

AUTHORIZED HOUSE COUNSEL
Chapter 17, Rules Regulating The Florida Bar
APPLICATION CHECKLIST

1. **FILING FEE** _____ **Enclosed**

A filing fee of \$1300 must accompany each application. Please make the check payable to The Florida Bar. Fees are not refundable.

2. **CERTIFICATION FROM APPLICANT** _____ **Enclosed**

Rule 17-1.4(A)(1), Rules Regulating The Florida Bar, provides that an individual seeking certification as authorized house counsel shall file certification with The Florida Bar.

3. **CERTIFICATE(S) OF DISCIPLINARY HISTORY** _____ **Enclosed**

Rule 17 - 1.4 (a) (1), Rules Regulating The Florida Bar, provides that an individual seeking certification as authorized house counsel shall file with The Florida Bar a certificate of status from the appropriate entity governing the practice of law in all those jurisdictions in which the applicant is licensed to practice. The certificate must indicate that the individual is a member in good standing and is not subject to an outstanding order of reprimand, censure or disbarment (permanent or temporary) for professional misconduct**. **IF THE NECESSARY LANGUAGE IS NOT INCLUDED ON OR ATTACHED TO THE CERTIFICATE, YOUR APPLICATION WILL BE RETURNED.**

A form certificate that may be utilized by the appropriate licensing authority is enclosed. Please feel free to make copies if certificates from multiple jurisdictions are needed for your application. The Florida Bar will accept the official status certificate of another jurisdiction if it specifically indicates that the individual is a member in good standing and is not subject to an outstanding order of reprimand, censure or disbarment (permanent or temporary) for professional misconduct, as included in our form document. ***

**** PLEASE NOTE - IF YOU ARE ADMITTED IN NEW YORK, YOU MUST COMPLETE AN AUTHORIZATION AND RELEASE IN ORDER FOR THE CERTIFICATE OF DISCIPLINARY HISTORY TO BE COMPLETED. THE AUTHORIZATION AND RELEASE SHOULD BE SENT TO THE APPROPRIATE DEPARTMENTAL DISCIPLINARY COMMITTEE OF THE NEW YORK STATE SUPREME COURT APPELLATE DIVISION.**

CERTIFICATES OVER 30 DAYS OLD WILL NOT BE ACCEPTED.

4. **CERTIFICATE OF BUSINESS ORGANIZATION** _____ **Enclosed**

Rule 17 - 1.4 (a) (3), Rules Regulating The Florida Bar, provides that an individual seeking certification as authorized house counsel shall file with The Florida Bar an appropriate certificate from the employing business organization. An authorized representative of the organization must certify: that the business meets the qualifications of Rule 17 - 1.2 (b); that the organization is aware that the registrant is not licensed to practice in Florida; and that the organization is not relying on The Florida Bar in any manner in employing the individual.

A certificate that may be utilized by the business organization is enclosed. A corporate seal may be affixed to the form but is not required. Any certification submitted on stationery of the business organization should include this form language, or specifically address the issues within Rule 17 - 1.4 (a) (3).