



The North Carolina State Bar

Registration of an Interstate/International Law Firm

Application processing time is 3-5 business days from date of receipt.

The following documents and fees must be submitted to register an interstate/international law firm with the North Carolina State Bar:

- (1) The original Interstate/International Law Firm Registration Statement (attached.) Please note that the statement must be notarized.
- (2) \$500.00 check or money order payable to NC State Bar.

Mail the above to: NC State Bar
Membership Department
Attn: Phillip McWilliams
P.O. Box 26088
Raleigh, NC 27611

or FedEx: NC State Bar
Membership Department
Attn: Phillip McWilliams
217 E. Edenton Street
Raleigh, NC 27601

Once your registration statement is approved, we will email a Certificate of Registration for your records and a Certification of Registration for submission to the NC Secretary of State's Office (NC SOS) when applying for a Certificate of Authority to Transact Business in NC (a certificate of authority is required to transact business in NC). The Application for a Certificate of Authority (Form PC-01 for PA/PCs or Form PLLC-01 for PLLCs) can be found on the NC SOS website. If you are registering an LLP, please complete Form LLP-02:

[https://www.sosnc.gov/forms/by_title/Business Registration Business Entities Common](https://www.sosnc.gov/forms/by_title/Business%20Registration%20Business%20Entities%20Common)

Detailed instructions will be included with the email for filing online through the NC SOS website.

The NC SOS will return the filed/date-stamped certificate of authority or Form LLP-02 to you via mail or email.

If you have any questions, please contact Phillip McWilliams at 919-828-4620, ext. 225 or email at pmcwilliams@ncbar.gov.

THE NORTH CAROLINA STATE BAR

**INTERSTATE AND INTERNATIONAL LAW FIRM
APPLICATION FOR
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.G.S. §55B-16 and §57D-2-02. The undersigned, on behalf of:

_____ (the 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
- Limited Liability Company (LLC):
 Confirm here that all owners are licensed lawyers and the professional services of the LLC are limited to the practice of law and ancillary services thereto. Yes No
- Other (explain)_____

3. List the contact person, mailing address, phone number, and email address for all correspondence (this includes yearly invoices) and inquiries related to this registration:

4. The addresses of all offices of the law firm are:

5. The name and address of the NC registered agent and NC registered office (if applicable) is:

6. 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:

7. List all lawyers employed by the law firm who will provide legal services to persons in North Carolina and who are active members of the North Carolina State Bar.

<u>Name and address</u>	<u>Relationship to the law firm</u> (officer, manager, etc.)	<u>License #</u>
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8. If the law firm intends to use its NC State Bar Certificate of Registration to apply to the NC Secretary of State for an Application for Certificate of Authority to transact business in North Carolina, list at least one Director and one Officer (if the firm is a PA or PC) **or** at least one Member and one Manager (if the firm is an LLC or PLLC) of the law firm who are active members of the North Carolina State Bar.*

<u>Name and address</u>	<u>Relationship to the law firm</u>	<u>State(s) of licensure</u>
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*This is a requirement for a Certificate of Authority to transact business in North Carolina. N.C.G.S. §55B-16(a)(2). It is not a requirement for registration as an interstate law firm with the NC State Bar.

9. The following is a list of the names and addresses of all other lawyers (not listed in #7 and #8 above) who are officers, directors, shareholders, partners, members, managers, 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.

<u>Name and address</u>	<u>Relationship to the law firm</u>	<u>State(s) of licensure</u>
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10. 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 practice law.

<u>Name and address</u>	<u>Relationship to the law firm</u>	<u>State(s) of licensure</u>
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11. I hereby certify that all lawyers identified in paragraphs 9 and 10 are eligible to practice law in the state(s) in which they are licensed.*

*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 9 and 10 (27 NCAC, Subchapter E, Rule .0202(2)(3)).

12. I hereby certify that each lawyer identified in paragraphs 9 and 10 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.

13. 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.

14. 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.

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

<u>Jurisdiction</u>	<u>License #</u>

16. Attached hereto is a registration fee of \$500.

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: _____