

REINSTATEMENT INSTRUCTIONS

The reinstatement procedure varies depending on your present status and the length of time you have remained in that status. Please review **Title 8** of the Rules of Procedure prior to filing your reinstatement application.

There are five different types of reinstatement applications, described in **Title 8**. Subsection (a) of each rule sets forth those persons who are eligible to apply under that rule. Each rule also sets forth the amount of the reinstatement fee that must accompany the application. Please submit your application to Regulatory Services, Oregon State Bar, 16037 SW Upper Boones Ferry Road, Post Office Box 231935, Tigard, Oregon 97281-1935.

BR 8.1 - FORMAL REINSTATEMENT – Members to whom the circumstances described in BR 8.1(a)(i) – (BR 8.1(a)(viii) apply must file a formal reinstatement application, together with the fee indicated in BR 8.1(d). (\$500) Other supporting materials to be submitted with the application include an authorization and release of motor vehicle reports and a completed, signed FBI FD-258 fingerprint card. **Be sure not to fold the fingerprint card.** Most sheriff offices or police departments take fingerprints, and staff at the Bar Center can also take fingerprints.

Once the application and supporting materials have been received, Regulatory Services conducts a character and fitness investigation prior to submitting the application to the Board of Governors, which will then make a recommendation to the Oregon Supreme Court, the final decision-making body for BR 8.1 applications. The formal reinstatement process may take several months to complete. Reinstatement to inactive status is not allowed under this rule.

BR 8.2 - INFORMAL REINSTATEMENT – Members who are eligible under BR 8.2(a)(i) – (iii) may file an informal reinstatement application. The reinstatement fee is set out in BR 8.2(b). (\$250) While this application is less comprehensive than the formal application required under BR 8.1, it is necessary to provide a signed, completed FBI FD- 258 fingerprint card with the application. **Be sure not to fold the fingerprint card.** Most sheriff offices or police departments take fingerprints, and staff at the Bar Center can also take fingerprints.

Once the application and supporting materials have been received, Regulatory Services conducts a character and fitness investigation prior to submitting the application to the Oregon State Bar's Executive Director. An applicant under BR 8.2 should expect a period of approximately one to two months before reinstatement is effective.

BR 8.3 - COMPLIANCE AFFIDAVIT – Members eligible for reinstatement under BR 8.3(a) must file an affidavit with Disciplinary Counsel indicating compliance with this rule, together with the reinstatement fee indicated in BR 8.3(b). (\$250) Reinstatements under this rule are not effective until approval by the Oregon State Bar.

BR 8.4 - FINANCIAL MATTERS - Members who fall within the categories listed in BR 8.4(a) must file a written statement with the Executive Director of the Oregon State Bar indicating compliance with this rule, together with the applicable reinstatement fee(s) set out in BR 8.4(a)(i) – (iv). Applicants may expect to be notified of their reinstatement within one week of the filing of the written statement required by the rule.

BR 8.5 - NONCOMPLIANCE WITH MCLE – Members suspended as described in BR 8.5(a) must file a written statement with the Executive Director of the Oregon State Bar indicating compliance with this rule, together with the applicable reinstatement fee. (\$100) Upon compliance, the Executive Director shall submit a recommendation to the Oregon Supreme Court with a copy to the applicant. No reinstatement is effective until approved by the court. While we cannot predict when the court will act in any given matter, an applicant should expect to hear from the court within two to four weeks after the recommendation by the Executive Director is made.

MEMBERSHIP DUES AND OTHER FEES – All applicants for reinstatement, regardless of the rule under which the applicant proceeds, must pay the applicable reinstatement fee, membership dues for the year in which the application is filed, and all fees, assessments and penalties that are owed to the Bar at the time the reinstatement application, affidavit or statement is filed. See BR 8.6. If you need assistance regarding the amount of membership dues owed, please contact the Bar's Accounting Department.

Regulatory Services – Vickie Hansen, Extension 343
OSB Accounting - Cathi Pittman, Extension 302
MCLE – Denise Cline, Extension 315