

## **HSBA REGISTRATION INSTRUCTIONS – NEW ADMITTEES**

The attorney registration statement required by RSCH Rule 17(d)(1) must be filed upon admission and annually thereafter at the time of fees payment, and shall contain in addition to the member's name, business and residential addresses and telephone numbers, and other information as the HSBA Board shall specify. Information gathered will be available to the Supreme Court for uses as it shall designate.

### **Deadline and Registration**

You are encouraged to register with the HSBA immediately so that you are included in the HSBA database as a licensed member (this database feeds our public directory and the listing of members provided to the Judiciary).

If you prefer to register as an Inactive member at this time: Change the "**Active**" status on your Attorney Registration Statement to "**Inactive**" and submit the appropriate amount.

**Late fee** : \$100 late fee will be assessed for any registration not received within 30 days of the swearing in date.

**NOTICE: This registration is for this year (2017) only. HSBA license registration materials will be emailed to your address on record with the Office of the Bar Examiner (Office of the Supreme Court Clerk) after you are sworn in.** You must complete and return your 2017 forms to the HSBA as directed as soon as possible. Please note that this initial registration is for **2017** only and must be processed first before renewing for 2018. Renewal materials for the **2018** license year will be available online on the HSBA website at [www.hsba.org](http://www.hsba.org) by December 1<sup>st</sup>. Completed forms for the 2018 license year will be due by December 31, 2017.

### **HSBA Licensed Membership Status**

**Private Practice (Active):** Persons admitted to practice law before the Hawaii Supreme Court and who are engaged in the practice of law, either full-time or part-time, salaried or non-salaried, and who are self-employed or employees of a private entity the purpose of which is to provide legal services.

**In-House Counsel (Active):** Persons admitted to practice law before the Hawaii Supreme Court and who are engaged in the practice of law only as an employee and on behalf of the employer, whether a private or public entity.

**Government Member (Active):** Persons admitted to practice law before the Hawaii Supreme Court and who are engaged in the practice of law, either full-time or part-time, salaried or non-salaried, employed full-time by the U.S. Federal government, the State of Hawaii, or a city or county within the State of Hawaii and who do not engage in the private practice of law, compensated or uncompensated, other than pro bono service.

**Judicial Members (Active):** Full-time state and federal judges in Hawaii (excluding per diem, administrative law judges, or judges from other states).

**Inactive Members (Voluntary):** Persons admitted to practice law before the Hawaii Supreme Court who do not engage in any practice of law in Hawaii.

**Inactive Members (Pro Bono):** Persons admitted to practice law before the Hawaii Supreme Court who do not engage in the practice of law in Hawaii except as Pro Bono Publicus under RSCH Rule 20.

### **Address and Telephone Number**

Members must notify the Hawaii State Bar Association by mail, fax or email anytime of the year within thirty (30) days of any change of business or residence information (employer, address, e-mail address, telephone and fax number) that occurs after registration (November to March) pursuant to RSCH 17(d)(1).

**Per the Hawaii Supreme Court and the Office of Disciplinary Counsel,** all HSBA members are required to provide **(1)** a residential landline or cell phone; and **(2)** service of process and residential **street** addresses. Business information is public information except e-mail addresses, if chosen not to be made public. Residential information is confidential. Members can provide a P.O. Box or Drop Box address if desired for mailing purposes in lieu of a residence street address. Street address must be provided for service of process street address.

**Email address:** Members are strongly encouraged to provide an e-mail address and may elect to have this information restricted for official HSBA business purposes only and not for publication. The HSBA utilizes e-mail for elections, judicial evaluations, important regulatory information, and other announcements. E-mail addresses are shared with the Judiciary and the Office of the Disciplinary Counsel. E-mail addresses are **NOT** shared with third parties including sections, specialty bar associations, Neighbor Island bar associations except in select situations with HSBA Board approval.

### **Professional Liability Insurance Disclosure - Confidential Information**

All active members must disclose the existence of professional liability insurance pursuant to RSCH Rule 17(d)(1)(D). Government attorneys or in-house counsel who certify that they do not represent clients may respond "Not Applicable not in Private Practice)".