

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.

HSBA License Membership Categories

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.

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.

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

Contact the HSBA if you are unsure which category applies to you or if have questions regarding the electing of Active or Inactive Voluntary status.

Address and Telephone Number

The Supreme Court requires all members to notify the Hawaii State Bar Association by mail, fax, or email within thirty (30) days of any change of business or residence information that occurs after registration. See RSCH Rule 17(d)(1).

The HSBA collects 4 types of addresses:

1. Communications Address (for HSBA use; mailing address & email address are required)
2. Business Address (**for publication, may be the same as the Communications Address noted**)
3. Residential STREET Address
4. Service of Process STREET Address

NOTES:

- The Supreme Court and the Office of Disciplinary Counsel **require:** service of process and residential STREET addresses; and a residential landline or cell phone numbers. The HSBA keeps this information confidential unless requested by the Supreme Court or ODC.
- Members can provide a P.O. Box or a drop box address if desired for HSBA communication purposes.
- Contact the HSBA if you need to utilize an alternative street address for the required service of process address.

E-mail addresses

Members are strongly encouraged to provide Business & Communications e-mail address(es) especially if they differ. The HSBA utilizes your Communications e-mail for elections, judicial evaluations; important regulatory information; and other law practice announcements. Communications e-mail addresses are shared with the Judiciary and the Office of the Disciplinary Counsel if requested. *Only the members' Business E-mail* addresses are shared with third parties such as Sections, Specialty Bar Associations and Neighbor Island Bar Associations.

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

HSBA Registration

You must register with the HSBA after taking the oath or when you are issued a JD# by the Supreme Court so that you are included in the HSBA database as a licensed member (this database feeds our public directory and the listing of members for regulatory purposes). The 3 most popular membership status selected by new admittees are: Active, Inactive Voluntary or Government.

If you prefer to register as an Inactive member at this time: Change the "**Active**" status on your Attorney Registration Statement to "**Inactive Voluntary**" and submit the appropriate amounts of dues and fees. If you need additional information to make the Active or Inactive Voluntary decision, please contact ARS@hsba.org.

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

NOTICE: This registration is for this year (2020) 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. Complete and return your **2020** forms to the HSBA as directed as soon as possible. Please note that this initial registration is for **2020** only and must be processed first before renewing for 2021. Renewal materials for the **2021** license year will be available online on the HSBA website at www.hsba.org by December 1, 2020. Completed forms for the 2021 license year will be due by December 31, 2020. To be in good standing with HSBA, your license *must* be **renewed annually**.