



# **RULES FOR ADMISSION OF APPLICANTS TO THE PRACTICE OF LAW IN ARIZONA**

**As amended**

**Effective January 1, 2017**

**Address all inquiries regarding Examinations to:**

**Committee on Examinations  
Supreme Court of Arizona  
1501 W Washington, Suite 104  
Phoenix, Arizona 85007-3222  
Telephone: 602-452-3971**

**Address all inquiries regarding Character and Fitness to:**

**Committee on Character and Fitness  
Supreme Court of Arizona  
1501 W. Washington, Suite 104  
Phoenix, Arizona 85007-3222  
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**Website: [www.azcourts.gov/cld/AttorneyAdmissions.aspx](http://www.azcourts.gov/cld/AttorneyAdmissions.aspx)**

**Arizona Revised Statutes**  
**Rules of the Supreme Court of Arizona Supreme Court**  
**V. Regulation of the Practice of Law**  
A.R.S. Sup.Ct.Rules  
Effective January 1, 2017

**Rule 34. Application for Admission**

**(a) Methods of admission to the practice of law in Arizona.** Persons desiring to be admitted to the practice of law in the State of Arizona may apply for admission by one of three methods: (1) admission by Arizona uniform bar examination, (2) admission on motion, or (3) admission by transfer of uniform bar examination score from another jurisdiction.

**(b) Applicant Requirements and Qualifications.**

1. No applicant will be recommended for admission to the practice of law in Arizona by the Committee on Character and Fitness unless the Committee is satisfied that:

- A. the applicant is over the age of twenty-one years;
- B. the applicant is of good moral character;
- C. the applicant is mentally, emotionally and physically able to engage in the practice of law, and possesses the required knowledge of the law to do so;
- D. the applicant is a graduate with a juris doctor from a law school provisionally or fully approved by the American Bar Association at the time of graduation or the applicant is a graduate with a juris doctor and has been actively engaged in the practice of law in some other state or states for at least three of the last five years prior to filing an application for admission to practice in Arizona; and
- E. if ever admitted to practice in any jurisdiction, foreign or domestic, the applicant is presently in good standing, or the applicant resigned in good standing or is capable of achieving good standing status in that jurisdiction.
- F. the Arizona uniform bar examination applicant has successfully completed the course on Arizona law described in paragraph (j) of this rule.

2. An applicant may be allowed to sit for the Arizona uniform bar examination prior to the award of a juris doctor degree if the applicant:

- A. is a currently enrolled student in good standing at a law school fully or provisionally approved by the American Bar Association;
- B. is expected to graduate with a juris doctor degree within one hundred twenty (120) days of the first day of early exam administration;

- C. has satisfied all requirements for graduation with a juris doctor except for not more than eight (8) semester hours or its equivalent in quarter hours at the time of early exam administration;
- D. will not be enrolled in more than two (2) semester hours or its equivalent in quarter hours during the month of early bar examination testing and the immediately preceding month;
- E. has been determined by their school to be academically prepared for early testing;
- F. provides by the deadline to the Committee on Character and Fitness, on a form provided by the Committee, an affidavit attested to by the applicant and the law school that they meet the above criteria. The law school's decision whether to certify that the student meets the criteria is final and shall not be subject to review by the Committee or the Court.

No applicant shall be recommended to practice law until graduation or satisfaction of all requirements for graduation, and completion of all requirements for admission to the practice of law under these rules. If an applicant under this subsection has not graduated with a juris doctor within one hundred twenty (120) days of the first day of early exam administration, all parts of the Arizona uniform bar examination, including the score, are void and the applicant's examination scores shall not be disclosed for any purpose. Scores may not be released until such time as satisfactory proof of award of juris doctor, as determined by the Court, is provided to the Committee. An early examination which is voided shall count as an examination attempt under Rule 35(c)(1).

At the completion of the juris doctor requirements and within sixty (60) days after graduation, the applicant must cause his or her law school, dean, or registrar to submit to the Committee on Character and Fitness proof of graduation, showing his or her juris doctor was conferred within one hundred twenty (120) days of the first day of early exam administration. Failure to complete the course of study within one hundred twenty (120) days of the examination and provide evidence of graduation within an additional sixty (60) days shall render the applicant's score void.

3. The Committee on Character and Fitness shall endeavor to complete its inquiries, some or all of which may be delegated to the National Conference of Bar Examiners, to be in position to recommend for or against a successful Arizona uniform bar examinee's admission to the practice of law no later than the time the results of the Arizona uniform bar examination are available for examination applicants. This time limitation is aspirational only, and may be extended for further inquiry and formulation of a recommendation when the circumstances of a case so require.

**(c) Application and Character Report Materials.** Any person desiring to be admitted to the practice of law in the State of Arizona must submit to the Committee on Character and Fitness an application in the form supplied by the Committee. The application for admission must be accompanied by required supporting documents and application fee.

1. The Arizona uniform bar examination applicant shall also complete and submit a character report accompanied by a character investigation fee as established by the Court. For an Arizona uniform bar examination applicants only, the character report and related fee may be submitted separately from the application for admission.
2. An applicants for admission on motion or admission by transfer of uniform bar examination score shall submit character investigation materials together with the application.

**(d) Documents Required in Support of Application.** The following must accompany every application:

1. subject to the exception made in paragraph (b)(1)(D) of this rule, the applicant's law school diploma, or other evidence satisfactory to the Committee on Character and Fitness showing the applicant is a graduate with a juris doctor degree from a law school provisionally or fully approved by the American Bar Association at the time of graduation;
2. if the applicant has been previously admitted to practice law in any jurisdiction, foreign or domestic, the certificate of the appropriate court agency(ies) or the mandatory bar association, whichever has custody of the roll of attorneys in such jurisdiction, indicating the date of admission and that the applicant is presently in good standing, or that the applicant resigned in good standing or is capable of achieving good standing status in that jurisdiction;
3. for applicants taking the Arizona uniform bar examination, an examination fee as established by the Court;
4. an application fee as established by the Court;
5. a full face photograph of the applicant's head, neck and shoulders, without a hat, and not larger than two and one-half (2.5) inches by two and one half (2.5) inches nor smaller than two (2) inches by two (2) inches taken within six months prior to filing with the Committee on Character and Fitness; and
6. a complete set of the applicant's fingerprints. The Committee on Character and Fitness is authorized to receive criminal history information regarding any applicant for admission from any law enforcement agency in conjunction with the admissions process.

**(e) Arizona Uniform Bar Examination Application Filing Schedule; Fees**

1. On the basis of an application for admission by Arizona uniform bar examination properly and timely filed, with all required supporting documents and fees, the applicant will be certified to sit for the Arizona uniform bar examination.
2. The application for admission and all of the documents required to be submitted by the Arizona uniform bar examination applicant must be timely submitted, with required fees, in accordance with the schedule and filing fees established by the Court. In the event an application, documents or fees are submitted after the initial filing deadline, late fees as established by the Court shall be assessed. No application, documents or fees will be accepted after the close of filing deadline, as established by the Court.

Any applicant failing to pass a written Arizona uniform bar examination who wishes to take the next subsequent examination must submit an application for examination, required supporting documentation, and application and examination fees as established by the Court, no later than twenty days after the date of the letter notifying the applicant of the applicant's failure to pass the written examination. If the application is submitted after twenty days, a late application fee shall be paid in accordance with the schedule and filing fees established by the Court. No application for subsequent Arizona uniform bar examination will be accepted after the filing deadline as established by the Court.

3. When an application to take the Arizona uniform bar examination is properly filed with required supporting documents, the applicant shall be promptly notified that the application is in order and that the applicant is certified to sit for the Arizona uniform bar examination, specifying the time and place of such examination.

**(f) Admission on Motion.**

1. An applicant who meets the requirements of (A) through (H) of this paragraph (f)(1) may, upon motion, be admitted to the practice of law in this jurisdiction.

The applicant shall:

- A. either (i) have been admitted by bar examination to practice law in another jurisdiction allowing for admission of Arizona lawyers on a basis equivalent to this rule, or (ii) have been admitted by bar examination to practice law in another jurisdiction that does not allow for admission of Arizona lawyers on a basis equivalent to this rule and thereafter were admitted to and engaged in the active practice of law in another jurisdiction allowing admission of Arizona lawyers on a basis equivalent to this rule for three of the five years immediately preceding the date upon which the application is filed;
- B. hold a juris doctor degree from a law school approved by the Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association at the time of graduation;

- C. have been primarily engaged in the active practice of law in one or more states, territories, or the District of Columbia for three of the five years immediately preceding the date upon which the application is filed;
  - D. submit evidence of a passing score on the Multistate Professional Responsibility Examination as it is established in this jurisdiction;
  - E. establish that the applicant is currently a member in good standing in all jurisdictions where admitted;
  - F. establish that the applicant is not currently subject to lawyer discipline or the subject of a pending disciplinary matter in any other jurisdiction;
  - G. establish that the applicant possesses the character and fitness to practice law in this jurisdiction; and
  - H. submit evidence of successful completion of the course on Arizona law described in paragraph (j) of this rule.
2. For the purposes of this rule, the “active practice of law” shall include the following activities, if performed in a jurisdiction in which the applicant is admitted, or if performed in a jurisdiction that permits such activity by a lawyer not admitted to practice; however, in no event shall any activities that were performed in advance of bar admission in some state, territory or the District of Columbia be accepted toward the durational requirement:
- A. representation of one or more clients in the practice of law;
  - B. service as a lawyer with a local, state, or federal agency, including military service;
  - C. teaching law full-time at a law school approved by the Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association;
  - D. service as a judge in a federal, state, territorial, or local court of record;
  - E. service as a judicial law clerk;
  - F. service as corporate counsel; or
  - G. service as corporate counsel in Arizona before January 1, 2009 or while registered pursuant to Rule 38(h). Active practice performed within Arizona pursuant to Rule 38(h) may be applied to meet active practice requirements found in Rule 34(f)(1)(A)(ii) provided all other requirements of Rule 34(f) are met.
3. For purposes of this rule, the active practice of law shall not include work that, as undertaken, constituted the unauthorized practice of law in the jurisdiction in which it was

performed or in the jurisdiction in which the clients receiving the unauthorized services were located. The “active practice of law” is further defined to require that at all times in the durational period the applicant has held a law license in “active” status.

4. An applicant who has failed a bar examination administered in this jurisdiction or who has passed the uniform bar examination in another jurisdiction but failed to achieve the Arizona scaled score within five years of the date of filing an application under this rule shall not be eligible for admission on motion.
5. The Court shall approve jurisdictions considered “reciprocal” to Arizona, and the Committee shall publish and make available a list of reciprocal jurisdictions.

**(g) Admission on Motion Application Filing; Fees.** Any applicant seeking admission on motion to the practice of law in Arizona must meet the requirements of paragraph (f) of this rule and shall:

1. file an application for admission on motion, including character investigation information, in a manner established by the Court, including all required supporting documents, and
2. pay the application fee as established by the Court.

**(h) Admission by Transfer of Uniform Bar Examination Score.**

1. An applicant who has taken the uniform bar examination in another jurisdiction and who meets the requirements of (A) through (G) of this paragraph (h)(1) may be admitted to the practice of law in this jurisdiction.

The applicant shall:

- A. have achieved a scaled score on the uniform bar examination that is equal to or greater than the minimum acceptable score established by the Committee on Examinations and that was earned within five years prior to the applicant's taking the oath of admission and being admitted to the practice of law in Arizona;
- B. hold a juris doctor degree from a law school approved by the Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association at the time of graduation;
- C. submit evidence of a passing score on the Multistate Professional Responsibility Examination as it is established in this jurisdiction, earned within five years of the date of application;
- D. establish that the applicant is currently a member in good standing in every jurisdiction, foreign or domestic, wherever admitted to practice law; if the applicant is not presently in good standing, establish that the applicant resigned in good standing or is capable of achieving good standing;

- E. establish that the applicant is not currently subject to lawyer discipline or the subject of a pending disciplinary matter in any other jurisdiction;
  - F. establish that the applicant possesses the character and fitness to practice law in this jurisdiction; and
  - G. submit evidence of successful completion of the course on Arizona law described in paragraph (j) of this rule.
2. For the purpose of paragraph (h)(1)(a) of this rule, a score is considered to have been earned on the date of administration of the uniform bar examination that resulted in the score.
  3. An applicant who failed to earn the minimum acceptable score established by the Committee on Examinations within three attempts, regardless of where the uniform bar examination was taken, shall not be eligible for admission by transfer of uniform bar examination score under this paragraph.
  4. Before being admitted by transfer of uniform bar examination score, the applicant must complete a course on Arizona law, the content and method of delivery of which shall be approved by the Supreme Court.

**(i) Admission by Transfer of Uniform Bar Examination Score Application Filing; Fees.** Any applicant seeking admission to the practice of law based on transfer of uniform bar examination score must meet the requirements of paragraph (h) and shall:

1. file an application for admission by transfer of uniform bar examination score, including character investigation information, in a manner established by the Court, including all required supporting documents, and
2. pay the application fee as established by the Court.

**(j) Completion of Course on Arizona Law.** Before being admitted to the practice of law in Arizona, Arizona uniform bar examination applicants, applicants for admission by transfer of uniform bar examination score, and applicants for admission upon motion must complete a course on Arizona law, the content and delivery of which shall be approved by the Supreme Court.

