

STATE BAR OF TEXAS

Membership Department



REQUEST FOR ADMINISTRATIVE SUSPENSION CERTIFICATE

Texas attorneys may be placed on an administrative suspension for the following reasons:

- Non-payment of active or inactive annual membership dues
- Non-payment of the annual legal services fee
- Non-compliance with Minimum Continuing Legal Education (MCLE) requirements
- Failure to pay Child Support
- Failure to complete the *Justice James A. Baker Guide to Ethics and Professionalism in Texas* course within the first year of licensure

Information regarding administrative suspensions is an official record of the State Bar of Texas. An Administrative Suspension Certificate includes all administrative suspensions listed on an attorney's membership record and the reason for the suspension. The cost for each Administrative Suspension Certificate is \$25.

To order an Administrative Suspension Certificate for a Texas attorney, please provide the following information:

Bar Number: _____

Attorney's First Name: _____ Last Name: _____

DELIVERY METHOD

Please choose the delivery method:

Email Address: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

CREDIT CARD AUTHORIZATION

I hereby authorize the State Bar of Texas Membership Department to charge \$25.00 to my:

MasterCard Visa Discover American Express

Credit Card Number: _____ Exp date: ____/____

Signature: _____ Date: _____

Please email the completed form to memmail@texasbar.com or fax it to (512) 427-4240.

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