

INACTIVE MEMBERS

2010-2011 CHECKLIST – NHBA DUES AND SUPREME COURT FEES & FORMS

For your convenience, we have attached a **mailing label** for your use to ensure prompt processing of your renewal.

PAYMENT REMINDER FOR FY 2010-2011:

- The New Hampshire Bar Association collects NH Supreme Court fees as well as NHBA dues. The **TWO** invoices included in your dues packet should be paid with **TWO separate checks**; one made payable to the New Hampshire Bar Association for the amount noted on the Association dues invoice, and one made payable to “NHBA Court Fees Service” for the amount on the Court Fees invoice.

STEP 1 REVIEW your NEW HAMPSHIRE BAR ASSOCIATION dues invoice:

- To add a new Section membership, please review the instructions on the **BACK** of your New Hampshire Bar Association dues invoice.
- To resign from a Section, draw a line through the Section Description in the “**CHANGES IN SECTIONS**” area on the **BACK** of the Dues Invoice. On the **FRONT** of the invoice, subtract the amount shown in **Part C. Section Adjustments** for each deleted Section on the Section Adjustments line of the “**DUES TOTALS**” area of the invoice remittance stub.
- Total all the amounts in the “**DUES TOTALS**” area, including any voluntary donation you wish to make to the Campaign for Legal Services. Write the total on the line labeled “**TOTAL AMOUNT ENCLOSED**”, and make your check for that amount payable to New Hampshire Bar Association.
- Please be sure to indicate which employment category best describes your practice.

STEP 2 REVIEW your NEW HAMPSHIRE SUPREME COURT fees invoice:

- For your convenience, the New Hampshire Bar Association collects the **mandatory** fees listed on your enclosed Supreme Court invoice on behalf of the NH Supreme Court. Please include a separate check for the amount indicated on the Supreme Court fees invoice, made payable to “NHBA Court Fees Service”.

STEP 3 NEW HAMPSHIRE SUPREME COURT Annual Trust Account Compliance Certificate

- Members whose NHBA status has been **INACTIVE** since **June 1, 2009** are not required to file this Certificate. However, if your membership status was **ACTIVE at any time** during the last 12 months, you are required to file this form.

PLEASE NOTE:

Members whose status on June 1, 2010 is **INACTIVE** are **not required to file** and have not been sent the **INTEREST ON LAWYERS TRUST ACCOUNTS (IOLTA)** form.

NEW HAMPSHIRE MINIMUM CONTINUING LEGAL EDUCATION

CLE Certificate of Compliance – Supreme Court Rule 53.

- Members on inactive status **before April 1, 2010**, are not required to complete CLE or file a Certificate of Compliance.
- If you changed your NHBA membership status to **INACTIVE on or after April 1, 2010**, you are still subject to the requirements of Supreme Court Rule 53, **unless you petition the NHMCLE Board**. Your Certificate of Compliance certificate will be mailed to you under separate cover in August 2010.
- For those who became inactive **on or after April 1, 2010** and **will not be reporting CLE credits**, contact Lee Jones at (603) 715-3222 or Ljones@nhbar.org to petition the NHMCLE Board for an exemption. Your request must be received **before June 30**.