**(k) Deficiency in Examination Application and Supporting Documents.** If the Committee on Examinations finds that an application is deficient, or the required supporting documents are deficient, or both, the Committee shall advise the applicant in writing of the deficiency, and the assessment of applicable late fees as established by the Court. The Committee shall allow the applicant either to supply additional information or to correct, explain in writing, or otherwise remedy the defects in the applicant's application, supporting documents, or fees up until the filing deadline. If such deficiencies in an examination application are not cured by the examination deadlines established by the Court, and if the Committee's reasons for refusing to grant permission for the applicant to take an examination are of record as a part of the applicant's file, the Committee



shall withdraw the application and advise the applicant of such withdrawal and the reasons therefor.

**(l) Deficiency in Character Report Materials.** If the Committee on Character and Fitness finds that the character report materials are deficient, the Committee shall advise the applicant in writing of the deficiency and shall allow a reasonable time for the applicant either to submit additional written information or relevant documentation, or to correct or otherwise remedy the defects in the applicant's supporting documents. Thereafter, if such deficiencies have not been cured within the designated time period, the Committee may abandon processing and review of the investigation into the applicant's character, and shall advise applicant of such abandonment and the reasons therefore.

**(m) Failure to Meet Standards; Effect on Time for Reapplication.** If the Committee or the Court has denied an applicant admission to the practice of law by reason of the failure to meet the standards required by paragraph (b) of this rule, such applicant may not reapply for a period of five years from the date of denial of admission, unless the Committee or the Court orders otherwise.

**(n) Completion of Professionalism Course.**

1. *New Admittee Professionalism Course.* Except as otherwise provided in this rule, within one year after being admitted to the practice of law, the applicant shall complete the state bar course on professionalism, or an equivalent course on the principles of professionalism approved or licensed by the Board of Governors of the State Bar of Arizona for this purpose.
  - A. A new admittee taking inactive status immediately upon admission is exempt from completing such a course but shall complete one within 12 months of becoming an active member of the state bar.
  - B. A new admittee who is an active member but neither resides nor practices law in Arizona is exempt from completing such a course but shall complete one within 12 months of becoming a resident of or commencing the practice of law in Arizona.
2. *Summary Suspension.* A new admittee who fails to comply with the requirements of paragraph (j)(1) of this rule shall be summarily suspended from the practice of law in Arizona, upon motion of the state bar pursuant to Rule 62, provided that a notice by certified, return receipt mail of such non-compliance shall have been sent to the member, mailed to the member's last address of record in the state bar office at least thirty days prior to such suspension, but may be reinstated in accordance with these rules.

### **Rule 35. Examination Requirements**

**(a) Examination Dates and Places.** The Arizona uniform bar examinations will be administered two times each year, once in February and once in July, and at such locations as the Committee on Examinations, in its discretion, deems appropriate. An applicants who has been granted permission to take the examination will be advised of the date and place at least two weeks before the examination.

#### **(b) Examination Subjects; Grading.**

1. The examination shall be the uniform bar examination prepared by the National Conference of Bar Examiners, which consists of six Multistate Essay Examination questions, two Multistate Performance Test tasks, and the Multistate Bar Examination. The Multistate Essay examination shall be weighted 30%, the Multistate Performance Test shall be weighted 20%, and the Multistate Bar Examination shall be weighted 50% in calculating uniform bar examination scores. Applicants may be tested on any subject matter listed by the National Conference of Bar Examiners as areas of law to be tested on the uniform bar examination. Questions will be not be labeled and may include more than one subject matter.
2. The Committee on Examinations may use such grading or scoring system for the Multistate Essay Examination and Multistate Performance Test as the Committee on Examinations, in its discretion, deems appropriate. Answers to the Multistate Essay Examination shall be graded according to generally applicable principles of law. Raw scores on the Multistate Essay Examination and the Multistate Performance Test shall be scaled to the Multistate Bar Examination scores according to the method approved by the National Conference of Bar Examiners for jurisdictions that administer the uniform bar examination.
3. An applicant who takes the uniform bar examination in Arizona or seeks to transfer a uniform bar examination score from another uniform bar examination jurisdiction will be deemed to have satisfied the requirements of the Arizona uniform bar examination if the applicant achieves a scaled score equal to or greater than the minimum acceptable score established by the Committee for the test administration, under conditions consistent with the practices and procedures of the Committee on Examinations and the National Conference of Bar Examiners. The passing score for each test administration shall be posted on the Supreme Court Website. Results of the bar examination will be published and mailed or e-mailed at such dates and times as the Committee deems appropriate. Arizona bar examination attempts prior to adoption of the uniform bar exam, successful or unsuccessful, shall be considered equivalent to the Arizona uniform bar examination for purposes of these rules.
4. Examination grades of an applicant will not be disclosed to the public. The Committee is authorized to

A. release statistical results of the examination;

B. disclose to the law school from which the applicant graduated the applicant's status as pass/fail/withdrew;

C. certify, upon an applicant's request, an applicant's Multistate Bar Examination score to other jurisdictions in which the applicant seeks admission; and

D. disclose an applicant's scores on the uniform bar examination to the National Conference of Bar Examiners.

5. Testing accommodations will be provided for an Arizona uniform bar examination applicant demonstrating a disability to the extent such accommodations are reasonable, consistent with the nature and purpose of the examination, and necessitated by the applicant's disability. An applicant seeking an accommodation shall file a request for testing accommodation in such form as prescribed by the Committee. A fully completed request for accommodation, including supporting documentation, shall be submitted with the application for the examination in accordance with filing deadlines as set by the Court.

6. Before being recommended by the Committee on Character and Fitness for admission to the practice of law in Arizona, an applicant must pass a professional responsibility examination, which shall be the Multistate Professional Responsibility Examination prepared and administered by the National Conference of Bar Examiners. An applicant seeking to take the Multistate Professional Responsibility Examination shall file an application directly with, and pay the fees specified by, the National Conference of Bar Examiners.

7. The Committee on Examinations will file with the Court thirty (30) days before each administration of the Multistate Professional Responsibility Examination that score which will be the minimum acceptable score for that administration of the examination.

8. An applicant by Arizona uniform bar examination or transfer of uniform bar examination score from another jurisdiction must submit proof satisfactory to the Committee on Examinations that the applicant has taken the Multistate Professional Responsibility Examination and received a minimum acceptable score within two (2) years before the successful bar examination or within the time frame for taking the oath of admission after the successful bar examination in order to have the applicant's score accepted by the Committee on Examinations.

9. All applicants who receive a passing grade on the examinations and who are found to be otherwise qualified under these rules shall be recommended for admission to the practice of law.

10. The Committee on Examinations may take action, by majority vote, to enforce the Committee's own conditions, practices, and procedures, as well as those of the National Conference of Bar Examiners, including expulsion from the examination, temporary withholding of a score, or nullification of a score.

**(c) Subsequent Examinations; Role of Committee on Character and Fitness.**

1. An applicant failing to pass one uniform bar examination in any jurisdiction may apply for two subsequent uniform bar examinations in Arizona if the applicant meets all requirements listed in Rule 34(b). The application, in the form specified by Rule 34(c), shall be accompanied by the application and examination fees established by the Court, all supporting documents specified in Rule 34(d) or as the Committee on Character and Fitness may request and, if required by the Committee, such additional investigation fee as the Committee may determine is reasonably required to properly investigate the qualifications of such applicant. Arizona bar examination attempts prior to adoption of the uniform bar exam, successful or unsuccessful, shall be considered equivalent to the Arizona uniform bar examination for purposes of these rules.
2. An applicant who files an application to sit for the Arizona uniform bar examination and who withdraws such application or fails to appear for or complete such examination and who desires to sit for a subsequent examination, shall make the same filings as if such applicant had written and failed the examination. Any applicant who fails the Arizona uniform bar examination, withdraws from the examination, fails to complete the examination, or does not appear for and write the examination, and who does not apply for and write the next succeeding examination, shall, if applying for any subsequent examination, file a new application with fees required for an original filing as if such applicant had never presented an application to the Committee on Character and Fitness.
3. An applicant taking the uniform bar examination three times in any jurisdiction and failing to earn the minimum acceptable score established by the Committee on Examinations will not be permitted to take a further examination, unless all requirements listed in Rule 34(b) are met, and the Committee on Examinations grants permission for the applicant to write another examination in Arizona. The applicant shall submit a written request to the Committee on Examinations stating the additional study and preparation that the applicant has made to qualify for further examination. If the Committee finds reasonable cause to believe the applicant may successfully pass a further examination, it shall grant permission to sit for the additional Arizona uniform bar examination. Arizona bar examination attempts prior to adoption of the uniform bar exam, successful or unsuccessful, shall be considered equivalent to the Arizona uniform bar examination for purposes of these rules.

**(d) Review by the Court.**

1. *Petition for Review.* An applicant aggrieved by any decision of the Committee on Examinations may, within twenty (20) days after such decision, file a verified petition for review with this Court; however, the Committee on Examination's decision regarding an applicant's grade score is final and will not be reviewed by the Court absent extraordinary circumstances. The petition must succinctly state the facts that form the basis for the petition and applicant's reasons for believing this Court should review the Committee's decision. A copy of the petition must be promptly served upon the Committee. The Committee will have thirty (30) days after service to file a response and transmit the

applicant's file to this Court. Thereupon the Court will consider the matter and render a decision.

2. *Sealing the Record.* Any document filed under Rule 35(d) will be considered open to the public except that, upon request by any party or the Committee, the clerk of Court will seal medical or psychological reports and records. A party or the Committee may request that the Court seal a portion of any other materials submitted.

## Rule 36. Procedure Before the Committee on Character and Fitness

### (a) General Provisions

1. *Nature of Proceedings.* Proceedings before the Committee on Character and Fitness are neither civil nor criminal, but are sui generis. Proceedings shall be styled as follows:

BEFORE THE COMMITTEE ON CHARACTER AND FITNESS OF THE SUPREME COURT OF ARIZONA

|                                     |   |
|-------------------------------------|---|
| In the Matter of the Application of | ) |
|                                     | ) |
| To be Admitted to the Practice of   | ) |
| Law                                 | ) |

### 2. *Representation by Counsel; Duties of Bar Counsel.*

- A. Representation of the Applicant. The applicant may be represented by counsel of the applicant's choosing in any proceedings before the Committee or panels acting on its behalf.
- B. Representation of the Committee. In the event the Committee, by vote of a majority of its members, finds that a proposed proceeding will be complex, or for other reasons deemed sufficient, the Committee may certify to this Court that in its opinion a special investigator should be appointed from active members of the State Bar of Arizona to further investigate and present the evidence regarding the applicant's qualifications to be admitted to the practice of law in Arizona. The chief justice of this Court may appoint such a special investigator to further investigate said matter and to present all available evidence at any proceeding.
- C. Duties of Bar Counsel.
  - i. Court review. Upon the Committee Chair's request, bar counsel must represent the Committee before the Court in any matter in which the applicant has petitioned for review of the Committee's decision after a hearing. In such cases, the Committee will be deemed bar counsel's client.
  - ii. Conditional admissions. Bar counsel will monitor and supervise attorneys who have been admitted with conditions pursuant to paragraph (g) of this rule.

3. *Depositions and Subpoenas.* All of the rules of civil procedure authorizing, relating to and governing depositions in civil proceedings within and outside the state are applicable to depositions in connection with investigations and hearings. The Committee's representative and the applicant will be entitled to have subpoenas (including duces tecum) issued by the Chair of the Committee for discovery purposes, or to require the attendance of witnesses at a deposition, hearing, and any continuance thereof. The party seeking a subpoena must file the application with the Chair of the Committee with a brief statement of the reasons for the subpoena. Subpoenas will not be issued for informal inquiries.

4. *Dispositional Alternatives.* The Committee's investigation, informal inquiry, or hearings may result in the following range of dispositional alternatives:

- A. recommendation for admission;
- B. denial of admission;
- C. denial of admission, accompanied by a suggestion of re-application in the future upon the occurrence of specified circumstances, which circumstances may include the requirement the applicant obtain assistance or treatment for a specified period in the case of current substance abuse or mental or emotional instability and provide appropriate evidence of the applicant's ability to engage in the practice of law;
- D. recommendation for conditional admission as provided in paragraph (g).

**(b) Determination of Character and Fitness; Burden of Proof; Relevant Factors and Evaluation.** The applicant has the burden of proving good moral character by clear and convincing evidence. The Committee must, in determining the character and fitness of an applicant to be admitted to the state bar, review, consider, and evaluate the traits, characteristics, criminal history, and conduct set forth below.

1. *Relevant Traits and Characteristics.* An applicant shall demonstrate current and past possession of the following traits and characteristics; a significant deficiency in one or more of these traits and characteristics in an applicant may constitute a basis for denial of admission:
  - A. honesty;
  - B. trustworthiness;
  - C. diligence;
  - D. reliability; and
  - E. respect for law and legal institutions, and ethical codes governing attorneys.

