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Bar Admissions
Supreme Court
State of Louisiana**

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BAR ADMISSION ADMINISTRATOR
Denise S. Leeper

2800 Veterans Memorial Blvd.
Suite 310
Metairie, LA 70002
(504) 836-2420
(800)314-1530
Fax (504) 834-1449
www.Lascba.org
email:deniseL@Lascba.org

Dear Applicant:

Effective April 1, 2005 a lawyer admitted and authorized to practice law in another state or territory of the United States may receive a limited license to practice law in this state when the lawyer is employed in Louisiana as a lawyer exclusively for: a corporation, its subsidiaries or affiliates; an association; and/or a business which consists of activities other than the practice of law or the provision of legal services.

Enclosed in this packet you will find the following contents:

- a. Application for limited licensure as in-house counsel
- b. Lawyer Discipline Attestation form
- c. Certificate to be completed by lawyer regulatory agency in jurisdiction(s) where admitted
- d. Affidavit to be completed on behalf of the in-house employer

You are also required to complete the National Conference of Bar Examiners Standard-01 Electronic Application. Please go to www.ncbex.org/character.htm to complete the on-line application. Once you have completed the on-line application, please be sure to save it to your local hard drive for future use. A hard copy of this application is to be submitted with the above enclosures in this information packet.

Your completed In-House Counsel application, completed NCBE report, applicable fees and the above enclosures are to be submitted to the **Committee on Bar Admissions, 2800 Veterans Memorial Blvd., Suite 310, Metairie, LA 70002.**

Should you have any questions, please feel free to contact our office at 504/836-2420 or 800/314-1530.

Sincerely,

Denise S. Leeper
Bar Admissions Administrator

/dl

Enclosure

**Louisiana
In-House Counsel**

APPLICATION CHECKLIST:

1. Application for limited licensure as in-house counsel.
2. A filing fee in the amount of \$300.00 must be enclosed. The fee should be made payable to the Committee on Bar Admissions.

A second check, for the appropriate amount required for a character report, should be made payable to the National Conference of Bar Examiners.
3. Lawyer Discipline Attestation form must be enclosed.
4. Certificate(s) of disciplinary history must be enclosed.
5. An affidavit of the in-house employer must be enclosed.

FORWARDING INFORMATION: Please transmit your completed application and enclosures to:

**Committee on Bar Admissions
2800 Veterans Memorial Boulevard
Suite 310
Metairie, LA 70002**

APPLICATION FOR LIMITED LICENSURE AS IN-HOUSE COUNSEL

Please type or print

1. Name: Please complete the information in item 1 as you wish it to appear in the official records of the Supreme Court of Louisiana.

Mr. Ms. _____
(last name, first name, middle name)

Social Security # _____ - _____ - _____

2. Date of Birth: _____

3. Addresses: Louisiana Supreme Court Rule XIX, §8 requires that attorneys provide business and residence addresses. These addresses must be physical addresses and not post office boxes. You must designate your business or residence as your primary registration statement address. The primary registration statement address shall be a matter of public record. You may also designate an optional mailing address.

| Primary Registration Statement Address (Public Record) | Secondary Address | Mailing Address (Optional) |
|---|-------------------|----------------------------|
| | | |
| | | |
| | | |
| | | |

Is your primary registration statement address a business or residence address?

Business telephone number _____

Business fax number _____

Business e-mail address _____

4. Nature of Application:

Check one:

- initial application reapplication

If this is a reapplication, please state reason(s) therefore. (e.g. - left jurisdiction, change of limited practice status)

5. Admissions to Practice Law: Please list all jurisdictions in which you are licensed to practice law. Include your bar or attorney number, or other personal identifier, from that licensing entity. If you are admitted under a name that is different from the name indicated in item 1, please provide the name under which you are admitted. Use additional paper if necessary.

- a. Jurisdiction _____ Bar or attorney number _____

(last name, first name, middle name)

- b. Jurisdiction _____ Bar or attorney number _____

(last name, first name, middle name)

- c. Jurisdiction _____ Bar or attorney number _____

(last name, first name, middle name)

6. Denials of Admission to Practice Law: Have you ever been denied admission to practice before the bar of any jurisdiction based upon your character or fitness?

Check one.

- Yes Please indicate jurisdiction(s): _____

- No

7. Employer: Please indicate the name, address, and telephone number of your in-house employer.

Name of employer _____

Address _____

Telephone number _____

Name of person to contact to verify your employment status

Check one:

I am currently employed by the in-house employer

I expect to begin employment with the in-house employer on _____

Certification:

State

Parish or County

I, _____ (print name), the undersigned applicant for limited licensure as in-house counsel within the State of Louisiana, do hereby certify that I have read and am familiar with the Louisiana Rules of Professional Conduct and will abide by the provisions thereof.

I acknowledge that I am subject to the jurisdiction of the Supreme Court of Louisiana for disciplinary purposes.

Date: _____

Signature

LAWYER DISCIPLINE ATTESTATION

I hereby certify that no complaints are pending with any disciplinary authority in any jurisdiction, and that no charges of professional misconduct are pending against me in any jurisdiction. Appended to this statement are confirming certificates from the disciplinary authority in each jurisdiction in which I am admitted.

I further authorize notification to or from the entity governing the practice of law within each jurisdiction in which I am licensed to practice law of any disciplinary action taken against me.

I hereby certify that I am or will be exclusively employed by the employer specified in this application. I have advised my client that I am not a licensed Louisiana attorney.

I have read the foregoing application, and further attest that the information submitted in it is complete and true to the best of my knowledge and belief.

(signature of applicant)

The foregoing instrument was sworn to be subscribed before me this _____ day of _____, _____, by _____ who is personally known to me or who has produced _____ as identification.

(signature of notary)

(name of notary)

CERTIFICATE OF DISCIPLINARY HISTORY

State

County

Re: _____
(Attorney name)

I HEREBY CERTIFY that I am duly appointed custodian of records of the entity that licenses or regulates attorneys in the above-referenced jurisdiction.

I FURTHER CERTIFY that the records of my office indicate that the above-referenced attorney is in good standing and that no complaints or charges of professional misconduct are pending.

Dated this _____ day of _____, _____.

(signature)

(print name)

(title)

AFFIDAVIT OF EMPLOYER

State

Parish

I, _____, am employed as _____
(Name of official) (Title of official)

for _____
(Name and address of employer)

and am authorized to attest to the following in connection with an application for limited licensure as in-house counsel.

I HEREBY ATTEST that the above-referenced employer is a corporation, association, or other legal entity (taken together with its respective parents, subsidiaries, and affiliates) authorized to transact business in this state that is not itself engaged in the practice of law or the rendering of legal service outside such organization, whether for a fee or otherwise, and does not charge or collect a fee for any legal representation or advice.

I FURTHER ATTEST that the above-referenced employer is aware that _____ (name of applicant) is not licensed to practice law in Louisiana; that this individual seeking certification under the Louisiana Supreme Court's In-House Counsel Rule is/will be exclusively employed by this employer; the nature of the applicant's employment conforms to the requirements of the in-house counsel rule; and that this employer is not relying upon the Supreme Court of Louisiana or its agencies in any manner in employing this individual.

Finally, I hereby attest that applicant _____ is a person of good moral character.

(signature)

Sworn to and subscribed before me this _____ day of _____, _____.

Notary

(Seal)