



NEW HAMPSHIRE BAR ASSOCIATION

Member Guide

UPDATED
9/2023



[NHBAR.ORG](https://nhbar.org)

MEMBER LINE:
(603) 715-3279

NHBainfo@nhbar.org

New (& New to NH) Lawyers' Checklist



Email or mail our Member Records department your Registration Card – before or at the Swearing In Ceremony.

Be sworn in or waived in.

Submit a headshot photo for your Bar ID if one was not taken by us during swearing-in. Be sure to update it regularly.

You will receive a bill on the 1st of the month following the date of your Bar admission. Your invoice is due within 30 days of the date of the bill.

- New attorneys are billed a prorated amount for their NHBA dues.
- The New Hampshire Supreme Court does not prorate its annual fees.

Update your employment status when you are hired or change firms, as required under NHSC R. 42.

Consider becoming a panelist for Lawyer Referral Service. See pp.17-19 of this Guide.

Consider signing up for one or more Substantive Law Sections to connect with experienced practitioners in your practice area(s) – we'll even let you "sample" section memberships free for the remainder of your first membership year. See page 15 of this Guide.

Consider signing up as an advisee for our Mentor Advice Program (MAP). See page 28 of this Guide.

Annual Licensure Renewal begins June 1 of each year. See the "3 Steps. 1 Date. 1 Place." chart on the back cover of this Guide for additional information. See also NHSC R. 53.

Complete the "Practical Skills" CLE within two years of your admittance to the NH Bar. See NHSC R. 42 and page 28 of this Guide.

Apply for the NHBA Leadership Academy when you're between 3 to 10 years in practice. See pp.29-30 of this Guide.

Checklist



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Any discrepancy or conflict between the information provided in this Guide and the rules and regulations set by the New Hampshire Supreme Court, or the bylaws and policies of the New Hampshire Bar Association, is unintentional and will be resolved in favor of strict compliance with the rules, regulations, bylaws, and policies.



2 Pillsbury St., Suite 300
Concord, NH 03301-3502
(603) 715-3279 (Member Line)
NHBAinfo@nhbar.org

“Must-Have” Contacts

INFORMATION

NHBAinfo@nhbar.org

MEMBER SERVICES

MemberServices@nhbar.org

MEMBER RECORDS

MemberRecords@nhbar.org

BILLING

Billing@nhbar.org

NHMCLE

NHMCLE@nhbar.org

CONTINUING LEGAL EDUCATION

NHBACLE@nhbar.org

CLE REGISTRAR

Registrar@nhbar.org

SECTIONS

NHBAsessions@nhbar.org

NHBA PUBLICATIONS

News@nhbar.org

ADVERTISING & SPONSORSHIPS

Advertise@nhbar.org

LAWYER REFERRAL SERVICE

LRSReferral@nhbar.org

DISPUTE RESOLUTION SERVICE

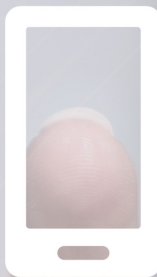
NHBA.DRC@nhbar.org

NH BAR FOUNDATION

info@nhbarfoundation.org

NH IOLTA

NHIOLTA@nhbarfoundation.org



Executive Director's Welcome

Congratulations and welcome to the New Hampshire Bar Association (NHBA). We serve more than 8,000 members with 5,000+ active members licensed to practice law in New Hampshire. We have a dedicated tradition of service to our members, the public, and the cause of justice. The NHBA can be a valuable resource for you and your practice. Here, you will find many resources and tools to help you reach your personal and professional goals. - *George R. Moore, Esq.*



About Our Board of Governors

This Board is the governing body of the NHBA, as authorized by the NH Supreme Court. Its operation and role are defined in the NHBA Constitution, Article V, and NHBA Bylaws, Article III. The Board shapes the policies of the NHBA, approves new sections, creates new committees, and chooses the overall theme of NHBA events throughout the year.

