



The West Virginia State Bar
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Charleston, WV 25311

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Notice Regarding Membership Reporting and Payment of Fees 2013-14

What's New? The West Virginia State Bar has been developing a new membership database which will allow members to complete FRD, IOLTA and MCLE reporting on line. You can also pay membership fees on line. This service will streamline and expedite the paper processes that have been used in the past. The new database will allow members to submit compliance information and to pay fees either individually or as a firm. The online membership reporting system will be available starting July 1, 2013 for the July 1, 2013 – June 30, 2014 fiscal year.

All Members: All State Bar members are required to make their 2013-14 required disclosures for FRD and IOLTA and to pay their membership fees. This can be done either on line or by sending in a paper form with the required information and fees. ***For all paper reporting submissions there is a \$10 processing fee.* Starting this coming fiscal year, members will be able to choose to have a designated firm administrator complete the required reporting and make payments for the entire firm.

Firm Administrator Reporting: If you are a member of a firm that wishes to have one individual submit FRD and IOLTA information and make payment of fees, your firm needs to specify a "Firm Administrator." This designation of a firm administrator can be done at www.wvbar.org/firm.

How the process will work: On or before **June 1, 2013** you will receive an email from support@wvbar.org. This email will contain instructions on how to create a password for the State Bar's membership website (mywvbar.org). You will also receive a separate email which will provide instructions on how to complete your annual reporting and make your fee payments online. Visit the State Bar's website at www.wvbar.org for more information.

Deadline for Membership Reporting and Payment of Fees: Deadlines for either on line or paper reporting remain the same. For any required active member reports or fees that are not received on or before September 1, a penalty of \$25.00 will be added for late reporting and a penalty of \$25.00 will be added for late payment of fees.

Paper Renewals: Members who do not wish to pay their fees online may visit our website at www.wvbar.org. Click on **Forms** then on **Paper Renewals**. Complete the FRD, IOLTA and dues forms and mail to 2000 Deitrick Blvd. Charleston, WV 25311 with a check for the appropriate membership fee and a separate \$10.00 processing fee. Checks should be made payable to The West Virginia State Bar. Upon written request, paper forms will be mailed or faxed to you.

If You Wish to Change Your Membership Status: Submit a "Status Change Request" at www.mywvbar.org/statuschange. For assistance, please call the State Bar at 304-553-7220.