2022 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.

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 provides information for the HSBA public directories and list of members for regulatory purposes).

To GAIN access to the HSBA online portal, completed forms and payment must be received and processed. You will NOT be able to log in into your account on the HSBA website until you receive the e-mail receipt notification of your license registration payment. The e-mail receipt is confirmation that your registration has been processed and your information is published in the HSBA website directory. Sign in at www.hsba.org with the following credentials to confirm your profile information. After you successfully log in for the first time, it is recommended that you change your password.

**User ID** – HSBA license Number + Last Name (example 9999Smith)

**Note:** If your HSBA license number starts with a series of zeros please omit the zeros for the purpose of signing in. Example: 0009999 will be 9999Smith

**Password** – First 3 letters of last name (Case sensitive) + last 4 digits of SSN [example Smi1234].

The 3 Most Popular Membership Status Selected by New Admittee

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

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 will be assessed for any registration not received within 30 days of one's swearing in date.

**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 number. 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 an e-mail address. The HSBA utilizes e-mail for elections, judicial nominations and evaluations, and important regulatory information and other announcements. E-mail addresses are shared with the Judiciary and the Office of the Disciplinary Counsel if requested, and also with HSBA Sections, Neighbor Island Bar Association, and Specialty Bar Associations if members choose to join those groups.

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).

NOTICE: Contact the HSBA if you have any questions or if you need additional information at (808) 537-1868. 2022 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 2022 forms to the HSBA as directed as soon as possible. Please note that this initial registration is for 2022. Renewal materials for the 2023 license year will be available online on the HSBA website at www.hsba.org by December 1, 2022. To be in good standing with HSBA, your license must be renewed annually.