Elections for the Board are held annually each spring. We encourage you to consider running to assume a leadership role within the NHBA and advocate for those issues which matter to members most. To contact your Board of Governors representative, visit nhbar.org/about-the-bar/board-of-governors

THE NHBA MANAGEMENT TEAM

We're Here to Serve & Support You

As your career progresses, you may have opportunity to contact the New Hampshire Bar Association for any of a number of reasons. This handy chart will help you get directly to the department and decisionmaker you need. We are here to help you.

EXECUTIVE DIRECTOR

George R. Moore, Esq.
(603) 715-3209
gmoore@nhbar.org

Executive Functions

Direct oversight of NHBA directors and the following staff:

Meetings & Events

Law Related Education

DEPUTY EXECUTIVE DIRECTOR

Paula D. Lewis
(603) 715-3202
plewis@nhbar.org

Member Records

Accounting/Finance

Information Technology

Human Resources

Facilities

NHSC R. 53 (NHMCLE)

NHSC R. 55 (Public Protection Fund)

DIRECTOR OF MARKETING, COMMUNICATIONS, & MEMBER OUTREACH

Caitlin Dow
(603) 715-3250
cdow@nhbar.org

Member Services/Law Practice Management

Publications & Advertising

Website

Member Benefit Marketing & Promotions

Lawyer Referral Service

PROFESSIONAL DEVELOPMENT

(603) 715-3254

Continuing Legal Education Programming

Substantive Law Sections

NEW HAMPSHIRE BAR FOUNDATION

(603) 715-3210

Justice Grants Program

IOLTA Grants Program



NHBA Committees

Committees are an important way in which the NHBA works on behalf of our members, the public, and the justice system. Volunteer committee members work together with NHBA staff for clearly-defined purposes and goals. To learn more, visit nhbar.org/nhba-committees.

CURRENT COMMITTEES

Committee on Cooperation with the Courts
Continuing Legal Education (CLE) Committee
Dispute Resolution Committee
Diversity, Equality, & Inclusion Committee
Ethics Committee
Finance Committee
Gender Equality Committee
Lawyer Referral Services Committee

Law Related Education Committee
Legislation Committee
New Lawyers Committee
Leadership Academy Steering Committee
Public Protection Fund Committee
Public Sector Award Committee
Special Committee for Artificial Intelligence
Wellness Committee



LEGISLATION PROGRAM

To fulfill our mission as enumerated in Article 1 of our Constitution, the NHBA maintains a legislation program. In doing so, we follow the guidelines of two decisions that authorize, with some limitations, lobbying by unified bar associations. Our program is more likely to provide background information to broaden legislators' understanding of law than up-or-down advocacy. To learn more, visit nhbar.org/resources/helpful-links-for-nh-attorneys/legislation-program. We also use a legislative tracking program that enables members to review the bills that are being tracked by the NHBA. To access it, visit engagifiweb.com/nhbar/nhbar-legislative-tracking-database



Your Annual Compliance Requirements

Overview

Annual Licensure Renewal begins June 1 of each year. See the “3 Steps. 1 Date. 1 Place.” chart on the back cover of this Guide for additional information. *See also* NHSC R. 53.

3 STEPS

- #1** Pay your New Hampshire Bar Association dues and New Hampshire Supreme Court fees.
- #2** Complete an online Trust Account Compliance (TAC) form.
- #3** Submit and verify your NHMCLE minutes.

NOTE: Most NHBA members will need to do all three steps; some member statuses do not require all three.

1 DATE - JULY 1

The deadline for all three steps of annual licensure is July 1. Delinquency fees are assessed by the NH Supreme Court on August 1 for failure to comply with annual licensure requirements.

1 PLACE - THE MY NHBAR PORTAL

Members can submit information and verify the successful completion of their annual licensure renewal at member.nhbar.org.

