



IDAHO STATE BAR
Admissions Department
PO Box 895
Boise, ID 83701
(208) 334-4500
Fax: (208)334-2764
Website: www.idaho.gov/isb

HOUSE COUNSEL APPLICATION FILING INSTRUCTIONS AND INFORMATION

These instructions apply to persons who wish to file an application for admission as a House Counsel to the Idaho State Bar. Please retain a copy of these instructions for future reference. All applicants are responsible for reading the Idaho Bar Commission Rules governing admission to practice law in the state of Idaho. These rules can be found on the Idaho State Bar website at <http://www.isb.idaho.gov/general/rules/ibcr.html>.

STATEMENT OF PURPOSE:

House Counsel Licenses are intended to permit lawyers licensed in other jurisdictions to practice law in Idaho without the requirement of taking the Bar Examination, provided that their practice is limited as provided in Idaho Bar Commission Rule 225. Any attorney employed as set forth in that rule is required to be actively licensed or licensed as house counsel.

HOUSE COUNSEL REQUIREMENTS:

Idaho Bar Commission Rule 225 requires that all applicants for House Counsel must show to the satisfaction of the Board of Commissioners that he or she:

1. Meets the qualifications for admission under Rule 202;
2. Maintains an office for the practice of law limited to a house counsel practice within the state of Idaho on behalf of his or her employer;
3. Is admitted to practice law before the highest court of a state or territory of the United States or the District of Columbia whose requirements for admission are commensurate with Idaho, including passing a qualifying bar examination for such admission;
4. Is employed as house counsel by a company, association or other business entity whose business is not engaged in the selling or furnishing of legal advice or services to others;
5. Is not currently suspended or disbarred in any state in which the Applicant is admitted; and
6. Has submitted:
 - a. Proof of employment with the company, association or other business entity; or
 - b. Confirmation of an offer of future employment with the company, association or other business entity, provided that the house counsel license shall not be effective until such employment commences.

INSTRUCTIONS FOR COMPLETING THE APPLICATION AND FORMS:

(This packet is good through the date listed on the bottom of this page.)

GENERAL INSTRUCTIONS:

1. Your application must be legible and be an original. Only original applications printed from the Idaho State Bar website or received from the Idaho State Bar will be accepted. Copies or scanned applications will not be accepted. The Idaho State Bar charges a \$25.00 fee for all copies of previously submitted applications.
2. Read the entire application and all supplementary forms carefully before making any entries. Give complete answers. Do not leave any spaces blank. If a question is not applicable, indicate with "Not Applicable".
3. You must respond completely and provide all relevant details and documents to each and every question on the application. If the question calls for you to provide names, dates, numbers, details, or documents, you must provide them within the stated timeframe. If no response is given or if insufficient information is provided in response to any question, your application may be delayed.
4. Be sure to sign and notarize the application and all forms that require a notarized signature.
5. You must update your application if anything occurs after submission that would change or alter any of your answers to the questions on the application and would warrant additional information. Your application must be kept current to the date of admission. Delay in updating your application may result in denial.
6. You must notify the Idaho State Bar of any address or name changes.
7. If supplemental sheets are used to complete answers, please provide all the requested information asked for in the question and label each supplemental sheet with the relevant question number. Submit all relevant documents with the application or indicate when they will be forthcoming. Please do not include copies of request letters with your application.

SPECIFIC QUESTION INSTRUCTIONS:

- **Questions 5 & 10 - Residences and Employment:** Submit the requested information for each residence or place of employment. There should be no gaps in dates between residences or between places of employment. List all dates of unemployment in the required format. Please follow the format in the application and complete supplemental sheets as necessary. Please note that if you do not submit complete information for these questions, your application will be delayed.
- **Question 8 – Transcripts and law school verification:** Request a certified copy of your transcripts from all the colleges/universities and law schools you have attended be sent directly to the Idaho State Bar.
- **Question 14 - Certificates of Good Standing:** Request a Certificate of Good Standing from each jurisdiction where you have been admitted containing all of the information requested in the application be sent directly to the Idaho State Bar. Certificates must be dated no more than thirty days prior to the date you submit your application. A discipline history must be included. You may need to request the discipline history from a different agency than the Certificate of Good Standing. Please check with each jurisdiction.
- **Part Eight - Character and Fitness:** If you fail to provide full and complete details to these questions, your application may be delayed or denied. Be sure to attach all supplemental sheets and supporting documentation for each question answered yes. If you are unable to submit the supporting documentation with your application, include a statement indicating when it will be received by the Idaho State Bar.
- **Question 29 - Credit Report:** If you answered yes to this question, submit a current credit report with your application. Credit agencies to contact for a credit report are:

Experian	www.experian.com	888-397-3742
Equifax	www.equifax.com	800-685-1111
Trans Union Corporation	www.tuc.com	800-888-4213

If you have satisfied past due accounts, you must submit confirmation from the credit giver that each account has been paid.

