2, 2014. Members' forms postmarked after September 2, 2014, are subject to separate \$25 late penalty fees for both fees and FRD. On line reporting also has a September 2, 2014, due date with penalty assessments for both fees payments and FRD reports received after that date. For questions regarding membership please contact Cheryl Petty at [Cheryl@wvbar.org](mailto:Cheryl@wvbar.org) / 304-553-7229 or Anita Casey at 304-553-7228 / [caseya@wvbar.org](mailto:caseya@wvbar.org).

Failure to comply with payment of fees 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.

**NOTE: Active But Not Practicing and Inactive members do not have to complete the FRD or IOLTA information.**

In addition to fee and FRD reporting, members are required to do 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.

**THE WEST VIRGINIA STATE BAR  
ANNUAL MEMBER FEES CHECK SUBMISSION 2014-15**

**First Name:** \_\_\_\_\_

**Middle Name:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_

**Bar ID#:** \_\_\_\_\_

**Member Fees Payment Selection**

Please select the applicable fee amount below and add the processing fee:

- Active or Active Not Practicing Member (Admitted by Reciprocity or admitted before June 30, 2013) - \$250 \_\_\_\_\_
- Active or Active Not Practicing Member (Admitted after June 30, 2013) - \$200 \_\_\_\_\_
- Inactive Member - \$100 \_\_\_\_\_

**Plus \$20 paper processing fee** \_\_\_\_\_ **\$20** \_\_\_\_\_

Total payment \_\_\_\_\_

**For payment please attach a check with your bar ID number written on it for the amount calculated above. Payments received without the \$20 processing fee, per attorney, will not be processed.**

**Check number** (of attached payment): \_\_\_\_\_

**Please provide your updated contact information if it has changed:**

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**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, as required by The State Bar's Operating Regulations and Procedures for the Comprehensive 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](http://www.wvbar.org).

The undersigned hereby declares 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 of Account

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Name of Financial Institution

\_\_\_\_\_  
Mailing Address of Financial Institution

\_\_\_\_\_  
Telephone Number of Financial Institution

YES (please circle), I have attached a blank deposit slip, or facsimile thereof, for this account. In addition, if this account will be used by more than one lawyer, I have attached a list of all such lawyers, and The West Virginia State Bar membership numbers and signatures of all such lawyers.

**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.

\_\_\_\_\_  
Name of Lawyer (please print)

\_\_\_\_\_  
The West Virginia State Bar I.D. Number

\_\_\_\_\_  
Signature of Lawyer

\_\_\_\_\_  
Date

**Please return this completed form to:**

Anita R. Casey, Executive Director  
The West Virginia State Bar  
Attn: IOLTA - NOC RULE 1.15  
2000 Deitrick Boulevard, Charleston, WV 25311  
Phone: 304-558-7993; Fax: 304-558-2467  
E-Mail: [caseya@wvbar.org](mailto:caseya@wvbar.org); Web: [www.wvbar.org](http://www.wvbar.org)