Paying Your NHBA Dues and Court Fees

The NHBA processes invoices for NHBA dues and the following Court assessments: Attorney Discipline Office, NHMCLE, Public Protection Fund, and New Hampshire Lawyers Assistance Program (NHLAP; see page 24 of this Guide.) Contact Billing@nhbar.org for questions and assistance regarding annual licensure renewal.

Trust Account Compliance (TAC) Form Filing

Attorneys, either individually or through their organizations, are required under NHSC R.50 & 50A to file a Trust Account Compliance (TAC) form concerning their IOLTA accounts by July 1 of each year. Each attorney who has been on “Active” status at any time during the reporting year must file this form.

A lawyer is exempt from the filing requirement if:

- they are not engaged in the private practice of law;
- they are a judge, attorney general, public defender, U.S. attorney, district attorney, on duty with the armed services or employed by a local, state or federal government;
- they are a corporate counsel or teacher of law;
- the nature of their practice is such that it does not hold IOLTA-eligible funds of any client or third person; or
- they do not have an office or a trust/IOLTA account within the State of NH, and any trust accounts the lawyer has in a foreign jurisdiction are maintained in compliance with the rules and regulations of that jurisdiction.

If you have any questions on this filing requirement, please contact Billing@nhbar.org.

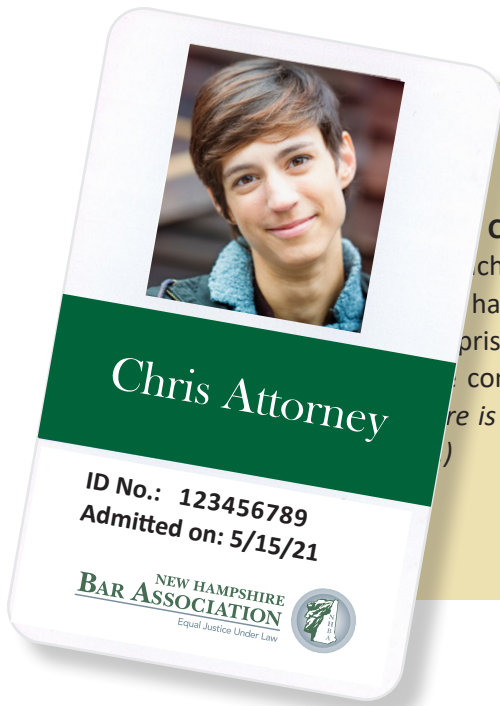
NH Minimum Continuing Legal Education (NHMCLE) Reporting

The NH Supreme Court Minimum Continuing Legal Education (NHMCLE) Board is tasked with tracking requirements and reporting any delinquencies. The Attorney Reporting Tool (ART) was established to help lawyers with Rule 53’s annual reporting obligations. Under NHSC R. 53.1(B)(1), attorneys who hold “active” status for more than six months in the current reporting year must obtain a minimum of 720 NHMCLE minutes for the year in question, with at least 120 minutes devoted to ethics, professionalism, or the prevention of malpractice, substance abuse, or attorney-client disputes. NHSC R. 53.2(A)(1) requires lawyers who are in “active” status at any time during the reporting year to e-file an Affidavit of Compliance. For assistance filing your NHMCLE annual renewal, please contact NHMCLE@nhbar.org. Access ART via member.nhbar.org.

PUBLIC PROTECTION FUND

This Fund provides a public service and promotes confidence in both the justice system and the integrity of the legal profession. It provides some reimbursement to victims who have lost money or property because of certain acts of malfeasance in NH by a NH attorney. See NHSC R. 55 and nhbar.org/public-protection-fund

Reporting



Card identifies you as an active licensed attorney in New Hampshire. ID cards are issued upon Supreme Court admission, upon payment of your NHBA dues and court fees. You must have your photograph on file. This card allows you entry to New Hampshire courts and prisons. If you require a replacement ID card or wish to update the photo on file, please contact Member Records at MemberRecords@nhbar.org. A \$10 processing fee is charged for updating your photo in the Member Directory when no new information is provided. There is no charge for updating your photo in the Member Directory when no new

