

## IMPORTANT INFORMATION ABOUT YOUR 2019 HSBA RENEWAL

The HSBA continues its efforts to go green and streamline the registration renewal process by encouraging online registration. 2019 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 2019 registration renewal online via credit card payment, you may submit your 2019 registration renewal via mail along with payment by check or credit card authorization.*

***If you choose to submit your form by US Postal Service, Federal Express, or United Parcel Service:***

1. FILL OUT your form using the online portal; your fees will be calculated on the form based on your selections; and update your personal information if necessary.
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 and credit card authorization (if applicable)
5. MAIL with payment or credit card authorization to the HSBA. Your form must be postmarked by Monday, December 31, 2018 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; mailing address & email address are required)
2. Business Address (**for publication may be the same as the Communication 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 Business & Communications e-mail address(es). The HSBA utilizes your communication e-mail for elections, judicial evaluations; important regulatory information; and other law practice announcements. Communication 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.

## C. CLE CREDIT REQUIREMENTS

All HSBA members maintaining **ACTIVE** membership status must complete the CLE credit requirements by December 31, 2018 as set forth under RSCH 22. The HSBA strongly recommends that you complete required CLE requirements prior to renewing your 2019 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

**Monday, December 31, 2018 is the due date for 2019 licensing year fees.** Completed forms and payments filed online or postmarked after the due date are deemed late and the following late fees will be applied.

1. **January 2019** A **\$100.00** late fee will be assessed on completed renewal forms and payments **received** through January 31, 2019.
2. **February 2019** A **\$200.00** late fee will be assessed on completed renewal forms and payments **received** through February 28, 2019.
3. **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 received** after Thursday, February 28, 2019. Notification of suspension for non-payment will be sent to HSBA licensed members by certified mail to the last known preferred communication address in HSBA records.

## E. CHANGE OF STATUS

If you would like to change your status effective in **2018**, please contact [ARS@HSBA.org](mailto:ARS@HSBA.org) to request a change of status form. Change of status for 2018 must be processed first before renewing your license for 2019. Active members have until 12 noon on December 31, 2018 to change their status to "Inactive Voluntary" without having to pay Active dues for 2019.

The 2019 registration form should be used to change your status EFFECTIVE January 1, 2019.

### REMINDERS for Status Changers per RSCH 22:

1. **Active or Government Status in 2018 → Inactive-Voluntary/Pro Bono Status in 2019:** Compliance with Rule 22 CLE 2018 requirement by Dec 31, 2018. Respond to CLE question appropriately.
2. **Inactive-Voluntary/Pro Bono Status in 2018 → Active or Government Status in 2019:** Compliance with the 3 CLE within 3 month of status change requirement pursuant to Rule 22(i) is required.

## F. CREDIT CARD PAYMENT INFORMATION

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

**Credit Card Type:** MasterCard, Visa, Discover or American Express 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