Application for Admission to Limited Practice Under Rule 8(f) of the Admission to Practice Rules Foreign House Counsel

APPLICATION INSTRUCTIONS

- This is the application for admission to the limited practice of law in the State of Washington as a Foreign House Counsel. Read the application carefully. Answer each question completely. Attach additional sheets as necessary.

- THE RESPONSIBILITY OF FULL DISCLOSURE RESTS ENTIRELY UPON THE APPLICANT. No disclosure, or minimal disclosure, may be considered a reflection on the applicant's moral character. Experience has shown that failure to disclose may itself result in denial of admission. Disclosure permits an evaluation of the application upon its merits without injecting failure to disclose as a factor. THERE CANNOT BE TOO MUCH DISCLOSURE.

- One original and one copy of this application are to be filed together with certain certificates and other items requested in this application. There must be one original of each document.

- The application fee is $620 which must be paid at the time this application is filed. In addition, you must submit an investigation fee directly to the National Conference of Bar Examiners using the NCBE payment form.

- The application is processed through the National Conference of Bar Examiners. Therefore, complete processing of the application may take up to nine months.

APPLICATION CHECKLIST

- ❑ **Two Complete Applications** (one original & one copy), with an original and copy of the following:
  - ❑ **3 Authorization and Release Forms** signed and notarized within the last nine months.
  - ❑ **Certificate(s) of Admission to Practice and Standing** in all jurisdictions where you are admitted (with a duly authenticated English translation if it is not in English). See question 2.
  - ❑ **Admission by Examination Documentation.** See question 1.
- ❑ **$620 Application Fee (Checks payable to WSBA.)**

Mail Completed Application Packet to:

Washington State Bar Association
Attn: Special Admissions
1325 4th Ave. Ste 600
Seattle, WA 98101-2539

- ❑ **NCBE investigation fee and form mailed to NCBE.**

Application for Admission to Limited Practice Under Rule 8(f) of the Admission to Practice Rules Foreign House Counsel

To the Supreme Court of the State of Washington and the Board of Governors of the Washington State Bar Association:

I, _____ , hereby apply for a limited license to practice law in the State
(print name)
of Washington as a Foreign House Counsel under Rule 8(f) of the Admission to Practice Rules (APR).

Please type or print clearly:

Full name _____
Last First Middle (required)

Birth date _____ Place of Birth _____

Nationality/Citizenship _____ Social Security No. _____

Home Address _____

City _____ State _____ Zip Code _____

Home Phone No. _____ Home Email _____

Employer/Business Name _____

Business Address _____

City _____ State _____ Zip Code _____

Business Phone No. _____ Business Email _____

Method of Payment:

- ❑ Check ($620 payable to Washington State Bar Association) (continue to next page)
- ❑ Credit Card (please complete the section below)

I authorize the WSBA to charge the below noted credit card $620.

Master Card _____ Visa _____ AmEx _____

Credit card no. _____ Expiration date _____

Authorized Signature _____

Name as it appears on card _____

Address (if different from above) _____

City, State, Zip Code _____ Phone no. _____

For office use only Special Admission Fees – 42287 – ADMISS Date _____ Check no. _____ Amount $_____	App. No. _____

1. File with this application documentation (such as relevant laws, rules or regulations) establishing that the country or jurisdiction from which you apply requires admission by examination to the practice of law.

2. File with this application a certificate from the authority in each foreign jurisdiction having final jurisdiction over professional discipline, certifying as to your admission to practice, and the date thereof, and as to your good standing in that jurisdiction, together with a duly authenticated English translation of such certificate, if it is not in English.

3. If you have used another name on any records of a law school, court, military branch, bar application, or other, list the name(s) and when/where used:

_____

_____

4. Name all jurisdictions in which you have been admitted to practice law, giving the date of admission and your current standing.

Jurisdiction	Date of Admission	Current Standing

5. List employers' names and addresses, job titles, and dates of employment for the past five years and state the reason for leaving the employment. If you were unemployed during any of this time, please state that.