Member Records

Updating Your Contact Information

Don't risk falling out of compliance or missing important court notices because we don't have your most up-to-date contact information. The NHBA maintains an up-to-date, extensive membership database with attorney and firm information as the official roster of NHBA membership. NHSC R. 42, in part, requires that "[a]ll persons admitted to practice law shall notify the New Hampshire Bar Association immediately in writing of all changes of residence address and address of principal office." The NH court system uses our member database to send out important notices. Members must submit changes to their records through online forms at member.nhbar.org. For assistance or questions, please contact MemberRecords@nhbar.org.

Changing Your Member Status

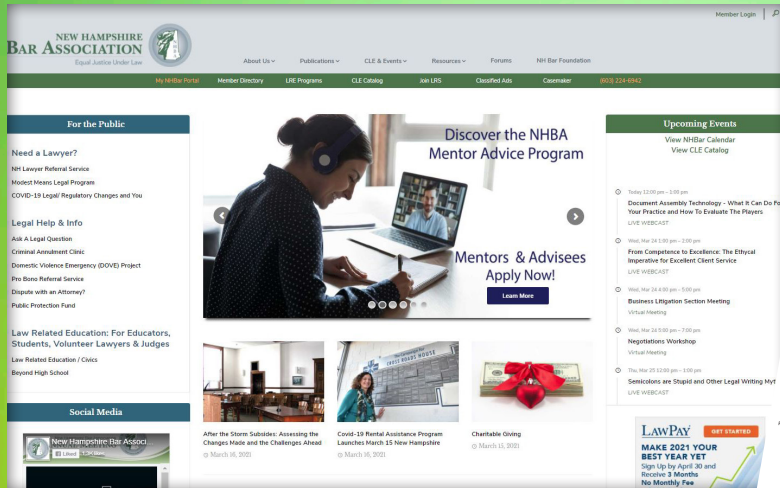
The NHBA processes status change requests on an ongoing basis. For details, visit nhbar.org/about-the-bar/membership-status-changes or contact the Member Records Coordinator at MemberRecords@nhbar.org.

My NHBAR Portal

My NHBAR Portal (member.nhbar.org) is a personalized, password-protected portal where members can access their member records, member status, contact information, and important messages from the NHBA. When logging into the portal, your username will ALWAYS be your NH Bar ID number. This portal also provides information regarding your NH attorney licensure; is an access point for sections, forums, and committees; and enables you to perform some tasks such as requesting a letter of "good standing" or accessing official correspondence. You can also review billing statements for payments to the NHBA and the NH Supreme Court.

NHBA Member Directory

The **NHBA Member Directory** is a private directory where only New Hampshire Bar Association members can find contact information for other members. Once you locate the member for whom you are searching, you can save their member profile into your Outlook email software for fast and efficient future reference.



New Hampshire Bar News (MONTHLY)

The *New Hampshire Bar News* is our monthly newspaper, mailed out mid-month to our members and also available online. Each issue features articles on current legal issues, news about NHBA members and firms, updates on member benefits and upcoming events, and information from the New Hampshire Judicial Branch.

Write for Bar News

Get your name recognized and build your professional reputation! *Bar News* welcomes submissions for upcoming issues, including practice area articles, book and tech reviews, opinion pieces, and letters to the editor. Articles should be broad enough in scope to interest a variety of law practitioners. Our most popular member-submitted articles inform, provide practical tips, explore intersections of different areas of law, and/or discuss new procedures, rules, laws or case law. Please contact our Editor at News@nhbar.org or see our editorial calendar at nhbar.org/publications/submission-guidelines/.

How to Access Back Issues

Volumes 1 to 55 of the *New Hampshire Bar Journal* (1958 - 2015) and back copies of the *New Hampshire Bar News* (1990 - present) can be accessed online at nhbar.org/publications.

