



# THE WEST VIRGINIA STATE BAR

2000 Deitrick Blvd. Charleston, WV 25311

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

Phone: 1.304.553.7220

Toll Free: 1.866.989.8227

Fax: 1.304.558.2467

FROM: Anita R. Casey, Executive Director

RE: **2015-2016 Annual Membership Fees, Financial Responsibility Disclosure (FRD) and IOLTA Reporting Requirements for Active and Active But Not Practicing Members**

Enclosed are forms for payment of your membership fees for fiscal year 2015-16 and for completion of your Financial Responsibility Disclosure (FRD) and IOLTA reporting requirements. **All attorneys are encouraged to complete this information on line. There will be a \$20 processing fee assessed per attorney 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 (304-553-7223 or [mellacem@wvbar.org](mailto:mellacem@wvbar.org)). Paper forms must be returned to The State Bar at: Membership Reporting/Fees, 2000 Deitrick Boulevard, Charleston, WV 25311, postmarked no later than **September 1, 2015.** Member forms postmarked after September 1, 2015, are subject to a \$25 late FRD reporting penalty, a \$25 late payment penalty and a \$200 late IOLTA reporting penalty. Online reporting also has a September 1, 2015, due date with penalty assessments for fees, FRD, and IOLTA reports received after September 1, 2015. For questions regarding membership please contact Cheryl Petty Moats 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.**

Any questions regarding completion of your IOLTA information should be directed to Anita Casey.

**THE WEST VIRGINIA STATE BAR  
ANNUAL MEMBER FEES CHECK SUBMISSION 2015-16**

**First Name:** \_\_\_\_\_  
**Middle Name:** \_\_\_\_\_  
**Last Name:** \_\_\_\_\_  
**Bar ID#:** \_\_\_\_\_

**Return Forms & Payment to:**

Attn: Membership  
The WV State Bar  
2000 Deitrick Blvd  
Charleston, WV 25311

**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** \_\_\_\_\_

**OR**

- Active or Active Not Practicing Member (Admitted after June 30, 2013) - **\$200** \_\_\_\_\_

**Plus \$25 Late Payment Fee** \_\_\_\_\_ \$25 \_\_\_\_\_

**Plus \$25 Late FRD Fee (does not apply to Active Not Practicing Members)** \_\_\_\_\_

**Plus \$200 Late IOLTA Fee (does not apply to Active Not Practicing Members)** \_\_\_\_\_

**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. Checks received without this form will be returned and you may be subject to the late reporting and payment penalties.**

**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 Administrative Rule 10**

Administrative Rule 10 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 Administrative Rule 10 must be filed annual 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 Administrative Rule 10, instructions for completing the Notice of Compliance, and the Operating Regulations can be foundation 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 Administrative Rule 10:

\_\_\_\_\_  
Name of Account

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

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

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

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

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

If this account will be used by more than one lawyer, I have attached a list of all such lawyers, 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:  
The West Virginia State Bar  
Attn: IOLTA  
2000 Deitrick Boulevard, Charleston, WV 25311

Questions: Anita R. Casey, Executive Director  
Phone: 304-553-7228  
Email: [caseya@wvbar.org](mailto:caseya@wvbar.org)