

# The North Carolina State Bar

## **Interstate and International Law Firms:**

### **Instructions for Registering with the North Carolina State Bar and Obtaining a Certificate of Registration.**

The following documents and fees must be submitted to register an interstate/international law firm with the North Carolina State Bar and to obtain a certificate of registration to file with an application to the North Carolina Secretary of State for a certificate of authority to transact business in North Carolina:

- (1) 1 original Interstate Law Firm Registration Statement. Please note that the statement must be notarized.
- (2) \$500.00 check payable to the N.C. State Bar.

Mail the above to:           N.C. State Bar  
  Attn: Lenita Childree  
  P.O. Box 26088  
  Raleigh, NC, 27611

Please note that we do not forward documents to the Secretary of State.

If you have any questions, please call Lenita Childree at 919-828-4620, ext. 256.

**THE NORTH CAROLINA STATE BAR**

**INTERSTATE AND INTERNATIONAL LAW FIRM  
REGISTRATION STATEMENT**

Application is hereby made for issuance of a Certificate of Registration for an Interstate/International Law Firm pursuant to 27 N.C. Admin. Code, Chapter 1E, Section .0200, and N.C. Gen. Stat. §55B-16 and §57C-7-04. The undersigned, on behalf of:

\_\_\_\_\_

(the "law firm" or "filing law firm")

hereby certifies to the Council of the North Carolina State Bar (attach additional sheets if necessary):

1. The law firm uses the following other names:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. The law firm is organized under the laws of the state of \_\_\_\_\_ and is a (check one):

- Sole Proprietorship       Professional Corporation/Association
- Partnership               Professional Limited Liability Company
- Other(explain) \_\_\_\_\_

3. The addresses of all offices of the law firm are listed below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. The name and address of the registered agent and registered office of the law firm (if applicable) are listed below:

\_\_\_\_\_  
\_\_\_\_\_

5. The names and addresses of all other law firms with which the filing law firm is in partnership or is otherwise affiliated (explain the affiliation) are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Each officer, manager, shareholder, member, partner, employee or agent of the law firm who will provide legal services to persons in North Carolina is an active member of the North Carolina State Bar. The names and addresses of such persons are listed below:

Name and address	Relationship to firm (officer, manager, etc.)	License #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. The following is a list of the names and addresses of all other lawyers (not listed in #6 above) who are officers, managers, shareholders, members, partners, or employees of the law firm, their relationship to the law firm, and the state(s) in which each lawyer is admitted to the practice of law.

Name and address	Relationship to filing law firm	State(s) of licensure
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. The following is a list of the names and addresses of all lawyers who are partners, shareholders, members, or employees of any law firm with which the filing law firm is in partnership or is otherwise affiliated, the relationship of each lawyer to the filing law firm, and the state(s) in which each lawyer is admitted to the practice of law.

Name and address	Relationship to filing law firm	State(s) of licensure
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

9. I hereby certify that all lawyers identified in paragraphs 7 and 8 are eligible to practice law in the state(s) in which they are licensed.\*

10. I hereby certify that each lawyer identified in paragraphs 5 and 6 who is not licensed to practice law in North Carolina will govern his or her personal and professional conduct with respect to legal matters arising in North Carolina in accordance with the Rules of Professional Conduct of the North Carolina State Bar.\*

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\*If the registration statement is signed by a lawyer not licensed in North Carolina, it must be accompanied by a separate notarized statement from a lawyer with an active North Carolina law license certifying as to items 10 and 11 (27 NCAC, Subchapter E, Rule .0202(2)(3)).

11. I certify that all professional legal services provided by and through the law firm in North Carolina shall be provided by a duly licensed active member of the North Carolina State Bar.

12. I certify that the law firm shall be subject to the applicable rules and regulations adopted by, and all the disciplinary powers of, the North Carolina State Bar.

13. I am licensed and in good standing to practice law in the following jurisdictions:

Jurisdiction	License/Bar Number
_____	_____
_____	_____
_____	_____

15. Attached hereto is a registration fee of \$500.00.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Print Name]

\_\_\_\_\_  
[Title: Director, Officer, Manager, etc.]

\_\_\_\_\_  
\_\_\_\_\_ COUNTY

I hereby certify that \_\_\_\_\_ personally appeared before me this the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ and stated that he/she has read the foregoing INTERSTATE and INTERNATIONAL LAW FIRM REGISTRATION STATEMENT and that the statements contained therein are true.

Witness my hand and notarial seal this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
\*If the registration statement is signed by a lawyer not licensed in North Carolina, it must be accompanied by a separate notarized statement from a lawyer with an active North Carolina law license certifying as to items 10 and 11 (27 NCAC, Subchapter E, Rule .0202(2)(3)).