2. *Conviction of a Crime.*

- A. There is a presumption, rebuttable by clear and convincing evidence presented at a proceeding, that an applicant who has been convicted of a misdemeanor involving a serious crime or of any felony must be denied admission. “Serious crime” includes any crime, a necessary element of which, as determined by the statutory or common law definition of such crime, involves interference with the administration of justice, false swearing, misrepresentation, fraud, willful extortion, misappropriation, theft, or moral turpitude, including a conspiracy, a solicitation of another, or any attempt to commit such a serious crime.
- B. The Committee, acting through one of its panels, must transmit any recommendation for admission of an applicant who has been convicted of a misdemeanor involving a serious crime or of any felony to the clerk of the Court prior to admission.

3. *Other Relevant Conduct.* The revelation or discovery of any of the following should be treated as cause for further detailed investigation by the Committee on Character and Fitness prior to its determination whether the applicant exhibits current and past possession of the traits and characteristics evidencing the requisite character and fitness to practice law:

- A. unlawful conduct not resulting in conviction of a crime as set forth in paragraph (b)(2) of this rule;
- B. academic misconduct;
- C. making a false statement, including omissions;
- D. misconduct in employment;
- E. acts involving dishonesty, fraud, deceit or misrepresentation;
- F. abuse of legal process;
- G. neglect of financial responsibilities;
- H. neglect or disregard of ethical or professional obligations;
- I. violation of an order of court;
- J. evidence of conduct indicating mental or emotional instability impairing the ability of an applicant to perform the functions of an attorney;
- K. evidence of conduct indicating substance abuse impairing the ability of an applicant to perform the functions of an attorney;



- L. denial of admission to the practice of law in another jurisdiction on character and fitness grounds; and/or
  - M. disciplinary complaints or disciplinary action by an attorney disciplinary agency or other professional disciplinary agency of any jurisdiction.
4. *Evaluation of Criminal History and Other Relevant Conduct.* The Committee on Character and Fitness shall determine whether the character and fitness of an applicant qualifies the applicant for admission. In making this determination, the following factors shall be considered in assigning weight and significance to an applicant's prior conduct:
- A. the applicant's age, experience and general level of sophistication at the time of the conduct;
  - B. the recency of the conduct;
  - C. the reliability of the information concerning the conduct;
  - D. the seriousness of the conduct;
  - E. consideration given by the applicant to relevant laws, rules and responsibilities at the time of the conduct;
  - F. the factors underlying the conduct;
  - G. the cumulative effect of the conduct;
  - H. the evidence of rehabilitation;
  - I. the applicant's positive social contributions since the conduct;
  - J. the applicant's candor in the admissions process; and/or
  - K. the materiality of any omissions or misrepresentations by the applicant.

**(c) Recommendation for Admission Based on Preliminary Review.**

1. The Manager of Attorney Admissions or that person's designee will conduct a complete preliminary review of the applications based on the categories of criminal convictions and other relevant conduct listed in paragraphs (b)(2) and (3).
2. *Direct Recommendation.* The Manager of Attorney Admissions or that person's designee will review all applications for information about the ethical or moral fitness of each applicant. The Manager or designee must inform the Committee and certify to the Court the names of those applicants who, without further investigation, appear to be qualified for

admission. Those applicants not certified by the Manager will be referred to the Committee for further review.

3. *Additional Recommendations.* The Manager of Attorney Admissions or that person's designee may recommend that a matter proceed to an informal inquiry pursuant to paragraph (e) or a hearing pursuant to paragraph (f). The Chair has discretion to order that the matter proceed accordingly.

**(d) Further Investigation.**

1. Upon completion of the preliminary review, if it is determined that there is conduct that falls within one or more of the categories listed in paragraphs (b)(2) and (3), a committee member (the “investigating member”) will be designated to investigate as appropriate and evaluate whether, and to what extent, the applicant's prior criminal conviction(s) or other conduct should prevent the applicant's admission.
2. In the event the investigating member requires additional information or documentation to facilitate making a determination of the applicant's character and fitness, the member may make an inquiry, either orally or in writing, to the applicant or any other person, for additional information or documentation, and may utilize the subpoena and deposition powers as set forth in paragraph (a)(3).
3. After the necessary investigation, the investigating member must either (i) terminate the investigation and recommend the applicant for admission; (ii) call for an informal inquiry pursuant to paragraph (e); or (iii) request that the Chair call for a hearing pursuant to paragraph (f), which request the Chair may grant or deny.
4. Notwithstanding the above provisions, an applicant must not be recommended for admission without at least an informal inquiry pursuant to paragraph (e) in any cases in which the investigation reveals and the investigating member determines that there are allegations of serious misconduct by the applicant, whether or not such conduct resulted in a criminal conviction, that involve:
  - A. commission of a violent crime;
  - B. fraud, deceit or dishonesty on the part of the applicant that has resulted in damage to others;
  - C. neglect of financial responsibilities due to circumstances within the control of the applicant; or
  - D. disregard of ethical or professional obligations.

**(e) Informal Inquiries.** Informal inquiries must be held in cases involving allegations of serious misconduct specified in paragraph (d)(4) above and may also be held in other cases as determined by the investigating member.

1. *Notice.* Oral or written notice must be provided to the applicant, which notice must advise the applicant generally of the subject, or subjects, of the informal inquiry and the time and place thereof.
2. *Informal Inquiry Panel.* An informal inquiry panel must consist of three members of the Committee, including at least one attorney member and one public member, assigned by Committee staff on a rotating basis. The three members must attend the informal inquiry in person. An informal inquiry panel will act for and on behalf of the Committee for all actions and decisions related to informal inquiries. The investigating member may participate in discussion with and questioning of the applicant during the informal inquiry but must not be part of the three-person panel and must not deliberate or vote at the conclusion.
3. *Consideration of Documents or Information.* Documents or other information provided to the investigating member in confidence will remain confidential and may be referenced, shared or considered at the informal inquiry only if the providing party agrees. Absent such agreement, confidential information must not be referenced, shared or considered at the informal inquiry or otherwise considered by the panel in determining the applicant's character and fitness for admission to practice law. Because the objective of the informal inquiry is to informally resolve the investigating member's concerns efficiently, there is no formal introduction of exhibits or other evidence into a record at an informal inquiry. Neither the panel nor the applicant may subpoena the appearance of witnesses at an informal inquiry.
4. *Concurrence of Panel Members.* A recommendation of admission requires the concurrence of all members of the inquiry panel. If this requirement is not met, a hearing must be held pursuant to paragraph (f).
5. *Decision.* The inquiry panel's decision shall must be in writing.
  - A. Recommendation to admit. The inquiry panel's recommendation to admit an applicant will be deemed final action by the Committee and transmitted to the Court, subject to the issuance of the certification by the clerk of this Court.
  - B. Recommendation not to admit; hearing required. If the inquiry panel's decision is not to recommend admission, a hearing must be held pursuant to paragraph (f).
  - C. Recommendation for conditional admission; review by the Court. The inquiry panel's recommendation for conditional admission must conform to the requirements in paragraph (g). The panel may consult with bar counsel to determine the terms of conditional admission. The decision recommending conditional admission must be transmitted to the Court for review in accordance with paragraph (h)(2).
  - D. Notice to applicant. In all cases, the panel's decision must be mailed to the applicant at the applicant's last known address, and a copy must be mailed to the applicant's attorney of record, if applicable.

**(f) Hearings.** The Committee will hold a hearing, as may be reasonably required and as required pursuant to this rule, to enable the Committee to determine the applicant's qualifications for admission.

1. *Notice.* Written notice of such hearing must be given to the applicant, specifying:
  - A. the time, place and nature of the hearing;
  - B. the legal authority and jurisdiction under which the hearing is held;
  - C. a reference to the particular sections of the statutes and rules involved, if applicable;
  - D. a short plain statement as to the subject, or subjects, and purpose, of the hearing;
  - E. that the applicant may be represented by an attorney at the hearing, that the applicant shall be afforded an opportunity to respond and present evidence of all issues involved, and that the applicant shall have the right of cross-examination; and
  - F. that the applicant shall have the burden of proving, by clear and convincing evidence, the requisite character and fitness qualifying the applicant for admission to the practice of law in Arizona.
  
2. *Conduct of Hearings.*
  - A. *Hearing Panel.* The hearing panel must consist of five members, including the Chair of the Committee or his or her designee, at least two attorney members of the Committee, and at least one public member of the Committee. The members will be assigned by Committee staff on a rotating basis, none of whom shall have participated as members of the informal inquiry panel in the matter, if such informal inquiry was held. The Chair, or his or her designee, will preside over the hearing.
  - B. The applicant or the applicant's attorney may present evidence on behalf of the applicant at the hearing. The investigating member, or an appointed special investigator, will present evidence on behalf of the Committee. The investigating member must not participate in the deliberations or vote with the hearing panel on a disposition.
  - C. The hearing will be recorded and may be conducted without adherence to the Arizona Rules of Evidence. Neither the manner of conducting the hearing nor the failure to adhere to the Rules of Evidence will be grounds for reversing any decision by the panel provided the evidence supporting such decision is substantial, reliable and probative. Irrelevant, immaterial or unduly repetitious evidence must be excluded. The applicant has a right to be represented by counsel, to submit evidence, and to cross-examine witnesses.

- D. Copies of documentary evidence may be received at the discretion of the Chair or his or her designee. Upon request, any panel member, the investigating member, an appointed special investigator, the applicant, or applicant's counsel must be given an opportunity to compare the copy with the original.
  - E. Notice may be taken of judicially cognizable facts.
  - F. The applicant will have the burden of proving, by clear and convincing evidence, the requisite character and fitness qualifying the applicant for admission to the practice of law.
3. *Permissible Evidence.* Documents or other information provided to the Committee in confidence will remain confidential and may be used at the hearing only if the providing party agrees. Absent such agreement, confidential information must not be presented at the hearing or otherwise considered by the panel in determining the applicant's character and fitness for admission to practice law.
4. *Disclosure; Discovery.* Twenty (20) days before the hearing, or otherwise as agreed by the parties, the Committee and the applicant will simultaneously disclose documents and other information to be used at the hearing. The Committee need not provide to the applicant copies of documents the applicant has submitted during the application process, and applicant need not provide to the Committee copies of documents submitted with the application. Confidential information will be subject to disclosure or discovery only if the providing party has agreed to its use at the hearing as set forth in paragraph (f)(3). The Chair may permit untimely disclosed information to be admitted at hearing, for good cause shown.
5. *Decision.* The hearing panel's recommendation requires the concurrence of a majority of the panel members. The panel's final decision must be in writing.
- A. Recommendation against admission. If the hearing panel recommends against admission, it must make separate findings of fact.
  - B. Recommendation for conditional admission. If the hearing panel recommends conditional admission, the panel may consult with bar counsel to determine the terms of the conditional admission. The panel's decision recommending conditional admission must conform to the requirements of paragraph (g) and must be transmitted to the Court for review in accordance with paragraph (h)(2).
  - C. Recommendation to admit. A decision recommending admission of an applicant whose conduct was considered under paragraph (d)(4) must be accompanied by written findings and recommendations to the Court. Written findings are not required for other decisions recommending non-conditional admissions.

6. *Notice to Applicant.* The hearing panel's final decision must be mailed to the applicant at the applicant's last known address, and a copy must be mailed to the applicant's attorney of record, if applicable.
7. *Denial of Admission as Final Decision.* The decision of the Committee to deny admission is final, absent the filing of a petition for review by the applicant pursuant to paragraph (h)(1) of this rule.

**(g) Conditional Admission**

1. *Eligibility for Conditional Admission.* An applicant who has engaged in conduct that could have previously rendered him or her unfit to practice law may be conditionally admitted if the applicant shows meaningful and sustained rehabilitation and otherwise satisfies the eligibility requirements for admission, including fitness requirements and good moral character. Applicants for admission on motion are not eligible for conditional admission.
2. *Conditional status.* An applicant's admission to the practice of law pursuant to this paragraph is conditioned on his or her compliance with the terms of the conditional admission order. At the end of the period of conditional admission, the conditional admittee will achieve regular admission only after he or she demonstrates compliance with the terms of the conditional admission order.
3. *Terms of Conditional Admission.* The Committee, through the assigned panel, may recommend to the Court that an applicant's admission be conditioned on the applicant's complying with conditions that are designed to detect behavior that could render the applicant unfit to practice law and to protect clients and the public. The terms of conditional admission must be attached to the Committee's decision recommending conditional admission. The terms of conditional admission will always include the length of the conditional admission and a prohibition against the violation of any criminal laws and the Arizona Rules of Professional Conduct.
4. *Review by Court.* The recommendation for conditional admission and the terms of conditional admission will be transmitted to the Court for review as provided in paragraph (h)(2). If the Court declines review or otherwise approves the recommendation, the panel will issue an Order of Conditional Admission. The Order of Conditional Admission must include the terms of conditional admission.
5. *Compliance with Order of Conditional Admission.* Bar counsel will monitor and supervise the conditional admittee during the period of conditional admission. The conditional admittee will be responsible for the direct costs of monitoring and supervision. At least quarterly, bar counsel must provide the Committee and staff with a status report on each conditional admittee regarding the admittee's compliance with the terms. Bar counsel must promptly report any violations to staff and solicit their input as to whether a violation is material. If bar counsel determines that the conditional admittee has materially violated the terms of the Order of Conditional Admission, bar counsel will initiate proceedings with the Committee pursuant to paragraph (g)(6).

