

# ACTIVE MEMBERS

## 2011-2012 CHECKLIST – NHBA DUES AND SUPREME COURT FEES & FORMS

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

### **PAYMENT REMINDER FOR FY 2011-2012:**

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

### **STEP 1 REVIEW your NEW HAMPSHIRE BAR ASSOCIATION dues invoice:**

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

### **STEP 2 REVIEW your NEW HAMPSHIRE SUPREME COURT fees invoice:**

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

#### **ATTORNEY DISCIPLINE SYSTEM FEE:**

This court fees assessment funds the Supreme Court Attorney Discipline System, including the Professional Conduct Committee.

#### **PUBLIC PROTECTION FUND ASSESSMENT:**

This court assessment supports the client reimbursement fund created pursuant to Supreme Court Rule 55 and the Lawyers Assistance Program created pursuant to Supreme Court Rule 58.

#### **NHMCLE (NEW HAMPSHIRE MINIMUM CONTINUING LEGAL EDUCATION) FEE:**

This court fees assessment funds the Supreme Court MCLE board pursuant to Supreme Court Rule 53.6.

### **STEP 3 REVIEW your NEW HAMPSHIRE SUPREME COURT COMPLIANCE FORM listed below: Please return the form to the New Hampshire Bar Association. We will forward the Compliance form to the appropriate organizations.**

- NH SUPREME COURT ANNUAL TRUST ACCOUNT COMPLIANCE CERTIFICATE INCLUDING MANDATORY IOLTA CERTIFICATION (ONE FORM ON BUFF PAPER)**

Failure to file this form (**postmarked**) by **August 1, 2011** will result in a NH Supreme Court imposed fine of \$100.00 for each month or fraction thereof that the form remains not filed, See Supreme Court Rule 50-A

**YOU MUST FILE THIS FORM** (even if you are not in the private practice of law and have no trusts accounts) **UNLESS YOU:**

- Have been on “INACTIVE” status with the Bar Association for the entire reporting period, or
- Have been a full time judge for the entire reporting period, or
- Have been a full time marital master for the entire reporting period, or
- Have been a full time Supreme, Superior, or District Court clerk or deputy clerk for the entire reporting period.

**Legibly print or type your name, complete the appropriate section, then sign and date the form. Return the original form with your dues and court fees payments, and keep a copy for your records.**

THANK YOU !