

Application Checklist: Admission by House Counsel License (Rule 10)

| Item | Instructions |
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| _____ Registration Form | <ol style="list-style-type: none">1. Go to the Applicant Portal2. Under New Registration, click Register3. Fill out all required information and click Submit4. Print your Registration page |
| _____ Application | <ol style="list-style-type: none">1. Fill out the application (Must be typed - handwritten applications are not accepted)2. Print the application3. Complete Section 13.00 (handwriting sample)4. Complete, sign, and have notarized the following:<ol style="list-style-type: none">a. Page 18 (Applicant's Obligation)b. Page 19 (Authorization and Release of Information and Records)5. Put your printed registration page on top of your application (the Registration page it counts as Page 1) |
| _____ Law School Transcript | Include a copy of all law school transcripts (unofficial copies are acceptable). |
| _____ An affidavit from an officer, director, or general counsel of your employer or parent company employer stating the start date of employment and attesting to the fact that you are employed as house counsel solely for that employer, that you are an individual of good character, and that the nature of the employment meets the requirements of Rule 10B(1) [link] | See Rule 10C(3) |
| _____ Certified copy of bar admission application to each jurisdiction you have applied to | See Rule 4D |
| _____ Document showing your date of admission to the bar from the proper authority in each jurisdiction you are admitted | See Rule 4D |
| _____ Certificate from the proper authority in each jurisdiction you are licensed in certifying you are in good standing and have no pending professional misconduct charges | See Rule 4D |
| _____ Two notarized affidavits from persons who attest to your good character | See Rule 4D or see a sample affidavit |
| _____ Application fee of \$950 | |

Item

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| _____ | Certified copy of driving record from the state where you hold a current driver's license | See Driving Record Contact Information |
| _____ | Criminal History Report | As part of the investigation process, you will be required to provide a criminal history check for certain states you have lived in more than 1 year during the past 10 years. These are listed in the application. The CHC does not need to be submitted with your application, but you may apply for the CHC before it is requested in order to expedite your application. |
| _____ | Supplemental forms and attachments | If any of the answers on your application require additional documentation, fill out the correct supplemental forms . Certain Supplemental Forms require specific documentation. Check the upper left corner of the required Supplemental Forms for a list of required documents. |