6. *Violation of Order of Conditional Admission.* Upon determining that the conditional admittee has materially violated the terms of the conditional admission, bar counsel must file a notice of violation with the Committee and serve a copy on the conditional admittee. The filing of a notice of violation will automatically extend the conditional admission until the matter is resolved by the Committee. As soon as practicable, the Committee must hold a hearing to determine if the order has been violated. The hearing panel for the violation hearing will consist of at least a majority of the current members of the Committee. The Chair or his or her designee will preside over the hearing. Bar counsel must prove a material violation by a preponderance of the evidence. The Committee's decision will require a concurrence of a majority of the panel members. If the Committee determines that a material violation has been proved, the Committee may revoke, extend, or modify the Order of Conditional Admission. The Committee's decision is final subject to the filing of a petition for review pursuant to paragraph (h).
7. If the Committee determines that there was a material violation of the terms based on a violation of the ethical rules but did not revoke the Order of Conditional Admission, the Committee may refer the matter to the State Bar for discipline proceedings pursuant to Rule 55.
8. *Conversion to Regular Admission.* It is the conditional admittee's responsibility to demonstrate compliance with the Order of Conditional Admission in order to convert to regular admission. No sooner than sixty (60) days prior to the conclusion of the term of conditional admission, the conditional admittee must file with the Committee a Notice of Compliance with Order of Conditional Admission and serve a copy on bar counsel. The conditional admittee must demonstrate compliance by a preponderance of the evidence. Within twenty (20) days after service of the notice of compliance, bar counsel must file a response. If bar counsel agrees that the conditional admittee has demonstrated compliance and should achieve regular admission, the matter can be submitted to the Committee for consideration. If bar counsel or staff does not agree that regular admission is appropriate, the matter must be set for hearing before the Committee, as provided in paragraph (g)(6). Bar counsel's or staff's objection to regular admission will automatically extend the conditional admission until the matter is resolved by the Committee. Failure of the conditional admittee to fulfill the terms of the Order of Conditional Admission may result in a modification of the order which may include extension of the period of conditional admission, suspension or revocation of the conditional admission, or such other action as the Committee deems appropriate. If the conditional admittee fails to file the notice of compliance, the Order of Conditional Admission will be revoked at the end of the period of conditional admission. In all cases, the Committee will issue an appropriate order. The Committee's decision is final subject to the filing of a petition for review pursuant to paragraph (h).
9. *Effect of Revocation on Time for Reapplication.* If the conditional admission is revoked, an applicant may not reapply for admission for a period of five years from the date of the revocation, unless the Committee or Court orders otherwise.

**(h) Review by the Court.**

1. *Petition for Review.*

- A. An applicant aggrieved by any decision of the Committee on Character and Fitness may, within twenty (20) days after such decision, file a verified petition for review with this Court. The petition must succinctly state the facts that form the basis for the petition, and applicant's reasons for believing this Court should review the decision of the Committee.
- B. A copy of the petition must be promptly served upon the Committee. The Committee will have thirty (30) days after service to transmit the applicant's file, including all findings and reports prepared by or for the Committee, and a response to the petition fully advising this Court as to the Committee's reason for its decision and admitting or contesting any assertions made by the applicant in the petition. Thereupon this Court shall consider the papers so filed, together with the petition and response, and make such order, hold such hearings and give such directions as it may in its discretion deem best adapted to a prompt and fair decision as to the rights and obligations of applicant judged in the light of the Committee's and this Court's obligation to the public to see that only qualified applicants are admitted to practice as attorneys at law.

2. *Review on Court's Own Motion.* All recommendations for conditional admission are subject to de novo review by the Court. The Committee on Character and Fitness, through the assigned panel, must file with the clerk its written decision recommending conditional admission and the terms of conditional admission. The Court may decline review, or it may grant review on its own motion. If the Court declines review, the panel's recommendation for conditional admission will be final and the panel will issue the Order of Conditional Admission. If the Court grants review, the Court may issue such orders as may be appropriate for its review, including remanding the matter to the Committee for further action, ordering transmittal of the applicant's file, ordering additional briefing and/or setting the matter for oral argument. After receiving all the appropriate pleadings and record, the matter will be deemed submitted to the Court for its decision.

3. *Sealing the Record.* Any document filed under Rule 36(h) will be considered open to the public except that, upon request by any party or the panel, the clerk of Court will seal medical or psychological reports and records. A party or the panel may request that the Court seal a portion of any other materials submitted.



## **Rule 37. Miscellaneous Provisions Relating to Admissions**

### **(a) Time Limitation on Admission.**

1. No Arizona Uniform examination applicant shall be admitted to the practice of law in Arizona until the applicant has successfully completed the Arizona uniform bar examination, satisfied the Multistate Professional Responsibility Examination requirements, and has been recommended for admission by the Committee on Character and Fitness. Failure to take the oath of admission and be admitted to the practice of law in Arizona within five years of successful Arizona uniform bar examination will void all examination scores, and the applicant will be required to successfully retake all required examinations and comply with all required procedures relating to Character and Fitness determinations. Arizona bar examination attempts prior to adoption of the uniform bar exam, successful or unsuccessful, shall be considered equivalent to the Arizona uniform bar examination for purposes of these rules.
2. No applicant for admission on motion shall be admitted to the practice of law in Arizona until the applicant has successfully satisfied all requirements of Rule 34, Rule 36, and Rule 37 and has been recommended for admission by the Committee on Character and Fitness. Failure to take the oath of admission and be admitted to the practice of law in Arizona within five years from the date of application will void all application and character investigation materials, and the applicant will be required to resubmit an application and comply with all required procedures relating to admission on motion.
3. No applicant for admission based on transfer of uniform bar examination score from another jurisdiction shall be admitted to the practice of law in Arizona until the applicant has successfully satisfied all requirements of Rule 34, Rule 35, Rule 36, and Rule 37, and has been recommended for admission by the Committee on Character and Fitness. Failure to take the oath of admission and be admitted to the practice of law in Arizona within five years of a uniform bar examination in another jurisdiction for which the applicant earned the minimum acceptable score established by the Committee on Examinations will void all application and character investigation materials, and the applicant will be required to resubmit an application and comply with all required procedures relating to admission to the practice of law in Arizona.

**(b) Taking Oath of Admission.** No applicant shall be admitted to the practice of law in Arizona unless he or she has taken the oath of admission to the practice of law in Arizona as prescribed by the Court, before a notary or other person authorized to administer oaths, and has paid any applicable fees. Any applicant who has been informed by the Court that he or she has been approved for admission shall be eligible to take the oath of admission on a form provided by the Court. The form shall be subscribed by the applicant and the person administering the oath and upon its filing with the clerk of the Court a Certificate of Admission shall be issued to the applicant. Provided that all other requirements for admission have been satisfied, an applicant who wishes to be admitted in open court may do so on oral motion by a member of the State Bar of Arizona, and thereafter a Certificate of Admission shall be issued to the applicant. No applicant is entitled to practice law in Arizona until the Certificate of Admission has been issued.

**(c) Retention and Confidentiality of Records of Applicants for Admission.** The records of applicants for admission to the practice of law shall be maintained and may be destroyed in accordance with approved retention and disposition schedules pursuant to administrative order of the Court, pursuant to Rule 29, Rules of the Supreme Court. The records and the proceedings concerning an application for admission shall remain confidential, except as otherwise provided in these rules. Bar counsel shall be allowed access to the records of applicants for admission and the proceedings of the Committee concerning an application for admission in connection with the duties set forth in Rule 36(a)(2)(C). In addition, the Committee on Character and Fitness and the Committee on Examinations, or the Committees' designated staff, may

1. disclose their respective records pertaining to an applicant to
  - A. the National Conference of Bar Examiners;
  - B. the admitting authority of any other state to which the applicant seeks admission;
  - C. an attorney discipline enforcement agency;
  - D. an agency authorized to investigate the qualifications of judicial candidates;
  - E. a law enforcement agency, upon subpoena or good cause shown; or
  - F. other court agencies, court committees or regulatory boards, for good cause shown;
2. publicly announce the names of the applicants who have successfully completed the examination;
3. report to the law school from which the applicant graduated the applicant's status as pass, fail, or withdrew from examination; and
4. disclose to an applicant, as required by paragraphs (e) and (f) of this rule, evidence to be used at the hearing.

**(d) Refund of Fees.**

1. An applicant who submits an application for admission by Arizona uniform bar examination and who has paid the fees required by these rules and thereafter withdraws the application or fails to appear for the examination applied for, shall be entitled to a partial refund or credit of the fees paid, as established by the Court, provided the applicant notifies the Committee in writing no later than the filing deadline for that examination as set by the Court. No part of the fees paid to the National Conference of Bar Examiners is refundable.
2. Applicants for admission on motion and applicants for admission based on transfer of uniform bar examination score shall not receive a refund of the application fee for any reason, including denial of admission, withdrawal of the application, or failure to pursue admission after application, regardless of the date the applicant notifies the Committee.

Credit for the fees paid by an applicant who withdraws or fails to pursue admission after application will be applied to any application made by the applicant for two (2) years from the date of the original application.

**(e) Immunity from Civil Suit.**

1. The Court, the Committee on Character and Fitness, the Committee on Examinations, and the members, staff, employees, and agents thereof, are immune from all civil liability for conduct and communications occurring in the performance of their official duties relating to the examination, character and fitness determination, and licensing of persons seeking to be admitted to the practice of law.
2. Records, statements of opinion and other information regarding an applicant for admission communicated by any entity, including any person, firm, or institution, without malice, to the Court, the Committee on Character and Fitness, the Committee on Examinations, and the members, staff, employees, and agents thereof, are privileged, and civil suits predicated thereon may not be instituted.

## **Rule 38. Special Exceptions to Standard Examinations and Admission Process**

### **(a) In-house Counsel**

1. As used in this rule, “in-house counsel” shall refer to an attorney who is employed within the State of Arizona as in-house counsel or a related position for a for-profit or a non-profit corporation, association, or other organizational entity, which can include its parents, subsidiaries and/or affiliates, the business of which is lawful and is other than the practice of law or the provision of legal services.
2. A lawyer who is not a member of the State Bar of Arizona, but who holds a juris doctor degree from a law school approved by the Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association and is currently a member in good standing of the bar of another state or the District of Columbia, or eligible to practice before the highest court in any state, territory or insular possession of the United States, and who is employed within the State of Arizona as in-house counsel, as hereinabove defined, may apply for an Arizona Certificate of Registration of In-House Counsel (“Registration Certificate”). A lawyer employed as in-house counsel who is admitted to practice in a jurisdiction outside of the United States, in accordance with the standards and requirements generally applicable to the practice of law in that jurisdiction, may also apply for a Registration Certificate.
3. An applicant for a Registration Certificate shall:
  - A. file with the State Bar of Arizona its form of verified application for an Arizona Certificate of Registration of In-House Counsel;
  - B. attach to the verified application a certificate from the state bar or from the clerk of the highest admitting court of each state, territory, or insular possession of the United States, or foreign jurisdiction, in which the applicant has been admitted to practice law certifying the current status of the applicant's membership or eligibility to practice therein;
  - C. certify that the applicant has read and is familiar with the Arizona Rules of Professional Conduct;
  - D. pay an application fee in an amount established by the Supreme Court; and
  - E. submit evidence that the applicant has successfully completed the course on Arizona law described in Rule 34(j).
4. An attorney who is employed by an eligible organization as in-house counsel on the effective date of this rule shall apply for a Registration Certificate within one hundred and eighty (180) days of that effective date. From and after the effective date of this rule, any attorney who commences employment by an eligible organization as in-house counsel shall

apply for a Registration Certificate within ninety (90) days of the date of commencement of employment.

5. On or before February 1 of each year, in-house counsel registered pursuant to the provisions of this rule, who continues to be employed as in-house counsel within the State of Arizona, shall renew the Registration Certificate and pay a renewal fee set by the Supreme Court.
6. Upon a determination by the State Bar of Arizona that the applicant has complied with the requirements of subpart (3) of this rule, the State Bar shall issue to the applicant a Registration Certificate. The State Bar shall promptly notify any applicant if it determines that an application fails to comply with the requirements of subpart (3) of this rule, and the applicant shall have thirty (30) days from the date of such notice in which to cure any deficiency. If the applicant fails to cure such deficiency within that thirty (30) day period, the application shall be deemed denied.
7. Each lawyer issued a Registration Certificate shall report to the State Bar of Arizona, within thirty (30) days, any change in bar membership status in any jurisdiction of the United States or in any foreign jurisdiction where the applicant has been admitted to the practice of law, or the imposition of any disciplinary sanction by any federal or state court or agency before which the applicant has been admitted to practice, or in any state in which the lawyer has rendered legal services while temporarily authorized under any rule or by admission *pro hac vice*.
8. If there is a change in circumstances, and an attorney holding a current Registration Certificate becomes ineligible for such Certificate, the attorney shall notify the State Bar of Arizona of such change in writing within thirty (30) days. An attorney registered pursuant to this rule who has become employed by a different eligible entity, but continues to meet all the requirements of this rule, may apply for the issuance of an amended Registration Certificate to reflect that change.
9. Except as provided in this rule, the holder of a valid and current Registration Certificate shall be entitled to the benefits and responsibilities of active members of the State Bar of Arizona, and shall be subject to the jurisdiction of the courts and agencies of the State of Arizona and to the State Bar of Arizona with respect to the laws and rules of this state governing the conduct and discipline of attorneys to the same extent as an active member of the State Bar. A Registration Certificate shall not authorize the registrant to provide legal services to any person or entity except when providing legal services to the one for which the registrant serves as in-house counsel, or its parents, subsidiaries or affiliates, or when providing legal services under Rule 38(e).
10. In providing legal services to the lawyer's employer, a lawyer who has been issued a Registration Certificate under this rule may also secure admission *pro hac vice* in Arizona to provide the services authorized in the preceding paragraph by complying with the requirements of Rule 39 of these rules. A lawyer who has been issued a Registration

Certificate under this rule may provide services under Rule 38(e) without securing admission *pro hac vice*.

