

IMPORTANT INFORMATION ABOUT YOUR 2018 HSBA RENEWAL

The HSBA continues its efforts to go green and streamline the registration renewal process by encouraging online registration. 2018 registration renewal forms will not be printed and mailed to members. Clicking the "Accept" button below indicates that you have reviewed these instructions and are ready to proceed to your renewal form.

A. SUBMITTING YOUR REGISTRATION:

While you are encouraged to complete your 2018 registration renewal online via credit card payment, you may submit your 2018 registration renewal via mail along with payment by check or credit card.

If you choose to submit your form by mail:

1. FILL OUT out your form using the online portal; your fees will be calculated on the form based on your selections and your personal information will update automatically.
2. DOWNLOAD the completed form to your computer and PRINT.
3. REVIEW the completed form and make corrections directly on the printed form you will send in to the HSBA.
4. SIGN the completed form; 2 places: IOLTA Certification and credit card authorization (if applicable)
5. MAIL with payment to the HSBA. Your form must be postmarked by Sunday, December 31, 2017 to be timely.
6. If you are submitting your form with a group (law firm, government agency) follow steps 1-4 and give your form to your group administrator to submit with payment to the HSBA.

HSBA strongly encourages you to save a copy of your submitted licensing form.

B. ADDRESS AND TELEPHONE NUMBERS (RSCH Rule 17)

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; mail & email required)
2. Business Address (**for publication** in HSBA directory, business email may be marked confidential)
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 required by the ODC.
- Members can provide a P.O. Box or a drop box address if desired for HSBA communication purposes.
- Contact 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); you may elect to have your Business email address 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 law practice 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 and Neighbor Island Bar Associations.

C. CLE and ETHICS CREDIT REQUIREMENTS

All HSBA members maintaining **ACTIVE** membership status must complete the CLE and Ethics credit requirements by December 31, 2017 as set forth under RSCH 22. The HSBA strongly recommends that you complete your CLE and Ethics requirements prior to renewing your 2018 license.

Inactive Voluntary and Suspended members who subsequently elect Active membership status must complete and report 3 credit hours of Continuing Legal Education credits within the specified period (3 months before or after status election).

D. REGISTRATION DEADLINE AND LATE FEES

1. **Due date** 2018 licensing year fees are due on or before Sunday, December 31, 2017. A late fee will be assessed if completed forms and payment are filed online or postmarked after the due date.
2. **January 2018** A **\$100.00** late fee will be assessed on completed renewal forms and payments received or postmarked in January, 2018.
3. **February 2018** A **\$200.00** late fee will be assessed on completed renewal forms and payments received or postmarked in February 2018.
4. **Suspension for Non-payment and Reinstatement fee:** A **\$300.00** reinstatement fee will be assessed to all members whose payments and completed forms are processed online or postmarked after Wednesday, February 28, 2018. Notification of suspension for non-payment will be sent to HSBA licensed members by registered mail to the current address in HSBA records.

E. CHANGE OF STATUS

Active members have until December 31, 2017 to change their status to “Inactive Voluntary” without having to pay Active dues for 2018.

This registration form should be used to change your status EFFECTIVE January 1, 2018.

If you would like to change your status effective in 2017, please contact ARS@HSBA.org to request a change of status form. Change of status for 2017 must be processed first before renewing your license for 2018.

REMINDERS for Status Changers per RSCH 22:

1. **Active or Government in 2017 → Inactive-Voluntary Status/Pro Bono in 2018:** You must comply with your Rule 22 CLE & Ethics requirement by Dec 31, 2017. Answer the MCLE & Ethics Questions appropriately in the portal.
2. **Inactive-Voluntary/Pro Bono Status in 2017 → Active or Government Status in 2018:** You must comply with the 3 CLE within 3 month of status change requirement pursuant to Rule 22(i).

F. CREDIT CARD PAYMENT INFORMATION`

(To avoid a processing error, please follow these instructions)

Credit Card Type: MasterCard, Visa or Discover only

Name on Card : EXACTLY as it appears on your card

Account Number : NUMERALS only, No dashes, # sign, commas, etc.

Billing Address : EXACTLY as it appears on your billing statement