

PRACTICE PENDING ADMISSION TO THE UTAH STATE BAR

Under Rule 4-809 of the Rules governing the Utah State Bar, applicants for admission who are transferring a UBE score under Rule 4-712 or who have been licensed and practicing full time for 36 of the last 60 months in another jurisdiction may practice under supervision of an active Utah attorney while awaiting the approval of her or his application. Those interested in participating should read Rule 4-809 carefully.

The applicant must first 1) file a complete Application with the Bar, 2) file a signed *Practice Pending Admission Request Form*, and 3) once approved by Admissions for a Certificate, pay a \$100 fee, which is payable through your account on the Admissions website. **Incomplete applications including missing documentation will delay the process.**

Once the Bar receives the required forms, payment, and confirms the Applicant's eligibility, then the Bar will issue the *Practice Pending Admissions Certificate* to the attorney. The attorney may then begin to practice law in accordance with the Rule.

An Applicant must **immediately cease** practice if there is a change in circumstance so that she or he no longer meets one or more of the qualifications or if any of the following occurs:

1. the lapse of eighteen months since the issuance of the *Practice Pending Admission Certificate*;
2. the attorney withdraws the application for admission;
3. the Character and Fitness Committee or Admissions Office defers or does not approve the application for admission; or
4. the attorney fails to pass the Utah Bar examination.

Attorney applicants who do not meet these qualifications are NOT permitted to practice law from an office in this state until they obtain a Utah license (*see* Rule 4-111 Practicing without a license prohibited, Rule 4-802 Authorization to practice law, and Rules of Professional Conduct Rule 5.5 Unauthorized Practice of Law; Multijurisdictional Practice of Law). **Please note that neither the Bar nor its representatives have the authority to waive the requirements contained in the Rules.**

PRACTICE PENDING ADMISSION REQUEST FORM

*Pages one and two are to be completed by the Applicant.
Page three is to be completed by the supervising attorney.*

Please email all pages of the completed form to: admissions@utahbar.org

Name of Applicant: _____

Firm Name: _____

Firm Address: _____

Primary Contact Number: _____

Email Address: _____

Name of Supervising Attorney: _____

I have submitted a complete application to the Utah State Bar for admission by:

- Motion (*see* Rule 4-705)
- Bar Examination
- UBE Transfer (*see* Rule 4-712)

Affirmation of Eligibility, Agreement to Terms and Conditions, and Authorization for Release of Information to the Supervising Attorney

I, _____, affirm that I have read and understand Rule 4-809, and that I am eligible to practice and agree to comply with the terms and conditions of the rule, as indicated below:

(Initial next to each requirement):

- ____ 1. I have graduated from an ABA-approved law school.
- ____ 2. I have reviewed Rule 4-704, Rule 4-705, or Rule 4-712 I reasonably expect to meet the requirements for admission as an Attorney Applicant, a Motion Applicant, or by UBE Score Transfer.
- ____ 3. I have submitted a complete application to the Bar including all required documentation.

- ____ 4. (Check the applicable box.) I am transferring a UBE score under Rule 4-712 OR I have actively practiced full-time (80 hours or more per month) as an Attorney in a jurisdiction where licensed for 36 of the 60 months immediately preceding the filing of the application for admission.
- ____ 5. I am in good standing in all courts and jurisdictions in which I am admitted **and have uploaded a Certificate of Good Standing and Disciplinary History (or equivalent) issued by each jurisdiction.**
- ____ 6. I am in affiliation with a Utah law firm and will be actively supervised by a licensed Utah lawyer affiliated with the same firm.
- ____ 7. I have not been subject to an order of attorney discipline within the preceding 84 months and am not subject to a pending grievance, complaint, disciplinary or disability investigation in any jurisdiction.
- ____ 8. I have not been previously denied admission to practice law on character and fitness grounds in any jurisdiction.
- ____ 9. I will provide notice on all written communications with the public, clients, and other attorneys as required in subsection (c)(13).
- ____ 10. **I have uploaded PROOF to my application showing that I have actively practiced as an attorney full-time (80 hours or more per month) in a jurisdiction where licensed for 36 of the 60 months immediately preceding the filing of the application for admission. [Does not apply to UBE Transfer applicants.]**
- ____ 11. **I will not begin to practice until I have passed a preliminary character and fitness review as indicated by the issuance of a Practice Pending Admission Certificate. The preliminary review will be conducted upon receipt of this completed Form and the required fee.**

I agree to notify my supervising attorney when my eligibility to participate under Rule 4-809 terminates.

Furthermore, I authorize the Utah State Bar Admissions staff to release to my supervising attorney any information related to the status of my Bar application as it relates to my eligibility to participate under Rule 4-809.

Signature
 (Electronic Signature not Accepted)

Date

Supervising Attorney

This page is to be completed by the supervising attorney.

Name of Applicant: _____

Name of Supervising Attorney: _____

Utah State Bar Number: _____

Firm Name: _____

Firm Address: _____

Primary Contact Number: _____

Email Address: _____

Affirmation of Eligibility and Agreement to Terms and Conditions

I, _____, agree to act as the supervising attorney for _____, an Applicant to the Utah State Bar who is eligible to participate under Rule 4-809. Furthermore, I have read and understand Rule 4-809 and I agree to comply with its terms and conditions. I understand that the Applicant may not to begin to practice until after a *Practice Pending Admission Certificate* has been issued by the Bar.

Signature of Supervising Attorney
(Electronic Signature not Accepted)

Date

All pages of the completed form should be emailed to:
admissions@utahbar.org