

IMPORTANT INFORMATION ABOUT YOUR HSBA RENEWAL

The HSBA continues its efforts to go green and streamline the registration renewal process by encouraging online registration. 2023 registration renewal forms will not be printed and mailed to members. To Avoid a late fee, all completed license renewals **MUST be RECEIVED** via Mail or onLine by: December 31, 2022, 11:59 p.m.(HST).

A. SUBMITTING YOUR REGISTRATION:

While you are encouraged to complete your 2023 registration renewal online via credit card payment, you may submit your 2023 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. **COMPLETE** 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 that you will mail 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. To avoid a late fee, completed licensing form must be **RECEIVED** by Saturday, December 31, 2022.
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.) P.O. Box, mail box or a drop box address may be listed
2. Business Address (**for publication in HSBA directory**)*
3. Residential **STREET** Address (do not list addresses for UPS Store, Mail Box, etc.)
4. 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.

*Government employer business information is required for members electing Government membership status.

C. CHANGE OF STATUS

2023 online registration forms should **NOT** be used if you are changing your status for licensing year 2022. Change of status requests effective in 2022 must be received and processed by December 16th before renewing 2023 license. Contact the HSBA staff at ars@hsba.org for assistance.

REMINDERS for Status Changers per RSCH 22:

1. **From Active or Government Status in 2022 to Inactive-Voluntary/Pro Bono Status in 2023:**
Compliance with Rule 22 CLE requirement by Dec 31, 2022. Respond to MCLE question appropriately.
2. **From Inactive-Voluntary/Pro Bono Status in 2022 to Active or Government Status in 2023:**
Compliance with the 3 CLE within 3 month of status change requirement pursuant to Rule 22(i) is required.

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 also 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, commas, etc.

Billing Address : EXACTLY as it appears on your billing statement

E. REGISTRATION DEADLINE AND LATE FEES

Saturday, December 31, 2022 is the due date for 2023 licensing year fees. Completed forms and payments that are received via Mail or Online after 11:59 p.m. (HST) are deemed late and the following late fees will be applied.

Member Status	January 1-31	February 1 - 28	Suspension/ Reinstatement
Active/Government/Judge	\$ 100.00	\$ 200.00	\$ 300.00
Inactive (Voluntary/Pro-Bono) born after 1952	\$ 50.00	\$ 100.00	\$ 150.00
Inactive (Voluntary/Pro-Bono) born during or before 1952	\$ 15.00	\$ 25.00	\$ 50.00

***Suspension for Non-payment and Reinstatement fee:** The reinstatement fee will be assessed to all members whose payments and completed forms are **processed online or received** after Monday, February 28, 2023. Notification of suspension for non-payment will be sent to HSBA licensed members by certified mail to the last known mailing address in HSBA records.

F. CLE CREDIT REQUIREMENTS

All HSBA members maintaining **ACTIVE** membership status through 2022 must complete the CLE credit requirement by December 31st as set forth under RSCH 22. The HSBA strongly recommends that you complete required CLE credits prior to renewing your 2023 license.

Inactive Voluntary and Suspended members who subsequently elect Active membership status for the coming year must complete and report 3 hours of CLE credits within the specified period (3 months before or after status election).

G. MEMBER INFORMATION VERIFICATION

You are encouraged to log into your portal account after January 31, 2023, to confirm all your information submitted online was current and correct.