11. A lawyer who has been issued a Registration Certificate under this rule shall satisfy the continuing legal education requirements, if any, of at least one of the other state(s) or jurisdiction(s) in which that lawyer is admitted to practice. If not subject to mandatory continuing legal education requirement in the other state(s) or jurisdiction(s), the lawyer shall comply with Arizona's continuing legal education requirements. On or before September 15 of each calendar year, every registered in-house counsel shall file an affidavit demonstrating full compliance with this rule.
12. A lawyer's authority to practice as in-house counsel under a Registration Certificate issued pursuant to this rule shall be suspended when the lawyer is suspended or disbarred for disciplinary reasons in any jurisdiction of the United States, or by any federal court or agency, or by any foreign nation before which that lawyer has been admitted to practice.
13. A lawyer serving as in-house counsel in Arizona who fails to register pursuant to the provisions of this rule shall be ineligible for admission *pro hac vice* in Arizona, and may be referred by the State Bar of Arizona to the Bar admission and/or disciplinary regulatory authority in any jurisdiction in which that lawyer has been admitted to practice of law.
14. An applicant may petition the Arizona Supreme Court for a waiver of any of the requirements for registration under this rule.

**(b) Foreign Legal Consultant.**

1. *Definition.* A “foreign legal consultant” is a person who is admitted to practice and is in good standing as an attorney or counselor at law or the equivalent in a foreign country or political subdivision of a foreign country, and has been issued a certificate of registration as a foreign legal consultant.
2. *Requirement for Certificate of Registration.* To be issued a certificate of registration as a foreign legal consultant, an applicant must:
  - A. for a period of not less than five of the seven years immediately preceding the date of the application, have been admitted to practice and have been in good standing as an attorney or counselor at law or the equivalent in a foreign country or political subdivision of a foreign country; and have engaged either: (i) in the practice of law in such country or political subdivision; or (ii) in a profession or occupation that requires admission to practice and good standing as an attorney or counselor at law or the equivalent in such country or political subdivision;
  - B. possess the good moral character necessary for a member of the state bar;
  - C. intend to practice as a registered foreign legal consultant in this state and to maintain an office in the state for such practice;

- D. possess the necessary documentation evidencing compliance with the immigration laws of the United States;
  - E. have attained the age of twenty-one;
  - F. file with the Committee on Character and Fitness an application in the form supplied by the Committee. The application must be accompanied by required supporting documents and application fee. The applicant shall also complete and submit a character report accompanied by a character investigation fee as established by the Court. The character report and related fee may be submitted separately from the application to practice as a registered foreign legal consultant.
3. *Documents Required in Support of Application.* The following must accompany every application:
- A. an application fee as established by the Supreme Court;
  - B. a complete set of the applicant's fingerprints (the Committee on Character and Fitness is authorized to receive criminal history information regarding any applicant for admission from any law enforcement agency in conjunction with the admissions process);
  - C. a certificate, with a duly authenticated English translation, if not in English, from the authority having jurisdiction over admission in the foreign country or political subdivision of the foreign country in which the applicant was admitted to practice, which shall be signed by a responsible official or one of the members of the executive body of such authority and which shall be accompanied by the official seal, if any, of such authority and which shall certify (a) the authority's jurisdiction in such matters, and (b) the applicant's admission to practice in such foreign country or political subdivision of such country, the date of such admission, and the applicant's good standing as an attorney or counselor at law or the equivalent thereof;
  - D. a certificate, with a duly authenticated English translation, if not in English, from the authority having jurisdiction over professional discipline in the foreign country or political subdivision of the foreign country in which the applicant was admitted to practice, which shall be signed by a responsible official or one of the members of the executive board of such authority, and which shall be accompanied by the official seal, if any, of such authority and which shall certify (a) the authority's jurisdiction in such matters, and (b) whether any charge or complaint has ever been filed against the applicant with such authority, and if so, the substance of each such charge or complaint and the adjudication or resolution thereof;
  - E. a letter of recommendation, with a duly authenticated English translation, if not in English, from one of the members of the executive body of the authority mentioned in paragraph (b)(3)(C) of this rule or from one of the judges of the highest law court or of

a court of original jurisdiction in the foreign country or political subdivision of the foreign country;

The Committee on Character and Fitness and its agents may require such information or further documents from a foreign legal consultant applicant as it is authorized to require of any applicant for admission to the state bar and may make such investigations, conduct such hearings, and otherwise process said application as if made pursuant to the provisions of the rules governing application for admission by examination.

4. *Time for Processing Application.* The Committee on Character and Fitness may receive and act upon any such application at any time or in its discretion may require that such applications be received and processed by the Committee at the same time and in the same manner as applications for admission upon examination.
5. *Hardship Waiver.* Upon a showing that strict compliance with the provisions of paragraphs (b)(3)(C) or (D) of this rule would cause the applicant unnecessary hardship, or upon a showing of exceptional professional qualifications to practice as a foreign legal consultant, the Committee may in its discretion waive or vary the application of either or both of those provisions and permit the applicant to furnish other evidence in lieu thereof.
6. *Reciprocity.* In considering whether to issue a certificate of registration as a foreign legal consultant, the Committee may consider whether a member of the state bar would have a reasonable and practical opportunity to establish an office for the giving of legal advice to clients in the applicant's country of admission if (a) there is pending with the Committee a request from a member of the state bar to take this factor into account, (b) the member is actively seeking or has actively sought to establish such an office in that country, and (c) there is a serious question as to adequacy of the opportunity for a member of the state bar to establish such an office.
7. *Scope of practice.*
  - A. A person licensed to practice as a foreign legal consultant under this rule may render legal services in this state subject, however, to the limitations that he or she shall not:
    - i. appear for a person other than himself or herself as attorney in any court, or before any magistrate or other judicial officer, in this state other than upon admission pro hac vice pursuant to Rule 38(a);
    - ii. prepare any deed, mortgage, assignment, discharge, lease, or any other instrument affecting title to real estate located in the United States of America;
    - iii. prepare any will or trust instrument affecting the disposition on death of any property located in the United States of America and owned by a resident thereof;



- iv. prepare any instrument relating to the administration of a decedent's estate in the United States of America;
  - v. prepare any instrument in respect to marital relations, rights or duties of a resident of the United States of America or the custody or care of the children of a resident;
  - vi. render professional legal advice on the law of this state or of the United States of America (whether rendered incident to the preparation of legal instruments or otherwise), except on the basis of advice from a person duly qualified and entitled (otherwise than by virtue of having been licensed under this rule) to render professional legal advice in this state;
  - vii. in any way hold himself or herself out as a member of the state bar.
- B. A person registered as a foreign legal consultant under this rule shall at all times use the title “legal consultant”, which shall be used in conjunction with the name of the foreign country of his or her admission to practice, and shall not carry on his or her practice under, or utilize in connection with such practice, any name, title or designation other than one or more of the following:
- i. his or her own name;
  - ii. the name of his or her law firm;
  - iii. his or her authorized title in the foreign country of his or her admission to practice, which may be used in conjunction with the name of such country.
8. *Rights and Obligations.* A foreign legal consultant registered under this rule shall not be a member of the state bar but shall be considered an affiliate of the state bar subject to the same conditions and requirements as apply to a member of the state bar under the Rules of the Supreme Court governing members of the state bar, insofar as conditions and requirements are consistent with the provisions of this rule, and shall:
- A. have the right, in the same manner and to the same extent as members of the state bar, to:
    - i. employ one or more members of the state bar;
    - ii. be employed by one or more members of the state bar or by any partnership or professional corporation that includes members of the state bar or that maintains an office in this state; or

- iii. be a partner in any partnership or shareholder in any professional corporation that includes members of the state bar or that maintains an office in this state; and
  - B. enjoy and be subject to all rights and obligations with respect to attorney-client privilege, work-product privilege, and other professional privileges in the same manner and to the same extent as members of the state bar.
9. *Disciplinary Provisions.* A person registered as a foreign legal consultant under this rule shall be subject to professional discipline in the same manner and to the same extent as members of the state bar.
10. *Course on Professionalism.* Within one year after receiving a certificate of registration, a foreign legal consultant shall complete the state bar course on professionalism, or an equivalent course on the principles of professionalism approved or licensed by the Board of Governors of the State Bar of Arizona for this purpose. The provisions of Rule 34(f)(2) regarding summary suspension and reinstatement shall apply.

**(c) Full-Time Law School Faculty Members.**

1. *Application; Examination by Committee on Examinations not Required.* Upon recommendation of the dean of a law school in Arizona which is either provisionally or fully approved and accredited by the American Bar Association or, as to such dean, upon recommendation of the president of such university or school, a full-time faculty member of such law school may apply for admission to practice law in the State of Arizona as an active member of the bar without examination by the Committee on Examinations.
2. *Requirements.* An applicant under this rule must be a graduate with a juris doctor degree from a law school provisionally or fully approved by the American Bar Association at the time of such applicant's graduation. Applicants shall be required to submit proof of their admission by examination to the bar of another state or the District of Columbia and shall pay the current applicable application and investigation fees. Each applicant must file an application with the Committee containing information relative to his or her educational and professional background and moral character. An applicant shall submit evidence that he or she has successfully completed the course on Arizona law described in Rule 34(j).
3. *Investigation.* The Committee may require such information from any such applicant as it is authorized to require of any applicant not within the exception made by this rule and may make such investigations, conduct such hearings, and otherwise process said application as if made pursuant to the provisions of the foregoing rules governing application for admission by examination.
4. *Recommendation for Admission by Committee.* If after such investigation as the Committee may deem appropriate it concludes that such applicant possesses the moral qualities and the intellectual attainments required of all other applicants for admission to practice law in the State of Arizona, it shall recommend such applicant for admission to practice and, if

said recommendation is accepted by the Court, said applicant shall be admitted to practice and be enrolled as a member of the state bar, and except for the limitations imposed by this subsection, shall have all privileges and rights enjoyed by any member of the State Bar of Arizona admitted pursuant to application and admission by examination. Applicants admitted under this rule shall be subject to all the duties and obligations of members under Rules 41 and 42. The Committee may receive and act upon any such application at any time or in its discretion may require that such applications be received and processed by the Committee at the same time and in the same manner as applications for admission upon examination.

5. *Limitations on Practice.* Faculty members who are admitted to the bar pursuant to this subsection and who subsequently terminate their full-time faculty status shall not retain active bar membership unless they pass the Arizona bar examination. Faculty members who are admitted to the bar under this subsection shall limit their practice hours in accordance with the limits imposed by each university and shall in no event engage in compensated practice as members of the state bar for more than an average of eight hours per week during each calendar year. The dean of each law school shall annually advise the executive director of the state bar that faculty members who have been admitted to the bar under this subsection have complied with the reporting requirements under university rules and the limits imposed by this subsection. For purposes of this rule, activities of clinical law professors in connection with supervision of a clinical law program as described in paragraph (d) of this rule shall not be considered as compensated practice.

**(d) Clinical Law Professors and Law Students**

1. *Purpose.* This rule is adopted to encourage law schools to provide clinical instruction of varying kinds and to facilitate volunteer opportunities for students in pro bono contexts.
2. *Definitions.*
  - A. “Accredited law school” means a law school either provisionally or fully approved and accredited by the American Bar Association.
  - B. “Certified limited practice student” is a law student or a graduate of an accredited law school who holds a currently effective Arizona Supreme Court Certification as a certified limited practice student.
  - C. “Dean” means the dean of the Accredited Law School where the student is enrolled (or was enrolled on graduation), or the dean's designee, who signed the application for limited practice certification.
  - D. “Designated attorney” is, exclusively in the case of government agencies, any deputy, assistant or other staff attorney authorized and selected by a supervising attorney to supervise the certified limited practice student where permitted by these rules.
  - E. “Period of supervision” means the dates for which the supervising attorney has declared, on the application for certification or recertification, he or she will be

responsible for any work performed by the certified limited practice student under his or her supervision.

- F. “Personal presence” means the supervising attorney or designated attorney is in the physical presence of the certified limited practice student.
- G. “Rules” means Rule 38, Rules of the Supreme Court.
- H. “Supervising attorney” is an attorney admitted to Arizona full or limited practice who agrees in writing to supervise the certified limited practice student pursuant to these rules and whose name appears on the application for certification or recertification.
- I. “Volunteer legal services program” means a volunteer legal services program managed by an approved legal services organization in cooperation with an accredited law school. Approved legal service organizations are defined in paragraph (e)(2)(C) of this rule.

