

**INSTRUCTIONS FOR TRANSFER  
FROM ADMINISTRATIVE SUSPENSION TO INACTIVE STATUS**

March 2025

**Procedure**

Petitions can be reviewed by the Secretary of the State Bar, at their discretion. If the Secretary declines to transfer a member to inactive status, the member's petition shall be submitted to the Administrative Committee at its next meeting (January, April, July, or October) and the procedure for review of the petition shall be as set forth in 27 NCAC 1D .0901(d).

**Instructions**

1. Complete, date, and sign the petition to acknowledge that you have read and agree to the statements on the petition.
2. Pay all outstanding membership, CLE, and grievance fees. Contact Kelly Beck at [kbeck@ncbar.gov](mailto:kbeck@ncbar.gov) with questions concerning outstanding balances.
3. Mail the petition and any supporting documentation to:

NC State Bar  
Membership Department  
PO Box 26088  
Raleigh, NC 27611

4. If your request for inactive status is granted, an inactive order will be mailed to the address you provide on the petition.
5. Any subsequent petition to transfer from inactive status to active status will require satisfying the requirements for reinstatement from suspension pursuant to 27 NCAC 1D .0904, **using the effective date of your suspension to calculate the requirements of Rule .0904(d)(3) or (4)**. Depending on the effective date of the suspension, you may be subject to additional CLE requirements and, in some instances, passage of the Bar exam prior to reinstatement.

**Effect of Inactive Status:**

You cannot practice North Carolina law, including giving advice regarding North Carolina law, or serving as a judge in any tribunal that requires an active North Carolina law license. You are also prohibited from serving in an “of counsel” capacity and from holding yourself out as a “lawyer”, “attorney”, “attorney at law” or any other designation that implies that you are an active attorney who can provide legal services in North Carolina. Inactive members may elect to participate, but not vote or hold office, in their local judicial district bar by giving written notice to the secretary of the district bar.

**However, if you want to assist with the representation of Legal Aid clients (or other indigent persons served by a nonprofit corporation), you may petition for emeritus pro bono status:** <http://www.ncbar.gov/PDFs/Pro%20Bono%20Emeritus.pdf>.

NOTE: Inactive members do not receive the NC State Bar Journal. You can visit the NC State Bar’s website at [www.ncbar.gov](http://www.ncbar.gov) to view the Journal, proposed rule amendments, etc.



**PETITION FOR TRANSFER  
FROM ADMINISTRATIVE SUSPENSION TO INACTIVE STATUS**

1. Name: \_\_\_\_\_ State Bar # \_\_\_\_\_

Licensed Date: \_\_\_\_\_ Date of Suspension: \_\_\_\_\_

2. Current contact information:

\_\_\_\_\_ Street Address \_\_\_\_\_ City, State, Zip

\_\_\_\_\_ Home Phone # \_\_\_\_\_ Work Phone #

\_\_\_\_\_ E-mail Address \_\_\_\_\_ Cell Phone #

**(Please monitor your e-mail for correspondence concerning this petition.)**

3. I have paid all membership dues, assessments, and fees owed to the North Carolina State Bar and the CLE department, including any fees owed to my local judicial district bar.

4. I acknowledge that, if this petition is granted, I will remain subject to the Rules of Professional Conduct and to the disciplinary jurisdiction of the State Bar including jurisdiction in any pending matter before the Grievance Committee or the Disciplinary Hearing Commission.

5. I understand that if I am granted inactive status that I cannot practice North Carolina law or serve as “of counsel” to any North Carolina firm, organization or entity (see instruction page, Effect of Inactive Status).

6. I acknowledge that any subsequent petition to transfer from inactive status to active status will require satisfying the requirements for reinstatement from suspension pursuant to 27 NCAC 1D .0904, **using the effective date of my suspension to calculate the requirements of Rule .0904(d)(3) or (4).**

7. By signing this petition, I confirm I have read and understand the statements herein.

\_\_\_\_\_ Signature \_\_\_\_\_ Date

Membership Fees Owed _____	For Office Use Only
CLE Fees Owed _____	JD Dues Owed _____
	PHV Sponsor? _____