STAY UP TO DATE ON THE NEWS THAT AFFECTS YOUR PRACTICE!
WATCH YOUR MAILBOX EVERY MONTH FOR THE NEWEST ISSUE OF BAR NEWS

Information

E-Bulletin (WEEKLY)

This weekly e-mail publication helps you keep up with legal news that may affect you and your practice. Each issue includes time-sensitive news and information from the courts, NHBA, and legal community.

ADVERTISE WITH US!

Target an influential audience, generate referrals, and build name recognition in *NH Bar News* and *e-Bulletin*. Special member rates are available. Contact advertise@nhbar.org or (603) 715-3263.

Social Media & Web Site

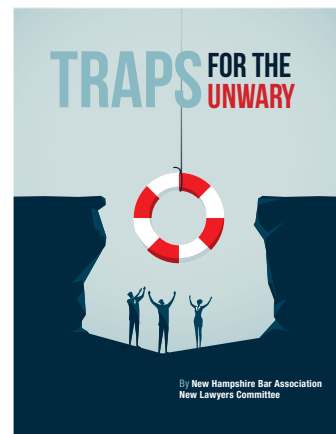
The NHBA maintains a social media presence on Facebook (facebook.com/NHBAR), Twitter (twitter.com/NHBAR), LinkedIn (linkedin.com/company/248805), and Instagram (instagram.com/new_hampshire_bar_association). Our Web site at nhbar.org is a comprehensive repository of the information you need to help you manage your practice and career, including a robust Classifieds section.

Specialty Publications

(also see our “Law Related Education” section for additional titles)



Offers step-by-step direction and customizable forms to allow smooth transition should something happen to you or you wind up your practice. Available as a hardcopy booklet or online at www.nhbar.org/succession-planning-guide.



Designed to help new attorneys avoid the common pitfalls encountered in various areas of practice and is available in digital format at nhbar.org/traps-for-the-unwary/.

Keeping You Well-Educated and in Compliance

The New Hampshire Supreme Court establishes
Minimum Continuing Legal Education (NHMCLE) requirements
for all attorneys practicing in the Granite State.

The NHBA helps ensure that our members meet their court-mandated
annual licensing obligations, maintain their technical skills, and stay up-to-date
with current legal changes by offering a wide selection of relevant, timely,
and interesting CLE programs in a variety of formats.

Learn more and register today at nhbar.inreachce.com



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BAR ASSOCIATION**
Equal Justice Under Law





Professional Development

CLEs

NHBA-OFFERED CLEs VS. NHMCLE – KNOW THE DIFFERENCE!

NHMCLE (a/k/a NHSC R. 53) “requires active members of the [NHBA] to participate in additional legal study throughout their careers” because “[c]ontinuing legal education... improves the administration of justice and benefits the public interest. Regular participation in CLE programs strengthens the professional skills of practicing lawyers, affords them periodic opportunities for professional self-evaluation and enhances the

quality of legal services rendered to the public.” A great way attorneys can meet their annual educational obligation is through CLE courses created and/or administered by the NHBA.

NHBA•CLE: FOR NH ATTORNEYS, BY NH ATTORNEYS

The NHBA’s Professional Development Department helps NH attorneys stay up to date with current legal changes and maintain their professional skills by developing and offering a wide variety of CLE programs. The ever-growing complexity of the law,

touching all NH citizens, requires that NH attorneys maintain a lifelong commitment to continuing legal education and professional development. We are here to assist members in meeting this obligation.

SELECT NATIONAL CLE PROGRAMS

Through our online catalog at nhbar.inreachce.com, we offer not only programs developed in NH concerning NH law, but also an array of national programs that focus on federal and international law.

CLE CLUB

Receive substantial savings (up to 50% or more) on NHBA•CLE programs. CLE Club discounts are available for most NHBA-produced online programs. For more information, visit nhbar.org/nhbacle/nhbacle-club.