### 3. *General Provisions.*

- A. *Limited Bar Membership.* To the extent a professor or a student is engaged in practice of law under this rule, the professor or student shall, for the limited purpose of performing professional services as authorized by this rule, be deemed an active member of the state bar (but not required to pay fees). The provisions of this rule shall govern rather than the provisions of other rules relating to admission and discipline.
- B. *Nonapplicability of Attorney Discipline Rules to Terms of the Certification.* The procedures otherwise provided by law or court rule governing the discipline of lawyers shall not be applicable to the termination of the certification of a clinical law professor or a limited practice student pursuant to this rule. Termination of certification shall be without prejudice to the privilege of the professor or the student to make application for admission to practice law if the professor or the student is in other respects qualified for such admission.
- C. *Effect of Certification on Application for Admission to Bar.* The certification of a clinical law professor or a limited practice student shall in no way be considered as an advantage or a disadvantage to the professor or student in an application for admission to the state bar.
- D. *Privileged Communications.* The rules of law and of evidence relating to privileged communications between attorney and client shall govern communications made or received by and among professors, supervising attorneys (and designated attorneys), and certified limited student practice students. All persons participating in any program of instruction or professional activity for which a student is certified under these rules are enjoined not to disclose privileged or confidential communications whether in the implementation of a course of instruction or otherwise.

4. *Clinical Law Professors.*

- A. *Activities of Clinical Law Professors.* A clinical law professor not a member of the state bar but certified pursuant to this rule may appear as a lawyer, solely in connection with supervision of a clinical law program approved by the dean and faculty of a law school in Arizona either provisionally or fully approved and accredited by the American Bar Association, in any court or before any administrative tribunal in this state in any of the matters enumerated in paragraph (d)(5)(C) of this rule on behalf of any person, if the person on whose behalf the appearance is being made has consented in writing to that appearance. Such written consent shall be filed in the record of the case and shall be brought to the attention of the judge of the court or the presiding officer of the administrative tribunal.
- B. *Requirements and Limitations for Clinical Law School Professors.* In order to make an appearance as lawyer pursuant to this rule, the clinical law professor must:
- i. be duly employed as a faculty member of a law school in Arizona either provisionally or fully approved and accredited by the American Bar Association for the purpose, *inter alia*, of instructing and supervising a clinical law program approved by the dean and faculty of such law school;
  - ii. be admitted by examination to the bar of another state or the District of Columbia;
  - iii. neither ask for nor receive any compensation or remuneration of any kind for such services from the person on whose behalf the services are rendered;
  - iv. certify in writing that the clinical law professor has read and is familiar with the Arizona Rules of Professional Conduct and the Rules of the Supreme Court of Arizona and statutes of the State of Arizona relating to the conduct of lawyers; and
  - v. submit evidence that the clinical law professor has successfully completed the course on Arizona law described in Rule 34(j).
- C. *Certification.* The certification shall be signed by the dean of the law school on the form proscribed by the clerk of this Court and shall be filed with the clerk and the state bar. The certification shall remain in effect until withdrawn.
- D. *Duty to Ensure Adequate Supervision and Guidance of Certified Limited Practice Student.* It shall be the responsibility of the clinical law professor to ensure that certified limited practice students receive adequate supervision and guidance while participating in the law school's clinical law program. In the case of a certified student who has graduated and participates in the program pending the taking of the bar examination, the clinical law professor shall, on a monthly basis, based on such reporting from the certified limited practice student and the supervising attorney as the law school shall

require, confirm that the certified graduate has received and is receiving adequate attorney supervision and guidance.

*E. Withdrawal or Termination of Certification.*

- i. The dean may withdraw a certification of a clinical law professor at any time by filing a notice to that effect, with or without stating the cause for withdrawal, with the clerk of this Court, who shall forthwith mail copies thereof to the clinical law professor and the State Bar of Arizona.
- ii. The Court may terminate the certification of a clinical law professor at any time without cause and without notice or hearing by filing notice of the termination with the clerk of this Court and with the state bar.

*5. Practical Training of Law Students*

*A. Law Student Eligibility for Limited Practice Certification.* To be eligible to become a certified limited practice student, a law student applicant must:

- i. have successfully completed legal studies amounting to at least two semesters, or the equivalent academic hour credits if the school or the student is on some basis other than a semester, at an accredited law school, or have graduated from an accredited law school, subject to the time limitations set forth in these rules;
- ii. neither ask for nor receive any compensation or remuneration of any kind for services rendered by the certified limited practice student from the person on whose behalf the services are rendered, but this shall not prevent a supervising lawyer, legal aid bureau, law school, public defender agency, or the state from paying compensation to the eligible law student, nor shall it prevent any such lawyer or agency from making such charges for its services as it may otherwise properly require;
- iii. certify in writing that the student has read and is familiar with the Arizona Rules of Professional Conduct and the rules of the Supreme Court of Arizona and statutes of the State of Arizona relating to the conduct of attorneys; and
- iv. be certified by the dean of the accredited law school where the student is enrolled (or was enrolled on graduation), or by the dean's designee, as being in good academic standing, of good character, and as having either successfully completed or being currently enrolled in and attending, academic courses in civil procedure, criminal law, evidence, and professional responsibility.

*B. Application for Limited Practice Certification.*

- i. All applications for student limited practice certification or requests to change or add a supervising attorney or extend the period of certification pursuant to

these rules must be submitted on a form provided by the clerk of the Court, to the clerk, with all the information requested on the form, together with any designated appropriate nonrefundable processing fee. The clerk of the Court shall send a copy of all approved student limited practice certifications to the admissions department of the state bar.

- ii. The application for certification shall require the signature of the applicant, the dean, associate dean, or assistant dean of the accredited law school in which the applicant is enrolled, and the signature of the supervising attorney.
- iii. The applicant shall attest that he or she meets all of the requirements of the rules; agrees to and shall immediately notify the clerk of the Court in the event he or she no longer meets the requirements the rules; and, that he or she has read, is familiar with and will abide by the Rules of Professional Conduct of the State of Arizona and these rules.
- iv. The dean, associate dean, or assistant dean of the accredited law school in which the applicant is enrolled shall attest that the applicant meets the requirements of these rules; that he or she shall immediately notify the clerk of the Court in the event that the certified limited practice student no longer meets the requirements of these rules; and that he or she has no knowledge of facts or information that would indicate that the applicant is not qualified by ability, training, or character to participate in the activities permitted by these rules.
- v. The supervising attorney shall specify the period during which he or she will be responsible for and will supervise the applicant and attest that he or she has read, is familiar with, will abide by, and will assume responsibility under the requirements of these rules;

*C. Permitted Activities and Requirements of Limited Practice Certification; Physical Presence of Supervising Attorney.*

- i. *Court and Administrative Tribunal Appearances.* A certified limited practice student may appear in any court or before any administrative tribunal in this state on behalf of any person if the person on whose behalf the student is appearing has consented in writing to that appearance and the supervising attorney has also indicated in writing approval of that appearance. In each case, the written consent and approval shall be filed in the record of the case and shall be brought to the attention of the judge of the court or the presiding officer of the administrative tribunal. In addition, the certified limited practice student shall orally advise the court on the occasion of the student's initial appearance in the case of the certification to appear as a law student pursuant to these rules. A certified limited practice student may appear in the following matters:
  - a. *Civil Matters.* In civil cases in justice, municipal, and magistrate courts, the supervising lawyer (or designated lawyer) is not required to be

personally present in court if the person on whose behalf an appearance is being made consents to the supervising lawyer's absence.

- b. *Criminal Matters on Behalf of the State.* In any criminal matter on behalf of the state or any political subdivision thereof with the written approval of the supervising attorney (or designated attorney), the supervising attorney (or designated attorney) must be present except when such appearance is in justice, municipal, or magistrate courts.
- c. *Felony Criminal Defense Matters.* In any felony criminal defense matter in justice, municipal, and magistrate courts, and any criminal matter in superior court, the supervising attorney (or designated attorney) must be personally present throughout the proceedings and shall be fully responsible for the manner in which they are conducted.
- d. *Misdemeanor Criminal Defense Matters.* In any misdemeanor criminal defense matter in justice, municipal, and magistrates courts, the supervising attorney (or designated attorney) is not required to be personally present in court, so long as the person on whose behalf an appearance is being made consents to the supervising attorney's absence; however, the supervising attorney shall be present during trial.
- e. *Appellate Oral Argument.* A certified limited practice student may participate in oral argument in the Arizona Supreme Court and the Arizona Court of Appeals, but only in the presence of the supervising attorney (or designated attorney) and with the specific approval of the court for that case.

Notwithstanding anything hereinabove set forth, the court may at any time and in any proceeding require the supervising attorney (or designated attorney) to be personally present for such period and under such circumstances as the court may direct.

- ii. *Other Client Representation Activities.* Under the general supervision of the supervising attorney (or designated attorney), but outside his or her personal presence, a certified limited practice student may:
  - a. prepare pleadings and other documents to be filed in any matter in which the certified limited practice student is eligible to appear, but such pleadings or documents must be signed by the supervising attorney (or designated attorney);
  - b. prepare briefs, abstracts and other documents to be filed in appellate courts of this state, but such documents must be signed by the supervising attorney (or designated attorney);



- c. provide assistance to indigent inmates of correctional institutions or other persons who request such assistance in preparing applications and supporting documents for post-conviction relief, except when the assignment of counsel in the matter is required by any constitutional provision, statute, or rule of this Court (if there is a lawyer of record in the matter, all such assistance must be supervised by the lawyer of record, and all documents submitted to the court on behalf of such a client must be signed by the lawyer of record and the supervising attorney (or designated attorney));
    - d. render legal advice and perform other appropriate legal services, but only after prior consultation with and upon the express consent of the supervising attorney (or designated attorney).
  - iii. *Other Non-Representation Activities.* A certified limited practice student may perform any advisory or non-representational activity which could be performed by a person who is not a member of the state bar, subject to the approval by the supervising attorney (or designated attorney). In connection with a volunteer legal services program and at the invitation and request of a court or tribunal, a certified limited practice student may appear as a law student volunteer to assist the proceeding in any civil matter, provided:
    - a. the assistance is given to an otherwise unrepresented individual in an uncontested proceeding without entering an appearance as counsel;
    - b. the student's supervising attorney is associated with the particular volunteer legal services program;
    - c. the certified limited practice student has received the written consent and acknowledgment of non-representation by the unrepresented person, which written consent shall be obtained by the volunteer legal services program and brought to the attention of the court.

*D. Use of the Title "Certified Limited Practice Student."*

- i. In connection with activities performed pursuant to these rules, a certified student may use the title "Certified Limited Practice Student" only and may not use the title in connection with activities not performed pursuant to these rules.
- ii. When a certified limited practice student's name is printed or signature is included on written materials prepared pursuant to these rules, the written material must also state that the student is a certified limited practice student pursuant to these rules; state the name of the supervising attorney; be signed by the supervising attorney; and otherwise comply with these rules.

- iii. A certified limited practice student may not and shall not in any way hold himself or herself out as a regularly admitted or active member of the state bar.
- iv. Nothing in these rules prohibits a certified limited practice student from describing his or her participation in this program on a resume or letter seeking employment as long as the description is not false, deceptive or misleading.
- v. Nothing contained in these rules shall affect the right of any person who is not admitted to practice law to do anything that person might lawfully do prior to the adoption of this rule.

E. *Requirements and Duties of the Supervising Attorney.* The supervising attorney shall:

- i. be an active member of the state bar under these rules, and, before supervising a certified limited practice student shall have practiced law or taught law in an accredited law school as a full-time occupation for at least two years;
- ii. supervise no more than five (5) certified limited practice students concurrently; provided, however, that a supervising attorney who is employed full-time to supervise law students as part of an organized law school or government agency training program may supervise up to, but in no case more than, fifty (50) certified students;
- iii. assume personal professional responsibility for any work performed by the certified limited practice student while under his or her supervision;
- iv. assist and counsel the certified limited practice student in the activities authorized by these rules and review such activities with the certified limited practice student, all to the extent required for the proper practical training of the certified limited practice student and the protection of the client;
- v. read, approve, and personally sign any pleadings, briefs or other similar documents prepared by the certified limited practice student prior to the filing thereof, and read and approve any documents which shall be prepared by the certified limited practice student for execution by any person (exclusively in the case of government agencies, a designated attorney may, in the place of the supervising attorney, perform the obligation set forth in this subparagraph, but the supervising attorney shall still provide general supervision);
- vi. provide the level of supervision to the certified limited practice student required by these rules (exclusively in the case of government agencies, a designated attorney may, in the place of the supervising attorney, perform the obligation set forth in this subparagraph, but the Supervising Attorney shall still provide general supervision); and

- vii. in the case of a certified student who is participating in the clinical program post-graduation pending the taking of the bar examination, report to the clinical law professor and the dean of the law school, as the law school shall require, on a monthly basis regarding the supervising attorney's supervision and guidance of the certified student.
  - viii. promptly notify the clerk of the Court in writing if his or her supervision of the certified limited practice student has or will cease prior to the date indicated on a notice of certification.
- F. *Duration of Certification.* Certification of a certified limited practice student shall commence on the date indicated on a notice of certification and shall remain in effect for the period specified on the notice of certification unless sooner terminated pursuant to the earliest of the following occurrences:
- i. *Termination by the Student.* The certified limited practice student may request termination of the certification in writing or notify the clerk of the Court that he or she no longer meets the requirements of this rule, and in such event the clerk shall send written notice to the student, the student's supervising attorney, the dean, and the state bar.
  - ii. *Termination by the Supervising Attorney.* The supervising attorney may notify the clerk of the Court in writing that his or her supervision of the certified limited practice student will cease prior to the date specified in the notice of certification. In such event the clerk shall send written notice to the student, the student's supervising attorney, the dean and the state bar, and the dean may issue a modified certification reflecting the substitution of a new supervising attorney, as necessary.
  - iii. *Termination by the Dean.* A certification of student limited practice may be terminated by the dean any time, without cause and without notice or hearing, by filing notice of the termination with the clerk of the Court. A certification of student limited practice shall be terminated if one or more of the requirements for the certification no longer exists or the certified limited practice student, supervising attorney or designated attorney fails to comply fully with any provision of these rules or any other pertinent statute, rule or regulation. In the event of termination, the clerk of the Court shall send written notice to the student, the student's supervising attorney, the dean, and the state bar.
  - iv. *Failure to Take or Pass the Bar Examination.* A certification of student limited practice shall be terminated if the certified student fails to take or pass the first general bar examination for which the student is eligible.
  - v. *Termination by the Arizona Supreme Court.* A certification of student limited practice may be terminated by the Arizona Supreme Court any time, without cause and without notice or hearing, by filing notice of the termination with the clerk of the Court. A certification of student limited practice shall be terminated if one or

more of the requirements for the certification no longer exists or the certified limited practice student, supervising attorney or designated attorney fails to comply fully with any provision of these rules or any other pertinent statute, rule or regulation. In the event of termination, the clerk of the Court shall send written notice to the student, the student's supervising attorney, the dean, and the state bar.

