

District of Columbia Bar Membership Manual

Section 3.01 of the D.C. Bar Bylaws (Revised) provides:

In addition to the membership and license provisions and requirements contained in the Rules and these Bylaws are the provisions and requirements contained in the D.C. Bar Membership Manual (“Membership Manual”) which shall have the same weight and authority of these Bylaws. The provisions and requirements contained in the Membership Manual may not be suspended.

The Membership Manual shall be amended upon the recommendation of the Chief Executive Officer of the D.C. Bar and shall take effect unless the Executive Committee raises a written objection to the recommendation no later than two weeks after receiving written notice of such amendment.

A. FEES

- 1. License Fee and New Admittees.** Newly admitted members will be invoiced for the annual license fee the same month in which they are admitted. All annual license fees are due within 30 days of the invoice date. Persons who are sworn into the Bar between July 1 and December 31 shall pay the full amount of the annual license fee. Persons who are sworn in between January 1 and April 30 shall pay one-half the amount of the annual license fee. Any person who is sworn in after April 30 shall not be required to pay any license fees until the following annual license year.

Newly admitted members of the Bar who have not paid the required annual license fee within 60 days of the original invoice date shall be assessed a late fee. Newly admitted members of the Bar who have not paid the required annual license fee and/or assessed fees associated with the invoice (including the late fee and/or returned payment fee) within 90 days of the original invoice date shall be automatically administratively suspended.

- 2. Date of Receipt.** The date of receipt of the license fee and/or late fee shall be determined by the actual date of receipt of a payment. If payment is remitted by mail, delivery service or commercial carrier, the date of receipt shall be the postmark or ship date, as applicable.

B. MANDATORY COURSE

- 1. Additional Requirements for the Mandatory Course.** Any admitted member of the Bar who has been Inactive or Retired, or has voluntarily resigned or been suspended for 5 years or more preceding a request to change their class of membership to Active or

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39 Retired, must complete the Mandatory Course even if they may have already previously
40 completed the Course.

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42 If a member reinstates as Inactive (or is allowed to reinstate for resignation) and later
43 requests a change to Active membership, the Mandatory Course will be required if it is
44 determined that the member held any status other than Active for the 5-year period
45 immediately preceding the request.

46 47 **C. CHANGE OF MEMBERSHIP CLASS**

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- 49 **1. License Fee and Change of Membership.** Members who elect to change their class of
50 membership to Active on or before December 31 shall be required to pay the full annual
51 license fee due for the annual license year less the amount previously paid during that
52 year. Members who elect to change their class of membership to Active after December
53 31 and before July 1 shall be required to pay one-half of the annual license fee for the
54 annual license year less the amount previously paid during that year.
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 - 56 **2. Active to Inactive.** Active class members in good standing may change their class of
57 membership to that of Inactive by providing notice to the Bar through such means as the
58 Bar provides electronically on its website or otherwise requires, requesting a transfer to
59 the class of Inactive membership.
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 - 61 **3. Inactive to Active.** Any Inactive class member in good standing may change their class
62 of membership to that of Active class member by providing notice to the Bar through such
63 means as the Bar provides electronically on its website or otherwise requires, requesting
64 a transfer to the class of Active membership, and by paying the license fees required of
65 Active class members.
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 - 67 **4. Judicial Class Ineligibility.** Any judicial class member who is no longer a judge may
68 change their class of membership to that of an Active member by providing notice to the
69 Bar through such means as the Bar provides electronically on its website or otherwise
70 requires, requesting a transfer to the class of Active membership and by paying the license
71 fees required of Active class members.
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 - 73 **5. Retired.** A member in good standing who has retired from the practice of law (except, as
74 provided in D.C. App R. 49, on a pro bono basis), or who is totally disabled and unable to
75 practice law may elect the class of Retired membership by providing notice to the Bar
76 through such means as the Bar provides electronically on its website or otherwise requires.
77 Such member must certify that (a) they have been an Active class member of the Bar for
78 five years (two years of any combination of Inactive or Judicial membership may be

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79 substituted for one year of Active membership to satisfy this requirement); and (b) they
80 have been engaged in the practice of law in the District of Columbia or elsewhere for a
81 combined total of 25 years.

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83 Retired members are required to provide the Bar with their contact information for the 5-
84 year immediately following their becoming a Retired member.