_____

_____

_____

_____

_____

6. List personal residential addresses for the past five years:

_____

_____

_____

_____

_____

Circle One

7. As an attorney or member of any profession or organization or holder of any office, have you ever been disbarred, suspended, reprimanded, censured, or otherwise disciplined for professional misconduct by **any** jurisdiction or court? *If yes, give full details on an attached sheet, accompanied with appropriate documentation.* Yes No

8. Have any complaints, formal or informal, other than those listed above, ever been made against you to the authority responsible for discipline in the jurisdictions(s) or court(s) to which you have been admitted? *If your answer is yes, please give full details on an attached sheet.* Yes No

9. Have you ever applied for admission to the bar in any jurisdiction in the United States? *If your answer is yes, please give full details on an attached sheet.* Yes No

10. Have you graduated from a law school? *If yes, please list the name of the school or schools, date(s) of graduation, and degree(s) or certification(s) received.* Yes No

School Location Date of Graduation Degree or Certification

_____

_____

If you have not graduated from a law school, attach a full statement regarding your educational and professional qualifications.

11. Have you used or been known by any name other than that shown on this application, on any bar admission records, law school records, other school records, court records, military records, or any other records? *If yes, what are the other names and where do they appear?* Yes No

_____

_____

12. Are there any lawsuits or unsatisfied judgments pending against you? *If yes, give full details on an attached sheet.* Yes No

13. Have you been involved as a debtor in proceedings filed under any provision of the Bankruptcy Code during the past seven years? *If yes, give full details on an attached sheet, accompanied with appropriate documentation such as schedules showing debts discharged, any creditor's objections and order of discharge.* Yes No

14. Have you ever been charged with fraud, deceit, misrepresentation or forgery in any civil, criminal, administrative or other proceeding? *If yes, give full details on an attached sheet.* Yes No

15. Have you undergone treatment for, or have you experienced, any psychiatric problem or alcohol or drug dependency during the last five years that would interfere with your ability to practice law if left untreated? *If yes, give full details on an attached sheet.* Yes No

16. Have proceedings ever been instituted against you for suspension of any license, including but not limited to a motor vehicle driver's license? *If yes, give full details on an attached sheet.* Yes No

17. Have you ever been cited, arrested, charged or convicted for a violation of any law, including minor traffic violations? *If yes, provide details in chart below.* Yes No

On matters other than minor traffic violations, **you must** set forth on an attached sheet the full circumstances surrounding the incident including date, place, nature of the citation, arrest, charge or conviction, enforcement agency involved, any courts involved, file numbers, and the disposition including dismissals, acquittals, sentences, fines, etc. **It is your responsibility to provide full details and explanations, and supporting documents where they would be helpful.**

Number	Check Last Proceeding					Check Actual or Potential Degree of Charge			Date	Place	Court and Jurisdiction	Basic Allegation	Dispo-sition
	Traffic Citation	Other Citation	Arrested	Charged	Convicted	Traffic	Misdemeanor	Felony					
Example	X					X			9/30/78	Seattle	Seattle Municipal	Speeding	$50 fine
1.													
2.													
3.													
4.													
5.													

18. Have you ever been dropped, suspended, or expelled from any university or college? *If yes, give full details on an attached sheet.* Yes No

19. Have you ever served in the armed forces of any country? *If yes, answer the following:* Yes No

a. What branch of service? _____

b. What country? _____

c. What were the dates of service? From _____ to _____

As a member of the armed forces, have any charges or complaints ever been instituted against you, or have you ever been a defendant in a court martial or the equivalent? Yes No *If yes, give full details on an attached sheet.*

20.	Except for bar applications, have you ever held a license, presented an application, or taken an exam for which proof of good moral character was required? *If yes, give full details on an attached sheet.*	Yes	No
21.	Have any proceedings ever been initiated regarding your moral character for admission to practice law in any jurisdiction in the United States or any other place in the world? *If yes, provide full details on an attached sheet.*	Yes	No
22.	Have you read the Washington Rules of Professional Conduct and Rules for Enforcement of Lawyer Conduct and do you agree to adhere to the principles therein contained?	Yes	No

CERTIFICATE OF APPLICANT

I, _____, certify under penalty of perjury under the laws of the State of Washington that I am the applicant above named; that I have read the Rules of Professional Conduct adopted by the Washington State Supreme Court and agree to abide by them; that I have read the foregoing application and that the statements contained in it are full, true and correct; that I am admitted to practice law in (Country)_____; that I am or will be employed by _____; and that I will practice law according to the provisions of APR 8(f) as foreign house counsel exclusively as an employee of my employer.