If you have been late in paying student, loans, you must submit confirmation that your loans are in good standing.

REQUIRED FORMS:

- **Character and Fitness Reference Forms (Questions 18 and 38)** - You are responsible for mailing your Character and Fitness Reference Forms **to each reference** for Questions 18 and 38 and following up to make sure that each reference has returned a form to the Idaho State Bar. Be sure that your name is listed on each form and that you have submitted references who qualify under each question. If you do not have client references for Question 18, please submit an explanation as to why you cannot submit those references forms. Question 38 specifically states that three of the five references must be ones that have known you for at least five years. These forms must be sent directly from the reference to the Idaho State Bar.
- **Authorization and Release Forms** – Complete and submit two notarized original forms.
- **Consent to Release Forms** – Complete and submit two notarized originals for each law school attended. The Idaho State Bar will submit these to the law schools. The Idaho State Bar is not ordering your law school transcripts with the Consent to Release Records Forms that you submit with this application. You must order your transcripts directly from each law school.
- **Fingerprint Card** – You must obtain this card from the Idaho State Bar. Be sure to follow the instructions listed on the next page for completing your fingerprint card to avoid delay in processing your application.

PROOF OF EMPLOYMENT:

Idaho State Bar Rule 225(b)(6) indicates that a person applying for admission to the practice of law as house counsel must submit proof of employment with the company, association or other business entity; or confirmation of an offer of future employment with the company, association or other business entity, provided that the house counsel license shall not be effective until such employment commences.

FINGERPRINT CARD:

The fingerprint card must be obtained from the Idaho State Bar and stamped for the Idaho State Bar in the “Reason Fingerprinted” field. To order a fingerprint card, click on the fingerprint link and request that a card be sent to you. Please be sure to submit your name, complete mailing address and the fact that you are applying for a House Counsel license. Fingerprints must have been taken within ninety days before the date you submit your application.

If the following information is not on the card or if the fingerprints were taken more than ninety days before the date the Idaho State Bar receives your application, the card will be returned to you for completion or for a new fingerprint card. If you have any questions regarding submitting a correct fingerprint card, please contact the Idaho State Bar Admissions Department.

Complete the following information on the top half of the card in black ink:

- Your name
- Your signature
- Your address
- Your employer name and address
- Aliases: Enter all names by which you have been known (maiden, etc.)
- Citizenship
- Your sex: M or F
- Race: Optional
- Enter your height
- Enter your weight
- Enter your eye color
- Enter your hair color
- Enter your date of birth
- Enter your place of birth
- Enter your social security number (optional)

You must complete all the above information to avoid a delay in processing your card and application. Contact a local law enforcement agency for completion of the fingerprint card. Some agencies have set hours for fingerprinting; there also may be a fee involved.

Be sure that the official taking your fingerprints signs and dates the card.

Return this card with your application. We suggest that you wait until you are ready to send in your application to obtain your fingerprints so that your card won't be rejected.

APPLICATION MATERIALS CHECKLIST:

Submit the following:

- 1. Completed Original Application - Please do not bind or staple any part of this application.**

Please note: You must file the original copy of the completed application; only original, legible applications will be accepted. Copies or scanned applications will not be accepted and will be returned. Please retain a copy of your completed application for your records. The Idaho State Bar charges a \$25.00 fee for all copies of previously submitted applications.

- 2. Correct Application Fee**

- 3. Completed Fingerprint Card**

Complete all personal information.

This card will be submitted to the Bureau of Criminal Investigation by the Idaho State Bar.

- 4. All Supplemental Sheets**

- 5. Two Authorization and Release Forms**

- 6. Consent To Release Student Records** (Two originals for each law school attended.)

The Idaho State Bar will submit these to the law schools.

Please note: The Idaho State Bar is not ordering your law school transcripts with the Consent to Release Records Forms that you submit with this application. You must order them directly from each law school.

- 7. Complete response to Question 17**

Submit proof of employment with your application. [Idaho Bar Commission Rule 225(b)(6)]

- 8. All Character & Fitness documents or a statement when they will be forthcoming.**

Order the following to be submitted directly to the Idaho State Bar:

- 1. All college/university and law school transcripts** (Submitted by school)

These must be submitted directly to the Idaho State Bar by each school.

- 2. Certificate(s) of Good Standing including complete discipline history.**

The discipline history and the admission information might be submitted by separate agencies. Please check with the jurisdiction. These must be submitted directly to the Idaho State Bar by each jurisdiction where you have been admitted to practice law.

- 3. Idaho State Bar Reference Forms** (Submitted by each reference)

**Mail or Deliver to: Idaho State Bar
525 West Jefferson
Boise, ID 83702**