**(e) Authorization to Practice Law for Attorneys Volunteering with Approved Legal Services Organizations.**

1. *Purpose.* Attorneys have a responsibility to provide competent legal services for all persons, including those unable to pay for such services. As one means of meeting these legal needs, this rule allows certain attorneys who otherwise are not allowed to practice law in Arizona to volunteer to provide civil legal assistance to individuals who are unable to pay for such services.

An attorney who is or was admitted to practice law for at least five (5) years in the courts of any state, district, or territory of the United may be admitted to practice for the limited purpose of providing assistance as an unpaid volunteer in association with an approved legal services organization so long as that organization employs at least one Arizona attorney not admitted pursuant to any provision of this rule.

2. *Definitions.*

A. The “active practice of law” means that an attorney has been engaged in the practice of law, which includes, but is not limited to, private practice, house counsel, public employment, or academic employment.

B. A “Rule 38(e) attorney” is any person who is or was admitted to practice in the courts of any state, district, or territory of the United States of America and

- i. has been engaged in the active practice of law for at least five years before applying to participate in the volunteer lawyer program;
- ii. has been a member in good standing of the entity governing the practice of law of any other state, territory, or the District of Columbia and has not been disciplined for professional misconduct by the bar or courts of any jurisdiction within the past five years;
- iii. agrees to abide by the Rules of Professional Conduct and submit to the jurisdiction of the Supreme Court of Arizona for disciplinary purposes;
- iv. neither asks for nor receives compensation of any kind for the legal services to be rendered hereunder; and
- v. is certified under paragraph (e)(3) of this rule.

C. An “approved legal services organization” for the purposes of this rule is a non-profit legal services organization that has as one of its primary purposes the provision of legal assistance to indigents, free of charge, in civil matters. A legal services organization must be approved as such by the Supreme Court of Arizona. The organization shall file a petition with the clerk of the Court explaining:

- i. the structure of the organization and whether it accepts funds from its clients;
- ii. the major sources of funds used by the organization;
- iii. the criteria used to determine potential clients' eligibility for services performed by the organization;
- iv. the types of services performed by the organization;
- v. the names of all members of the State Bar of Arizona who are employed by the organization or who regularly perform legal work for the organization; and
- vi. the existence and extent of malpractice insurance that will cover the Rule 38(e) attorney.

3. *Certification.* An attorney who seeks authorization to practice law under this rule shall file with the clerk of the Supreme Court of Arizona an application including:

A. a certificate from the highest court or agency in the state, territory, or district in which the applicant is presently licensed to practice law documenting that the applicant has fulfilled the requirements of active bar members for at least five years preceding the date of the application, and that the applicant has not been disciplined for professional misconduct by the bar or highest court of the state, territory, or district during the last 5 years; provided that an attorney who is registered as in-house counsel pursuant to Rule 38(h) shall fulfill this requirement by providing a copy of his or her current Arizona Certification of Registration of In-House Counsel;

B. A statement signed by an authorized representative of the approved legal services organization that the applicant is an unpaid volunteer associated with the organization; and

C. a sworn statement signed by the applicant that he or she:

- i. has read and is familiar with the Rules of the Supreme Court and the applicable statutes of the State of Arizona relative to the conduct of lawyers, and will abide by the provisions thereof;

- ii. submits to the jurisdiction of the Supreme Court of Arizona for disciplinary purposes, as defined by the Rules of the Supreme Court;
- iii. has not been disciplined by the bar or courts of any jurisdiction during the last fifteen years; and
- iv. has successfully completed the course on Arizona law described in Rule 34(j).

The applicant shall send a copy of the application to the Chief Bar Counsel for the State Bar of Arizona, which shall file any objection to such application with the clerk of the Supreme Court within ten (10) days after the date of receipt of such application. An attorney is not allowed to practice law under this rule until the applicant has been authorized to do so by order of the Supreme Court of Arizona. The clerk of the Supreme Court shall send a copy of the order authorizing the practice of law to the State Bar of Arizona.

4. *Mandatory Continuing Legal Education.* Rule 38(e) attorneys shall be exempt from the requirements of Rule 45, Mandatory Continuing Legal Education.

5. *Pro Bono Requirement.* As provided in paragraph (e)(2)(B)(iv) of this rule, no attorney who practices law under the authority of this rule may receive compensation from the approved legal services organization with which the attorney is associated, from the attorney's client, or through a contingent fee agreement. This prohibition shall not prevent the attorney from seeking legal fees and costs from the opposing party, so long as all fees obtained are received by the client or donated to a qualified legal services program with the client's consent. In addition, an approved legal service organization or a client may reimburse any attorney practicing under this rule for actual expenses incurred while rendering services hereunder.

6. *Expiration of Authorization.* Authorization to practice law under this section shall expire if the applicant ceases to be associated as an unpaid volunteer with the organization. If the applicant ceases to be associated as an unpaid volunteer with the organization, an authorized representative of the organization shall, within ten (10) days of the date that association ceased, file a notification of the cessation with the clerk of the Supreme Court of Arizona and the State Bar of Arizona, specifying the date the association ceased.

7. *Discipline.* In addition to any appropriate proceedings and discipline which may be imposed by the Court under these rules, the Rule 38(e) attorney shall be subject to the following disciplinary measures:

- A. civil contempt imposed by the presiding judge or hearing officer for failure to abide by a tribunal's orders in any matter in which the Rule 38(e) attorney has participated; and

B. withdrawal of the certification hereunder, with or without cause, by either the Court or the approved legal assistance organization.

**(f) Authorization to Practice Law for Attorneys Working for Approved Legal Services Organization.** An attorney who has been admitted to practice law in any other jurisdiction for at least two years and who is employed part-time or full-time by an approved legal services organization in this State that provides legal assistance to indigents in civil matters, free of charge, may be admitted to practice before all courts of this State, subject to the following:

1. *Approval of Legal Services Organizations.* An “approved legal services organization” for the purposes of this rule is a non-profit legal services organization that has as one of its primary purposes the provision of legal assistance to indigents, free of charge, in civil matters. A legal services organization must be approved as such by the Supreme Court of Arizona. To obtain approval, the organization shall file a petition with the clerk of the Court containing the following:

- A. a statement that it does not accept fees for services rendered from its clients;
- B. an explanation of the structure of the organization;
- C. disclosure of the major sources of funds used by the organization;
- D. the criteria used to determine potential clients' eligibility for legal and nonlegal services performed by the organization;
- E. a description of the types of services performed by the organization;
- F. the names of all members of the State Bar of Arizona who are employed by the organization or who regularly perform legal work for the organization; and
- G. the existence and extent of malpractice insurance that will cover attorneys authorized to practice under this rule.

A copy of the petition for approval shall be sent by the organization to the Chief Bar Counsel of the State Bar of Arizona, who shall file any comment the state bar desires to file respecting such petition with the clerk of the Court within ten days after the date of receipt of such petition. A legal services organization is not approved until an order confirming such approval is entered by the Court. A copy of the order approving the legal services organization under this rule shall be sent by the clerk of the Court to the Chief Bar Counsel of the State Bar of Arizona.

2. *Application and Authorization.* An attorney who seeks authorization to practice law under this rule shall file with the clerk of the Supreme Court of Arizona an application including:

A. a certificate from the highest court or agency in the state, territory or district in which the applicant is presently licensed to practice law documenting that the applicant has fulfilled the requirements of active bar membership for at least the two years preceding the date of the application, and that the applicant has not been disciplined for professional misconduct by the bar or highest court of the state, territory or district for the past five years, or during the time of the applicant's licensure, whichever is greater;

B. a statement signed by an authorized representative of the approved legal services organization that the applicant is employed by the organization; and

C. a sworn statement signed by the applicant that he or she:

i. has read and is familiar with the Rules of the Supreme Court and will abide by the provisions thereof;

ii. submits to the jurisdiction of the Court for disciplinary purposes, as defined by the Rules of the Supreme Court;

iii. has not been disciplined by the bar or courts of any jurisdiction within the past five years; and

iv. has successfully completed the course on Arizona law described in Rule 34(j).

The applicant shall send a copy of the application to the Chief Bar Counsel of the State Bar of Arizona, who shall file any objection to such application with the clerk of the Supreme Court within ten days after the date of receipt of such application. An attorney is not allowed to practice law under this rule until the applicant has been authorized to do so by order of the Supreme Court. The clerk of the Supreme Court shall send a copy of the order authorizing the practice of law to the Chief Bar Counsel of the State Bar of Arizona.

3. *Expiration of Authorization.* Authorization to practice law under this section shall expire if the applicant ceases to work for an approved legal services organization. If the applicant ceases employment with the approved legal services organization, an authorized representative of the organization shall, within ten (10) days of the date of termination of employment, file a notification of the termination with the clerk of the Court and the Chief Bar Counsel of the State Bar of Arizona, specifying the date of termination of employment. If the applicant leaves the approved legal services organization in order to work for another approved legal services organization, a notification of new employment shall be filed with the clerk of the Court and the State Bar of Arizona.

4. *Limitation of Activities.* An attorney authorized to practice under this rule shall not perform any legal services within the State of Arizona except for clients of the approved



legal services organization by which the attorney is employed. The attorney shall not accept any compensation for such services except such salary as may be provided to him or her by the organization. A Rule 38(f) attorney may not provide services for compensation other than compensation from the legal services organization with which the attorney is employed.

5. *Supervision.* An attorney authorized to practice under this section who has been practicing in Arizona for less than two years shall be supervised by an attorney who is an active member of the State Bar of Arizona, who is employed full time by the approved legal services organization for whom the applicant attorney works, and who will act as a supervisory lawyer pursuant to Rule 42 of the Rules of the Supreme Court of Arizona, ER 5.1.

6. *Continuing Legal Education.* An attorney authorized to practice under this paragraph (f) must comply with the Mandatory Continuing Legal Education requirements of Rule 45.

7. *Discipline.* In addition to any appropriate proceedings and discipline that may be imposed by the Supreme Court of Arizona under Rule 31, an attorney practicing under this paragraph (f) shall be subject to the following disciplinary measures:

A. The presiding judge or hearing officer for any matter in which the attorney practicing under this paragraph (f) has participated may hold the attorney in civil contempt for any failure to abide by such tribunal's orders; and

B. The Supreme Court of Arizona or the approved legal services organization may, at any time, with or without cause, withdraw certification hereunder.

**(g) Authorization to Practice Law for Attorneys Employed by Indigent Defense Offices.** An attorney who has been admitted to the active practice of law in any other jurisdiction for at least two years, and who is employed full time by a state or county funded indigent defense office located in a county with a population less than 500,000, may be admitted to practice before all courts of this State, for the limited purpose of providing representation to appointed clients of such office, as provided in this paragraph (h).

1. *Definitions.*

A. The “active practice of law” means that an attorney has been engaged in the practice of law, which includes, but is not limited to, private practice, house counsel, public employment, or academic employment.

B. A “funded indigent defense office,” as used in this rule, means a governmental department, organization or other entity formed under the authority of A.R.S. § 11-581 et seq. The office also must employ at least one Arizona attorney not admitted pursuant to any provision of this rule and be located in a county with a population less than 500,000. A funded indigent defense office must be approved as such by the Supreme Court of Arizona.