DATED this ____ day of _____, 20___, at _____
(City, State where signed)

_____
Signature of Applicant

AFFIDAVIT OF EMPLOYER

I certify that the applicant, _____, is or will be employed upon approval of this application as a lawyer for the corporation or business entity exclusively, _____, including its subsidiaries and affiliates, and the nature of the employment conforms to the requirements of APR 8(f).

CERTIFIED to this ____ day of _____, 20___.

_____
Signature of Employer Representative

_____
Title (*Must be an officer, director or general counsel of employer*)

_____
City, State where signed

DO NOT ALTER THESE FORMS
Corrections/Erasures VOID this form
Execute Three Original Copies
Please Use Black or Blue Ink

AUTHORIZATION AND RELEASE

I, (Name)_____,

born at (City)_____, (State)_____,

(**COUNTRY)**_____, on (Date of Birth)_____,

having filed an application with the admission authority of Washington State, hereby apply for a character report to be prepared by the Washington State Bar Association (WSBA) and the National Conference of Bar Examiners (NCBE). I further consent to allow NCBE and WSBA to conduct an investigation as to my moral character, professional reputation, and fitness for the practice of law. I further agree to provide additional information which may be required concerning my past record. I understand that the contents of my character report are treated confidentially by WSBA and NCBE, and, that NCBE reports the contents of the report only to bar admission authorities for the purpose of making a determination regarding my character and fitness to practice law.

I also authorize and request every person, firm, company, corporation, association, court, school, college, university, other educational institution, government agency, law enforcement agency, and any other agency having control of any records, files, documents, writings, or other information pertaining to me to furnish to WSBA and NCBE any such information regarding any and all charges, complaints, disciplinary actions, grievances, sanctions, suspensions, reprimands, disqualifications, censures, resignations, terminations, citations, arrests, indictments, convictions, judgments, courts-martial, non-judicial punishments, or administrative discharges (including those dismissed or otherwise erased or expunged by law, whether formal or informal, pending or closed), or any other pertinent data or information pertaining to me. I further authorize WSBA and NCBE or any of its agents or representatives to inspect and make copies of such documents, records, or other information.

I authorize the National Personnel Records Center in St. Louis, MO, or other custodian of my military record to release to the WSBA and NCBE information or photocopies from my military record.

I hereby release, discharge and exonerate the National Conference of Bar Examiners, its agents and representatives, the Washington State Bar Association, its agents and representatives, and any person furnishing information from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records, and other information, or the investigation made by the National Conference of Bar Examiners or by the Washington State Bar Association.

_____
Signature of Applicant Date

STATE/DISTRICT OF_____

COUNTY/PARISH OF_____

Subscribed and sworn to or affirmed before me this_____day

of _____, _____
Month Year

_____
Signature of Notary Public

My commission expires_____

Seal or stamp must be affixed to each original.

WSBA Authorization and Release Form

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I also authorize and request every person, firm, company, corporation, association, court, school, college, university, other educational institution, government agency, law enforcement agency, and any other agency having control of any records, files, documents, writings, or other information pertaining to me to furnish to WSBA and NCBE any such information regarding any and all charges, complaints, disciplinary actions, grievances, sanctions, suspensions, reprimands, disqualifications, censures, resignations, terminations, citations, arrests, indictments, convictions, judgments, courts-martial, non-judicial punishments, or administrative discharges (including those dismissed or otherwise erased or expunged by law, whether formal or informal, pending or closed), or any other pertinent data or information pertaining to me. I further authorize WSBA and NCBE or any of its agents or representatives to inspect and make copies of such documents, records, or other information.

