

AUTHORIZED HOUSE COUNSEL
Rule VIII, Rules Governing Admission to the Alabama State Bar

APPLICATION INSTRUCTIONS AND CHECKLIST

_____ **Filing Fee** – A filing fee of \$725.00 must accompany each application. Please make checks payable to the Alabama State Bar. Fees are not refundable.

_____ **Certificate(s) of Disciplinary History** – Rule VIII. D. (1)(a) Rules Governing Admission to the Alabama State Bar, provides that an individual seeking to be certified as authorized house counsel shall file a certificate of disciplinary history from each state, United States territory, or the District of Columbia in which the registrant is licensed to practice law. A form is provided in the application.

_____ **Certification from Applicant** – Rule VIII. D.(1) (b) Rules Governing Admission to the Alabama State Bar, provides that an individual seeking to be certified as authorized house counsel under this rule shall file a sworn statement by the registrant as provided in the application.

CERTIFICATES OVER 30 DAYS OLD WILL NOT BE ACCEPTED.

_____ **Certificate of Business Organization** – Rule VIII. D. (1) (c) Rules Governing Admission to the Alabama State Bar, provides that an individual seeking to be certified as authorized house counsel under this rule shall file a certificate from a business organization certifying that it is qualified as a as a business organization as that term is defined in Rule VIII. B. (2); that it is aware that the registrant is not licensed to practice law in the State of Alabama, and that it is not relying upon The Alabama State Bar in any manner in employing authorized house counsel. A form is provided in the application that may be utilized by the business organization.

_____ **Registration Application** – The attached application must be completed and filed with the Alabama State Bar along with the appropriate forms and filing fees. Mail to: The Alabama State Bar; P. O. Box 671; Montgomery, AL 36101.

