

Attorney Document Request Form

Attorney Name _____ Bar # _____

Please indicate how many documents you are requesting and send the appropriate fee – **check or money order only (made payable to the NC State Bar)**; no cash or credit card payments accepted.

_____ Certificate* of Good Standing: \$5.00 per certificate.

_____ Letter** of Good Standing: No charge. (At your request this document can be e-mailed.)

_____ Discipline History Letter: No charge. (Attorney signature required below.)

_____ Bar Application Copy: \$30.00 per copy of each application. (Bar applications are not public record and can only be released to the requesting attorney.)

Address where document(s) should be mailed:

(e-mail address)

I, _____, hereby authorize and request the Disciplinary Hearing Clerk
(print attorney name)
of the NC State Bar to furnish to the above named party any and all information regarding charges or complaints filed against me, formal or informal, pending or closed, including those items which have been dismissed or otherwise erased or expunged by law.

Signature of Attorney

Return this form and payment to the below address:

NC State Bar
PO Box 26088
Raleigh, NC 27611

Use physical address for FedEx / UPS:

NC State Bar
Membership Department
217 E. Edenton Street
Raleigh, NC 27601

Certificates and discipline letters are typically mailed within one to two days of being received in our office. For rush return on a certificate please provide a pre-paid overnight return envelope.

Bar files are stored off-site, please allow 2-3 weeks for bar application copies.

* A Certificate of Good Standing is signed by the Executive Director of the NC State Bar, has the NC State Bar seal, and is printed on bond paper.

** A Letter of Good Standing states the same information as a certificate; however, is signed by a membership representative, has no seal, and is on regular paper.

Office use only:

Request received _____

Approvals: MEM _____ CLE _____ GRV _____

Document(s) issued _____