ATTORNEY REPORTING TOOL (ART) ENTRY

As a service to our members, any CLE minutes acquired from a NHBA•CLE course are entered into your NHMCLE – ART record on your behalf. If you acquire CLE minutes outside of NHBA•CLE, you will need to enter them into ART manually.

PROGRAM FORMATS

LIVE CLE EVENTS

Live Seminars. Sign up for in-person seminars held mostly in the NHBA Seminar Room in Concord. Courses can be full day, half day or short/breakfast programs, depending on the content covered. Advanced registration is strongly recommended as seating is limited.

CLE Portions of NHBA Events. The NHBA hosts a variety of membership-wide events over the year where CLE opportunities are provided as part of the schedule. These opportunities may include section meetings, as well as our annual Midyear and Annual Meetings.

ONLINE/VIRTUAL CLE EVENTS

- **Live Webcasts.** Participate in the live event, as it happens, conveniently from your home or office, with no travel time.
- **Online Seminars (on demand).** We've archived past CLEs and made them available through our catalog. Once you've purchased viewing rights, you'll have 90 days to watch the seminar at your convenience from your home or office computer.
- **CLEtoGo™.** This curated collection of podcasts is designed to use with your digital devices and includes downloadable materials.
- **CLE DVDs.** DVDs of select NHBA•CLE courses are available with all materials provided.

Sections

Join one or more sections to improve your knowledge and skills in a particular practice area. Nearly 2,000 members currently belong to one or more of the NHBA's 19 sections, which cover a wide array of practice areas from family law to intellectual property law. Section membership is free during your first year of admission to the NH Bar.

BENEFITS OF SECTION MEMBERSHIP

- Pursue your interests in specific areas of law and share your professional experiences.
- Receive notice of, and participate in, meetings and social events.
- Network with like-minded practitioners.
- Attend select meetings to earn CLE minutes - some sections offer up to two free one-hour CLEs to their members every year.
- Hear speakers and discuss timely issues impacting your practice area.
- Discussion forums

Networking Opportunities

NHBA Forums

Forums are private discussion groups where NHBA section members can share expertise, ask questions, and connect with other attorneys with the same area of interest. These are included at no extra cost with your section memberships. Some forums, such as the New Lawyers Discussion Group, exist independently of sections.

Local/County Bar Associations & Specialty Bars

These bars are another great way to gain experience, while networking with like-minded peers and colleagues. To find contact information on these organizations, visit nhbar.org/resources/networking-and-career-support/county-local-specialty-bars

Bar Meetings & Events

The NHBA hosts multiple events throughout the year — including our popular Midyear Meeting and Annual Meeting — to help you network with your colleagues, obtain CLE minutes, and catch up on NHBA happenings. The NHBA uses these get-togethers to recognize outstanding performance and service through our awards programs and help you find products/services to grow and manage your business.

**PARTICIPATE IN NHBA FORUMS
TO MEET OTHER ATTORNEYS
AND GET THEIR ADVICE
ON CHALLENGING MATTERS
YOU MAY FACE.**





Building Your Practice & Reputation

The New Hampshire Bar Association offers a number of ways to help you build your client base. And if you ever need help resolving a client issue or are struggling with another aspect of your practice, we're here to help, too.

NHBA Lawyer Referral Service

For more than 40 years, the NHBA Lawyer Referral Service (LRS) has connected people in need of legal help with attorneys and other legal and community resources. In 2022, LRS made more than 8,000 referrals. Most callers have never used a lawyer before and are not familiar with the courts or legal system. They are often overwhelmed and turn to LRS for guidance.

LRS wants to help you succeed in your practices. Participating lawyers (who we call "panel members") have the option of participating on the Full-Fee (LRS-FF) panel, the Modest Means (LRS-MM) panel, or both. It's a great way for attorneys to build their practices and bring in addi-

tional revenue. For details, contact our Lawyer Referral Service Coordinator at (603) 715-3235 or LRSreferral@nhbar.org.

