

## IMPORTANT INFORMATION ABOUT YOUR RENEWAL

The HSBA continues its efforts to go green and streamline the registration renewal process by encouraging online registration. 2022 registration renewal forms will not be printed and mailed to members.

### A. SUBMITTING YOUR REGISTRATION:

*While you are encouraged to complete your 2022 registration renewal online via credit card payment, you may submit your 2022 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:*

- **COMPLETE** your form using the online portal; your fees will be calculated on the form based on your selections; and update your personal information as necessary.
- **DOWNLOAD** the completed form to your computer and **PRINT**
- **REVIEW** the completed form and, if necessary, make corrections directly on the printed form that you will mail to HSBA. Initial any corrections made on the printed form.
- **SIGN** the completed form and credit card authorization (if applicable)
- **MAIL completed form and payment** to the HSBA. Your form must be postmarked by Friday, December 31, 2021 to be considered timely.
- If you are submitting your form with a group (law firm, government agency) follow the first four bullet points and give your form to your group administrator to submit with payment to the HSBA

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

### B. CHANGE OF STATUS

For status changes effective in 2022, you may use this Portal. However, if you would like to change your status to be effective in 2021, do NOT use this portal. Contact us at [ARS@hsba.org](mailto:ARS@hsba.org) by Friday, December 17, 2021. Change of Status requests must be completed before renewing your 2022 license.

**Inactive Voluntary and Previously Suspended Members** who subsequently elect Active membership status for the coming 2022 year must complete and report at least 3 hours of CLE (including at least 1 Ethics) within the specified period (3 months before or after status election) per RSCH 22(i).

#### REMINDERS for Status Changes effective in 2022 per RSCH 22:

- **From Active or Government Status in 2021 to Inactive-Voluntary/Pro Bono Status in 2022:**  
You must still comply with CLE requirements as required by RSCH 22 by December 31, 2021. Respond to the MCLE questions appropriately
- **From Inactive-Voluntary/Pro Bono Status in 2021 to Active or Government Status in 2022:**  
Remember to comply with CLE requirements as required by RSCH 22(i) within 3 months of status change

### C. 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:

- Communications Address (for HSBA use: mailing address & email address are required.) P.O. Box, mail box or a drop box address may be listed
- Business Address (**for publication in HSBA directory**)
- Residential **STREET** Address (do not list addresses for UPS Store, Mail Box, etc.)
- Service of Process **STREET** Address (do not list addresses for UPS Store, Mail Box, etc.)

## NOTE:

The Supreme Court and the Office of Disciplinary Counsel **requires STREET** addresses for both Service of Process and Residential and a residential landline or cell phone number. The HSBA keeps this information confidential but may share this information with the Supreme Court or ODC.

## E-MAIL ADDRESSES:

Members are strongly encouraged to provide an e-mail address. The HSBA utilizes e-mail for elections, judicial nomination 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 with HSBA Sections, Neighbor Island Bar Association, and Specialty Bar Associations if members choose to join those groups.

## D. 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, or commas.

**Billing Address :** EXACTLY as it appears on your billing statement.

## E. REGISTRATION DEADLINE AND LATE FEES

**Friday, December 31, 2021 is the due date for 2022 licensing year fees.** Completed forms and payments that are postmarked, or time stamped after 11:59 p.m. (HST) are deemed late and the following late fees will be applied.

- **January 2022** A **\$100.00** late fee will be assessed on completed renewal forms and payments **received** through January 31, 2022.
- **February 2022** A **\$200.00** late fee will be assessed on completed renewal forms and payments **received** through February 28, 2022.
- **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 Monday, February 28, 2022. Notification of suspension for non-payment will be sent to HSBA licensed members by certified mail to the last known Communications Address in HSBA records.

## F. CLE CREDIT REQUIREMENTS

**All HSBA members** maintaining the **ACTIVE** membership status through 2021 must complete the CLE credit requirement by December 31<sup>st</sup> as set forth under RSCH 22. The HSBA strongly recommends that you **complete required CLE credits prior** to renewing your 2022 license.