

# BOARD OF BAR OVERSEERS

of the Supreme Judicial Court  
99 HIGH STREET  
BOSTON, MASSACHUSETTS 02110

Registration Department  
[www.massbbo.org](http://www.massbbo.org)  
617-728-8800  
Fax: 617-482-8000

## NOTICE TO MEMBERS OF THE MASSACHUSETTS BAR Annual Attorney Registration

Supreme Judicial Court Rules 4:02 and 4:03 require every attorney to register annually with the Board of Bar Overseers and pay the required fee. Enclosed is your registration form, which must be completed and returned with the required fee, to: Board of Bar Overseers, P.O. Box 55863, Boston, MA 02205. Photocopies of the registration form will not be accepted.

**FAILURE TO REGISTER AND PAY WITHIN THE ALLOTTED TIME WILL RESULT IN A NONWAIVABLE LATE FEE OF \$50.00. ATTORNEYS WHO FAIL TO FILE AFTER THE LATE FEE IS ASSESSED WILL BE SUBJECT TO SUSPENSION.**

The chart below contains a list of registration and related fees. Please note that only active attorneys receive bar cards.

### REGISTRATION FEES

	<u>Active</u>	<u>Inactive</u>
Admitted for 5 or fewer years	\$ 220.00	\$ 110.00
Admitted for more than fifty years	\$ 20.00	\$ 10.00
Admitted for more than 5 and 50 years or less	\$ 300.00	\$ 150.00
Late fee	\$ 50.00	
Reinstatement fee (after suspension)	\$ 100.00	
Returned check charge	\$ 25.00	
Replacement fee for lost or additional bar card	\$ 10.00	

**Please note that filing any status other than active may affect the attorney's ability to obtain admission through reciprocity with other state bars or jurisdictions. Consult the jurisdiction for specific reciprocity requirements.**

In Fiscal Year 2008 Board of Bar Overseers budget, 79.02 percent of registration fees are allocated for Board of Bar Overseers and Office of Bar Counsel operations, 15.20 percent for Clients' Security Board awards, and 5.78 percent for Lawyers Concerned for Lawyers expenses.

**IF YOU WANT TO RETIRE:** Attorneys who wish to retire from the practice of law in Massachusetts may apply for **retirement status** and pay no fee, but must do so **within the initial thirty (30) day period** of their billing cycle. In addition, annual registration statements must continue to be filed for three years after such application. Retired attorneys who wish to resume active status must pay the **active** fee for **all** the years while on retirement status as a condition to resuming practice. See Rule 4:02(5).

**IF YOU ARE A JUDGE OR CLERK OF THE COURT:** An attorney who sits as a judge of any State or Federal Court (not an administrative agency) may apply for **judicial status** and pay no fee. Any attorney who sits as a clerk-magistrate, as defined in Canon 1, Rule 3:12, and any Federal clerk of court, chief deputy clerk, or deputy clerk (not judicial law clerk, career law clerk or law clerk) may apply for **clerk status** and pay no fee. Clerks who are uncertain as to their status are advised to consult Canon 1 (on the reverse side of this sheet) and contact the Board for guidance, if needed. Any attorney on either judicial or clerk status shall be reinstated to active status upon payment of the appropriate fee for the year of reinstatement. See Rule 4:02(6) and 4:02(7).

If you have questions, please contact the Registration Department of the Board of Bar Overseers at (617) 728-8800.

Sincerely,



Marguerite T. Grant, Chair

## **IMPORTANT INFORMATION**

### **NEW SUPREME JUDICIAL COURT ORDER REGARDING REGISTRATION FEES:**

The Supreme Judicial Court passed an order increasing annual attorney registration fees effective September 1, 2006. The last fee increase became effective eight years ago on September 1, 1998. Major cost increases leading to the fee increase included: (1) enhancement of the Attorney and Consumer Assistance Program (ACAP); (2) creation of a new Law Office Management Assistance Program (LOMAP); and (3) increasing obligations of the Clients' Security Board, which reimburses clients for attorney theft.

### **NEW SUPREME JUDICIAL COURT ORDER REGARDING DISCLOSURE OF PROFESSIONAL LIABILITY INSURANCE COVERAGE:**

The Supreme Judicial Court amended Rule 4:02 requiring attorneys to disclose whether they are covered by professional liability insurance. The information will be collected as part of the attorney registration process conducted by the BBO. For more information, please consult the SJC website at [www.mass.gov/courts/courtsandjudges/courts/supremejudicialcourt/rule402amend.pdf](http://www.mass.gov/courts/courtsandjudges/courts/supremejudicialcourt/rule402amend.pdf).

**CLERK STATUS:** If you are applying for CLERK status, please consult Canon 1 below. **Please note that judicial law clerks, of either federal or state court, do not qualify for clerk status.** You may contact the Board of Bar Overseers for additional guidance.

#### **CANON 1. Purpose and Applicability**

This code shall be known as the "Code of Professional Responsibility for Clerks of the Commonwealth of Massachusetts." Its purpose is to define norms of conduct and practice appropriate to persons serving in the positions covered by the Code and thereby to contribute to the preservation of public confidence in the integrity, impartiality, and independence of the courts.

The word "Clerk-Magistrate" in this Code, unless otherwise expressly provided, shall mean anyone serving in the position of Clerk-Magistrate, Clerk, Register, Recorder, Assistant Clerk-Magistrate, Assistant Clerk, Assistant Register, or Deputy Recorder, in the Supreme Judicial Court, the Appeals Court, or a Department of the Trial Court of the Commonwealth, whether elected or appointed, and whether serving in a permanent or temporary capacity. The words "elected Clerk-Magistrate" shall also include a person who is appointed to complete the term of an elected Clerk-Magistrate. The word "court" shall mean the Supreme Judicial Court, the Appeals Court, a particular division of a Department of the Trial Court, or a particular Department of the Trial Court if the Department does not have divisions.

Adopted Feb. 9, 1990, effective April 1, 1990

**PRO BONO STATUS:** Any attorney who wishes to provide pro bono legal services under the auspices of an approved legal services organization may register for inactive pro bono status or retirement pro bono status. Attorneys choosing "Pro Bono Retired" or "Pro Bono Inactive" status are not allowed to perform legal services for any person or entity other than the approved legal services organization by the Supreme Judicial Court. For more information about the Pro Bono status, please visit our website at [www.massbbo.org](http://www.massbbo.org).

**ADDRESS CHANGES:** Attorneys are required to notify the Board of Bar Overseers within thirty (30) days of a change in either their business or residential address. Address changes are not accepted by telephone. They must be mailed or faxed to the following address:

Board of Bar Overseers, Registration Department  
99 High Street  
Boston, MA 02110  
Fax number: (617) 482-8000

Address changes can also be sent to the Board via the internet at [www.massbbo.org](http://www.massbbo.org).

### **IMPORTANT NOTICE CONCERNING ATTORNEY ADDRESSES ON BOARD'S**

**WEBSITE:** Please note that the office address is the address used by the Board for its official correspondence with attorneys. If you are an **active** attorney and you do not have an office or a business address, the Board's website will use your residential address as your business address. **Be aware that if you designate your home address as your mailing address, your home address will be public information.**

If you wish to keep your office or residential address confidential from the public, the Board will accept a post office box for either your office or residential, but not both. The Board requires that one of your registered addresses be a street address so that you can be served with court process when necessary.