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_____
Signature of Applicant Date

STATE/DISTRICT OF_____

COUNTY/PARISH OF_____

Subscribed and sworn to or affirmed before me this_____day

of _____, _____
Month Year

_____
Signature of Notary Public

My commission expires_____

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WSBA Authorization and Release Form

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AUTHORIZATION AND RELEASE

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born at (City)_____, (State)_____,

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_____
Signature of Applicant Date

STATE/DISTRICT OF_____

COUNTY/PARISH OF_____

Subscribed and sworn to or affirmed before me this_____day

of _____, _____
Month Year

_____
Signature of Notary Public

My commission expires_____

Seal or stamp must be affixed to each original.

WSBA Authorization and Release Form

f) Exception for Foreign House Counsel. A lawyer admitted to the practice of law in a jurisdiction other than a United States jurisdiction may apply to the Board of Governors for a limited license to practice law as in-house counsel in this state when the lawyer is employed in Washington as a lawyer exclusively for a profit or not for profit corporation, including its subsidiaries and affiliates, association, or other business entity, that is not a government entity, and whose lawful business consists of activities other than the practice of law or the provision of legal services. The lawyer shall apply by (i) filing an application in the form and manner that may be prescribed by the Board of Governors, (ii) presenting satisfactory proof or (I) admission by examination to the practice of law and current good standing in a jurisdiction other than a United States jurisdiction and (II) good moral character, (iii) filing an affidavit from an officer, director, or general counsel of the applicant's employer in this state attesting to the fact the applicant is employed as a lawyer for the employer, including its subsidiaries and affiliates, and the nature of the employment conforms to the requirements of this rule, (iv) paying the application fees required of foreign lawyer applicants for admission under APR 3, and (v) furnishing whatever additional information or proof that may be required in the course of investigation the applicant.

(1) Upon approval of the application by the Board of Governors, the lawyer shall take the Oath of Attorney, pay the current year's annual membership fee and the Board of Governors shall transmit its recommendation to the Supreme Court which may enter an order admitting the lawyer to the limited practice of law under this section.

(2) The practice of a lawyer admitted under this section shall be limited to practice exclusively for the employer, including its subsidiaries and affiliates, furnishing the affidavit required by the rule and shall not include (i) appearing before a court or tribunal as a person admitted to practice law in this state, and (ii) offering legal services or advice to the public; or (iii) holding oneself out to be so engaged or authorized.

(3) All business cards and employer letterhead used by a lawyer admitted under this section shall state clearly that the lawyer is admitted to practice in Washington as in-house counsel.

(4) A lawyer admitted under this section shall pay to the Washington State Bar Association an annual license fee in the maximum amount required of active members.

(5) The practice of a lawyer admitted under this section shall be subject to the Rules of Professional Conduct, the Rules for Enforcement of Lawyer Conduct and to all other laws and rules governing lawyers admitted to the active practice of law in this state. Jurisdiction shall continue whether or not the lawyer retains the limited license and irrespective of the residence of the lawyer.

(6) The lawyer shall promptly report to the Washington State Bar Association a change in employment, a change in membership status in any jurisdiction where the applicant has been admitted to the practice of law or the commencement of any formal disciplinary proceeding in any jurisdiction where the applicant has been admitted to the practice of law.

(7) The limited license granted under this section shall be automatically terminated when employment by the employer furnishing the affidavit required by this rule is terminated, the lawyer has been admitted to the practice of law pursuant to any other provision of the APR, the lawyer fails to comply with the terms of this rule, the lawyer fails to maintain current good standing in at least one other jurisdiction where the lawyer has been admitted to the practice of law, or on suspension or disbarment for discipline in any jurisdiction where the lawyer has been admitted to the practice of law. If a lawyer's employment is terminated but the lawyer, within three months from the last day of employment is employed by an employer filing the affidavit required by (iii), the license shall be reinstated.