2. *Approval of Funded Indigent Defense Office.*

A. To obtain approval of the Supreme Court the office shall file a petition with the clerk of the Court containing the following:

- i. a description of the structure of the organization, including a certification that the organization maintains a supervisory structure and ratio in line with accepted defense standards, the source of which shall be identified;
- ii. a copy of the last annual report prepared pursuant to A.R.S. § 11-584(A)(3), and an affirmation that, during any time in which the office has an attorney employed under this rule, the office will file a copy of the annual report with the Supreme Court at the same time as it files the report with the entities designated in A.R.S. § 11-584(A)(3);
- iii. a certification that the office complies with ethical workload limits, such certification to include an affirmation that the office has a means of reviewing caseload/workload of assigned attorneys;
- iv. a description of the source of major funds used by the office;
- v. the type of representation the office provides under A.R.S. § 11-584(A);
- vi. the names of all members of the State Bar of Arizona who are employed by the office or who regularly perform legal work for the office; and
- vii. a certification that all attorneys employed by the office under this rule receive pay and benefits commensurate with other regularly licensed attorneys in the office.

The office shall send a copy of the petition for approval to the Chief Bar Counsel of the State Bar of Arizona, who shall file any comment to such petition with the clerk of the Court within ten days after the date of receipt of such petition. A funded indigent defense office is not approved until an order confirming such approval is entered by the Court. The clerk shall send a copy of the order approving the funded indigent defense office under this rule to the Chief Bar Counsel of the State Bar of Arizona.

3. *Application and Authorization.* An attorney who seeks authorization to practice law under this rule shall file with the clerk of the Supreme Court of Arizona an application including:

- A. a certificate from the highest court or agency in the state, territory or district in which the applicant is presently licensed to practice law documenting that the applicant has fulfilled the requirements of active bar membership for at least the

two years preceding the date of the application, and that the applicant has not been disciplined for professional misconduct by the bar or highest court of the state, territory or district for the past five years, or during the time of the applicant's licensure, whichever is greater;

B. a statement signed by an authorized representative of the approved funded indigent defense office that the applicant is employed by the organization; and

C. a sworn statement signed by the applicant that he or she:

i. has read and is familiar with the Rules of the Supreme Court and any applicable statutes of the State of Arizona relative to the conduct of lawyers, and will abide by the provisions thereof;

ii. submits to the jurisdiction of the Court for disciplinary purposes, as defined by the Rules of the Supreme Court;

iii. has not been disciplined by the bar or courts of any jurisdiction within the past five years, or during the time of the applicant's licensure, whichever is greater; and

iv. has successfully completed the course on Arizona law described in Rule 34(j).

The applicant shall send a copy of the application to the State Bar of Arizona, which shall file any objection to such application with the clerk of the Supreme Court within ten (10) days after the date of receipt of such application. An attorney is not allowed to practice law under this rule until the applicant has been authorized to do so by order of the Supreme Court of Arizona. The clerk of the Supreme Court shall send a copy of the order authorizing the practice of law to the State Bar of Arizona.

4. *Mandatory Continuing Legal Education.* An attorney authorized to practice under this paragraph (g) must comply with the Mandatory Continuing Legal Education (MCLE) requirements of Rule 45.

5. *Expiration of Authorization.* Authorization to practice law under this section shall remain in effect from the date of the order authorizing the applicant to practice law in the State of Arizona until (A) the applicant no longer works for an approved funded indigent defense office; (B) the applicant is admitted to the practice of law in Arizona pursuant to Rules of the Supreme Court 33 through 37; or (C) two years from the date of the order authorizing the applicant to practice law under this rule, whichever comes first. If the applicant ceases employment with the funded indigent defense office, an authorized representative of the office shall, within ten (10) days of the date of termination of employment, file a notification of the termination with the clerk of the Court and the Chief Bar Counsel of the State Bar of Arizona, specifying the date of termination of employment. If the applicant

leaves the approved funded indigent defense office in order to work for another approved funded indigent defense office, a notification of new employment shall be filed with the clerk of the Court and the State Bar of Arizona. In the event of an applicant transferring from one approved funded indigent defense office to another, the time limits for expiration of licensure under this rule shall run from the date of the original order of admission. No applicant may be admitted more than once pursuant to this rule.

6. *Discipline.* In addition to any appropriate proceedings and discipline that may be imposed by the Court under these rules, the Rule 38(g) attorney shall be subject to the following disciplinary measures:

A. civil contempt imposed by the presiding judge or hearing officer for failure to abide by a tribunal's orders in any matter in which the Rule 38(g) attorney has participated; and

B. withdrawal of the certification hereunder, with or without cause, by either the Supreme Court, or the funded indigent defense office.

7. *Limitation of Activities.* An attorney authorized to practice under this rule shall not perform any legal services within the State of Arizona except for clients of the approved funded indigent defense office by which the attorney is employed. The attorney shall not accept any compensation for such services except such salary as may be provided to him or her by the office. Part-time employment is not permitted under this rule.

8. *Supervision.* An attorney authorized to practice under this section who has been practicing in Arizona for less than two years shall be supervised by an attorney who is an active member of the State Bar of Arizona, who is employed full time by the approved funded indigent defense office for whom the applicant attorney works, and who will act as a supervisory lawyer pursuant to Rule 42 of the Rules of the Supreme Court of Arizona, ER 5.1.

#### **(h) Practice Pending Admission on Motion**

1. An applicant who meets the requirements of paragraph (f) of Rule 34 and whose application for admission on motion has been filed and deemed complete by the Committee on Character and Fitness may provide legal services in Arizona through an office or other place for the regular practice of law in Arizona for no more than 365 days, provided that the applicant:

A. does not cease to be a member in good standing in every jurisdiction, foreign or domestic, wherever admitted to practice law;

B. does not become subject to lawyer discipline or the subject of a disciplinary matter in any other jurisdiction;

C. has never been denied admission on character and fitness grounds in any jurisdiction;

D. reasonably expects to fulfill all of Arizona's requirements for admission on motion;

E. associates with and is supervised by an attorney who is admitted to practice law in Arizona, and discloses in his or her application for admission on motion the name, address, and membership status of that attorney;

F. provides with his application for admission on motion a signed verification from the Arizona attorney certifying the applicant's association with and supervision by that attorney;

G. includes in all written communications with the public and clients the following language: "Arizona practice temporarily authorized pending admission under Ariz. R. Sup. Ct. 38(h). Supervision by [name of Arizona attorney], a member of the State Bar of Arizona"; and

H. pays the annual assessment to the Client Protection Fund.

2. Until the applicant's application for admission on motion is granted, the applicant may not appear before a court of record or tribunal in Arizona that requires pro hac vice admission unless the applicant is granted such admission pursuant to Rule 39.

3. The applicant must immediately notify that Committee on Character and Fitness if the applicant becomes subject to a disciplinary or disability investigation, complaint, or sanctions in any other jurisdiction at any time during the 365 days of practice authorized by this rule. The Committee on Character and Fitness shall take into account such information in determining whether to grant the attorney's application for admission to practice law in Arizona.

4. Any attorney practicing under this rule shall be subject to the Rules of Professional Conduct and the Rules of the Supreme Court regarding attorney discipline in the State of Arizona.

5. The authority given an applicant to practice law pending admission pursuant to this rule shall terminate immediately if:

A. the applicant withdraws the application for admission by motion, or the application is denied;

B. the applicant fails to remain in compliance with paragraph (h)(1) of this rule;

C. the applicant is disbarred, suspended, or placed on disability inactive status in any other jurisdiction in which the applicant is licensed to practice law; or

D. the applicant fails to comply with the notification requirements of paragraph (h)(3) of this rule.

6. Upon the termination of authority to practice law pursuant to this rule, the applicant shall:

A. immediately cease practicing law in Arizona;

B. notify in writing all clients in pending matters, and opposing counsel and co-counsel in pending litigation, of the termination of the applicant's authority to practice law in Arizona; and

C. take all other necessary steps to protect the interests of the applicant's clients.

**(i) Military Spouse Temporary Admission.**

1. *Requirements.* An attorney who is not a member of the State Bar of Arizona who meets the requirements of (A) through (N) of this paragraph (i)(1) (“Applicant”) may, upon verified application, be admitted to the temporary practice of law in this jurisdiction. The Applicant shall:

A. have been admitted by bar examination to practice law in another jurisdiction in the United States or territory;

B. hold a juris doctor degree from a law school provisionally or fully approved by the American Bar Association at the time of graduation;

C. submit evidence of achieving the passing score established in this jurisdiction for the Multistate Professional Responsibility Examination;

D. establish that the Applicant is currently an active member in good standing in at least one jurisdiction where admitted, and establish that the Applicant is a member in good standing in all jurisdictions where admitted;

E. establish that the Applicant is not currently subject to lawyer discipline or the subject of a pending disciplinary matter in any other jurisdiction;

F. establish that the Applicant possesses the character and fitness to practice law in this jurisdiction;

G. submit evidence that the Applicant has successfully completed the course on Arizona law described in Rule 34(j);

H. submit evidence that the Applicant is a dependent spouse of a service member of the United States Uniformed Services as defined by the Department of Defense;

I. submit evidence that the service member is on full time, active duty pursuant to military orders in the State of Arizona;

J. submit evidence that the Applicant is residing in Arizona due to the service member's full time, active duty pursuant to military orders in this state;

K. submit character investigation information, in a manner established by the Court, including all required supporting documents;

L. not have failed the Arizona bar examination or failed to achieve the Arizona scaled score on the uniform bar examination administered within any jurisdiction within five years of the date of filing an application under this rule;

M. not have been previously denied admission to the practice of law in Arizona;

N. agree to advise all clients, prior to providing representation or services, that the attorney is temporarily admitted under the military spouse exception.

O. at the time of submitting the verified application, pay an application fee set by the Supreme Court.

*2. Duration and Renewal.*

A. A temporary admission will be valid for one year from the date of issuance, unless terminated earlier pursuant to paragraph (5).

B. An attorney admitted under this rule may annually renew a temporary admission upon:

i. filing a written request for renewal;

ii. paying an application fee.

*3. Continuing Legal Education.* No later than six months following the attorney's temporary admission, the attorney shall certify to the Supreme Court completion of at least fifteen hours of continuing legal education on Arizona practice, procedure, and ethics. The attorney shall also comply with Rule 45 and on or before September 15 of each year certify completion of at least fifteen (15) hours of such continuing legal education during each year for which a temporary admission is renewed.

*4. Association of Local Counsel.*

A. No attorney temporarily admitted under this rule may appear before any court, board, or administrative agency of this state unless the attorney has associated in that cause an attorney who is a member in good standing of the State Bar of Arizona (hereinafter called local counsel). The name of local counsel shall appear on all

notices, orders, pleadings, and other documents filed in the cause. Local counsel may be required to personally appear and participate in pretrial conferences, hearings, trials, or other proceedings conducted before the court, board, or administrative agency when the court, board, or administrative agency deems such appearance and participation appropriate. Local counsel associating with an attorney temporarily admitted under this rule in a particular cause shall accept joint responsibility with that attorney to the client, to opposing parties and counsel, and to court, board, or administrative agency in that particular cause.

B. If the attorney temporarily admitted under this rule has not engaged in the active practice of law for at least five years cumulatively, the attorney shall be supervised by local counsel as defined above, who will be responsible to the court, the bar, the Supreme Court, and the client for all services the temporarily admitted attorney provided pursuant to this rule.

#### *5. Termination.*

A. A temporary admission shall terminate, and an attorney shall cease the practice of law in Arizona pursuant to that admission, unless otherwise authorized by these rules, 30 days after any of the following events:

- i. the service member's separation or retirement from the United States Uniformed Services;
- ii. the service member's permanent relocation to another jurisdiction, unless the service member's immediately subsequent assignment specifies that the Department of Defense does not authorize dependents to accompany the service member, in which case the temporary attorney may continue to practice law in Arizona as provided in this rule;
- iii. the attorney's permanent relocation outside the state of Arizona for reasons other than the service member's relocation;
- iv. the attorney's ceasing to be a dependent as defined by the Department of Defense or, with respect to the Coast Guard when it is not operating as a service in the Navy, the Department of Homeland Security;
- v. the attorney's failure to meet the annual licensing requirements for an active member of the State Bar of Arizona;
- vi. the attorney's request;
- vii. the attorney's admission to practice law in Arizona under any other admissions rule;



viii. the attorney's failure to achieve the Arizona scaled score on the uniform bar examination administered within any jurisdiction;

ix. the attorney's denial of admission to the practice of law in Arizona for violating ethical rules; or

x. notice by the Supreme Court at any time, provided that the Clerk of the Supreme Court shall mail a copy of the notice of termination to the attorney and associated local counsel.

B. An attorney whose temporary admission is terminated shall provide written notice to the State Bar of Arizona within thirty (30) days of the terminating event.

C. At least sixty (60) days before termination of the temporary admission, or as soon as possible under the circumstances, the attorney shall:

i. file in each matter pending before any court or tribunal a notice that the attorney will no longer be involved in the case; and

ii. provide written notice to all clients receiving representation from the attorney that the attorney will no longer represent them.

*6. Benefits and Responsibilities of Temporary Admission.* An attorney temporarily admitted under this rule shall be entitled to the benefits and responsibilities of active members of the State Bar of Arizona, and shall be subject to the jurisdiction of the courts and agencies of the State of Arizona and to the State Bar of Arizona with respect to the laws and rules of this state governing the conduct and discipline of attorneys to the same extent as an active member of the state bar.