85 86 **D. RESIGNATION**

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- 88 1. Any member of the D.C. Bar who is in good standing, not under investigation pursuant to
89 Rule XI, and who provides notice to the Bar through such means as the Bar provides
90 electronically on its website or otherwise requires of their election to discontinue the
91 practice of law in the District of Columbia and to terminate their membership in the Bar,
92 shall cease to be a member of the District of Columbia Bar only after consultation and
93 approval by the Office of Disciplinary Counsel. This review process requires a minimum
94 of 30 days during which time such member shall remain subject to all requirements of Bar
95 membership and must remain in good standing.

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98 Such members shall be required to provide the Bar with their contact information for the
99 5-year period immediately following their resignation.

100 101 **E. REINSTATEMENT**

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- 103 1. **Office of Disciplinary Counsel.** All reinstatement requests must be approved by the Office
104 of Disciplinary Counsel (ODC) in advance of a member's reinstatement.
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106 2. **Effective Date.** Reinstatement shall be effective when all conditions have been met and
107 shall be effective as of the date of receipt by the Bar of the notice of approval from the
108 Office of Disciplinary Counsel.
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110 3. **Failure to File Registration Statement. Admission After Non-Registration.**
111 Any admitted member of the Bar who fails to file a registration statement with the D.C.
112 Bar may request reinstatement upon:
 - 113 (a) completion of the required reinstatement form provided on the Bar's website;
 - 114 (b) submission of the registration statement;
 - 115 (c) payment of the required annual license fee for the annual license year of
116 reinstatement;
 - 117 (d) payment of the required registration fee; and proof of completion of the Mandatory

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118 Course if such member was admitted after July 1, 1994, and has not yet completed
119 the course, or such member was admitted before July 1, 1994, but has been
120 suspended for five years or more and has not yet completed the course.

121 Such registration shall be effective retroactively, as of the date of such original eligibility.

122 **4. Failure to Pay Required Annual License Fee.**

123 Any member who has been administratively suspended for failure to pay the required
124 annual license fee may request reinstatement of membership upon:

- 125 (a) completion of the required reinstatement form provided on the Bar's website;
- 126 (b) payment of the required annual license fee for the year of reinstatement;
- 127 (c) payment of the required reinstatement fee, ; and
- 128 (d) proof of completion of the Mandatory Course if such member was admitted after
129 July 1, 1994, and has not yet completed the course, or such member was admitted
130 before July 1, 1994, but has been suspended for five years or more and has not yet
131 completed the course.

132 **5. Failure to Pay Other Fees.**

133 Any member who has been administratively suspended for failure to pay the required
134 assessed late fee and/or returned payment fee shall be reinstated upon:

- 135 (a) completion of the required reinstatement form provided on the Bar's website;
- 136 (b) payment of the required assessed late fee and/or returned payment fee by April 30th
137 of the annual license year in which the suspension occurred; and
- 138 (c) proof of completion of the Mandatory Course if such member was admitted after
139 July 1, 1994, and has not yet completed the course, or such member was admitted
140 before July 1, 1994, but has been suspended for five years or more and has not yet
141 completed the course.

142 If the request for reinstatement from suspension for nonpayment of the late fee and/or
143 returned payment fee is received after April 30th of the annual license year in which the
144 suspension occurred, the member shall be reinstated in accordance with procedures listed
145 above in Section E.4.

146 **6. Reinstatement of New Admittees Suspended for Failure to Complete the Mandatory Course**

147 Newly admitted attorneys of the Bar suspended for failure to complete the Mandatory
148 Course shall be reinstated upon:

- 149 (a) completion of the required reinstatement form provided on the Bar's website;
- 150 (b) proof of completion of the Mandatory Course;
- 151 (c) payment of any required outstanding license fee; and/or
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- 154 (d) payment of a reinstatement fee; and
155 (e) submission of a statement that the member is not suspended, temporarily
156 suspended, or disbarred by any disciplinary authority.
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7. Reinstatement of Retired Class Members or Resigned Persons.

158 Any member who has elected the Retired class of membership or who has been approved
159 to voluntarily resign their membership may request a change in their membership class or
160 reinstatement to Active, Inactive, or Judicial membership upon:
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- 162 (a) completion of the required reinstatement form provided on the Bar's website;
163 (b) payment of the annual license fee for the current annual license year;
164 (c) payment of a reinstatement fee; and
165 (d) proof of completion of the Mandatory Course if such member was admitted after
166 July 1, 1994 and has not yet completed the course, or such member has not been
167 in the Active class of membership for five years or more.
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172 **Approved by the Board of Governors April 12, 2022.**