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

www.wvbar.org

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). 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 / 304-553-7229 or Anita Casey at 304-553-7228 / 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:	Return Forms & P	Payment to:
Middle Name:	Attn: Member	rship
Last Name:	The WV State	
Bar ID#:	Charleston, WV	
Member Fees Payment Selection		
Please select the applicable fee amount l	below and add the processing fee:	
before June 30, 2013) - \$250	ember (Admitted by Reciprocity or admitted	
OR - Active or Active Not Practicing Me	ember (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	y to Active Not Practicing Members)	
Plus \$20 paper processing fee	<u>-</u>	\$20
Total Payment	-	
calculated above. Payments received		torney, will no
Please provide your updated contact i	information if it has changed:	
Firm:	<u> </u>	
Address:		
City:	<u> </u>	
State:		
Zip Code:	Phone Number:	
Fax Number:	_	
Email Address:		

NOTICE OF COMPLIANCE WITH STATE BAR BYLAWS ARTICLE III (A). FINANCIAL RESPONSIBILITY DISCLOSURE

The By-Laws of The West Virginia State Bar require annual disclosure about the financial responsibility for professional liability claims of each active lawyer admitted to practice law in West Virginia.

1.	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? □ Yes □ No
	If your answer to the above question is no, please answer the following questions:
2.	I am engaged in the private practice of law and represent clients? ☐ Yes ☐ No
3.	I am currently covered by professional liability insurance with limits of not less than \$100,000 per claim and \$300,000 policy aggregate covering generally insurable acts, errors and omissions occurring in the practice of law, other than the extended reporting endorsement. \square Yes \square No
	If your answer to the above question is yes, please provide the following information:
	Insurance Provider Name
	Insurance Provider Address:
	Insurance Policy Number:
4.	If your answer to question number 3 was NO, advise whether you have another form of adequate financial responsibility/funds available in the form of a deposit in a financial institution of cash, bank certificates of deposit or United States Treasury obligation, a bank letter of credit or a surety or insurance company bond to cover errors and omissions occurring in the practice of law in an amount not less than \$100,000 to satisfy any liability arising from such errors or omissions and describe with reasonable particularity the funds.
5.	Do you have any unsatisfied final judgment(s) after appeal against either you or any firm or professional corporation in which you have practiced, for acts, errors or omissions including, but not limited to, acts of dishonesty, fraud or intentional wrongdoing arising out of the performance of legal services? □ Yes □ No
6.	If your answer to the above question is YES, please provide below information including the date, amount and court where the judgment(s) was rendered.
Name	(please print)
By sig	ning this notice, I am verifying the accuracy of the information provided.
Signat	ure WVSB ID # DATE
~	71 1 No 2 1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1

All active members of The West Virginia State Bar must complete, sign, and return this FRD Notice to the WV State Bar office. Your notice must be postmarked by <u>September 1, 2015</u>. If your notice is not postmarked on or before <u>September 1, 2015</u> a \$25 late filing fee will attach to your account. Failure to comply with this Notice will result in an automatic suspension from active membership in the State Bar. In addition to the \$25.00 penalty authorized by Article III (A) Section 4, a penalty of \$75.00 shall be added to the fees owed by all members who are suspended for the financial responsibility disclosure non-compliance.

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.

The undersigned hereby declares compliance with the rules by checking <u>one</u> of the following options:

	Name of Account		
	Account Number		
	Name of Financial Institution		
	Mailing Address of Financial Institution		
	Telephone Number of Financial Instituti	on	
	Email Address		
	If this account will be used by more than Virginia State Bar membership numbers		
	a 2. I HAVE NOT established an interest - in, or disburse client funds in West Virgini		ent trust account as I do not receive,
Name o	of Lawyer (please print)	The West	Virginia State Bar I.D. Number

2000 Deitrick Boulevard, Charleston, WV 25311