FULL-FEE REFERRALS (LRS-FF)

Participating LRS-FF attorneys choose the types of cases in which they are interested in receiving pre-screened referrals and set their own legal fees. Annual membership is only \$100. Panel members remit 10% of net collected legal fees generated by LRS referrals.

For the past few years, LRS-FF referrals generated more than \$2.3 million additional revenue for participating attorneys and firms.

SPEND MORE TIME WITH YOUR CLIENTS

(and less time finding them)



Even when your practice is thriving, you need a steady stream of leads
to keep it that way

Every day, Lawyer Referral Service (LRS), overseen by the NHBA, receives hundreds of calls and online requests from people seeking assistance.

We match attorneys with pre-screened, fee paying clients. You choose which cases to accept and when.

Whether you're newly-licensed, working toward becoming a shareholder, starting your own firm, at the peak of your career, or looking to give back to the community, LRS is here for you.

Call volume is steadily increasing and attorney panelists are needed. For details, visit nhbar.org/join-lawyer-referral-service

NEW HAMPSHIRE
BAR ASSOCIATION
LAWYER REFERRAL SERVICE
Equal Justice Under Law



MODEST MEANS REFERRALS (LRS-MM)

LRS-MM provides lower-to-moderate income individuals and families with access to affordable legal services. Under this program, clients with income between 125% and 325% of the federal poverty level (FPL) may qualify to be referred to a panel member who agrees to consider representation for a reduced rate between \$80 to \$125 per hour, as well as a reduced retainer. In 2022, LRS-MM made more than 1,000 referrals. Contingency fee cases are not eligible for this program. No fees are required to join or participate.

UNBUNDLED LEGAL SERVICES

Under certain circumstances, the NH Supreme Court and NH Rules of Professional Conduct permit Granite State attorneys to handle part of a case (such as drafting a motion, reviewing an agreement or attending one specific hearing), rather than the entire matter. This offers both the public and attorneys more options in the delivery of legal services. It allows attorneys to expand or focus a practice, attract new paying clients, or assist clients with discrete tasks.

ATTORNEY DISCIPLINE DEFENSE REFERRALS

If you have received an ADO complaint (or are concerned about avoiding one), LRS can confidentially and promptly connect you with attorneys experienced in defending such matters.

Lawline

Lawline is a free monthly service of the NHBA, where volunteer attorneys answer a variety of legal questions by phone for the general public. It is held on the second Wednesday of each month, from 6 - 8PM. Both attorneys and callers are anonymous and most calls deal with general, limited-scope legal questions. To offer two hours of your time and experience, contact LRSreferral@nhbar.org.

NH Free Legal Answers

Help narrow the justice gap while volunteering on your own schedule. This service is offered in partnership with the American Bar Association's (ABA) "Free Legal Answers" program, a legal advice clinic. Volunteer attorneys provide basic civil law advice to low-income individuals. The ABA also offers malpractice insurance for volunteers answering user questions. Sign up at nh.freelegalanswers.org.

Attorney-Client Dispute Resolution

NHBA's Dispute Resolution Committee offers a free and confidential mediation and arbitration service to facilitate the attorney-client relationship. The purpose of dispute resolution is to try to prevent the situation from further deterioration and come to a prompt and fair resolution of the underlying issue. The process is flexible and can be quicker than going to court. Also, the involved parties typically retain more control over the matter and its outcome than they would in court. Successful resolution may also prevent a malpractice complaint or filing with the Attorney Discipline Office (ADO). Contact the Dispute Resolution Service at NHBA.DRC@nhbar.org or visit <https://www.nhbar.org/dispute-with-an-attorney/nh-bar-associations-dispute-resolution-committee>.

603 Legal Aid

603 Legal Aid is the new home of the former NHBA Pro Bono Program. This Concord, NH-based organization serves as the statewide centralized intake for low-income litigants seeking free legal assistance for civil legal issues. Its team depends on partnerships with volunteer attorneys, legal service organizations, and other community partners to provide the highest level of service possible to New Hampshire residents. For more information or to volunteer, call (603) 584-4145.


VALUABLE SAVINGS FOR NHBA MEMBERS



Law Practice Management Resources

- ◆ ABA Books for Bars
- ◆ ABA Retirement Funds
- ◆ Brown & Brown Inc.
- ◆ CLIO
- ◆ eNotaryLog
- ◆ ESQ Sites
- ◆ Fastcase
- ◆ LawPay
- ◆ MyCase
- ◆ RPost
- ◆ Smith.ai
- ◆ Smokeball
- ◆ TechConnect/Affinity Consulting
- ◆ Tracers
- ◆ Wordrake

Learn more at nhbar.org or contact memberservices@nhbar.org



Get More
for
Less!

Membership Adds Value!

The NHBA provides a number of free services to support your practice, as well as discounts for products/services to help you better manage your firm. Our partners are carefully-vetted providers who specialize in meeting the needs of attorneys.

Free to NHBA Members

FASTCASE

Your NHBA membership provides free access to Fastcase, saving you hundreds of dollars each month on legal research. Fastcase puts a comprehensive national law library and powerful searching, sorting, and data visualization tools at your fingertips. It provides NHBA members with free and unlimited access to a wealth of legal research materials, including both state and federal case law, statutes, regulations, and much more. Its powerful sorting algorithms bring the best results to the top of the list – making research powerful, fast, and easy. Find the cases you need, no matter what kind of research you're performing.

TECHCONNECT

The NHBA has partnered with Affinity Consulting to deliver a FREE member benefit to help you leverage technology to get the most value. Your TechConnect benefit includes a variety of resources:

- **Email an expert** – Ideal when you have a short ques-

tion. You will receive a response within two business days.

- **Schedule free consultations** – For more involved questions start with a 30-minute consultation. Follow-up consultations are also free.
- **Signup for Affinity Insight** – Members have free access to hundreds of online video tutorials you and your staff can utilize to gain expertise.
- Visit nhbar.org/techconnect for whitepapers, comparison charts, and checklists prepared by industry experts.
- Sign up your staff so they can support your practice by accessing these member benefits.

BAR CENTER CONFERENCE ROOM USE

Conference rooms and small meeting rooms are available free of charge for member use during NHBA's normal business hours. For availability and to reserve space, contact (603) 715-3279.

Discounted Services

ABA BOOKS FOR BARS

Save 15% on all books available in the American Bar Association web store (americanbar.org/products/type/publications) with code PAB8ENHB

BROWN & BROWN INC.

Exclusively endorsed by the NHBA, Brown & Brown, Inc. meets the insurance needs of the legal community. This fully independent legal malpractice insurance broker represents firms of all sizes and practice areas across multiple states. Email suzanne.morand@bbrown.com for a free analysis.

CLIO

Take control of your practice from any device! Clio integrates seamlessly with other popular applications like LawPay, Dropbox, Quickbooks, Gmail, and Office 365. NHBA members are eligible for a 10% lifetime discount.

ESQ SITES

ESQ Sites123.com specializes in web design, domain registration, and hosting for solo and small firms. Use promo code NHBA for a 25% discount on website design.

eNotaryLog

eNotaryLog provides nationwide remote online notarization (RON) and electronic signature solutions through its cloud-based digital services platform. NHBA members receive 50% off start up fees and 10% off session costs.

LAWPAY

LawPay provides a simple, secure way to accept online credit card and eCheck payments from clients and is designed specifically for the legal industry. NHBA members receive a free three-month trial.

MYCASE

This all-in-one case management software provides the tools you need to improve organization, increase efficiency, and scale your firm's operations. NHBA members receive a 10% discount.

RPOST

Increase your cybersecurity. RPost provides simple-to-use email encryption, legal electronic signatures, secure large file transfers, auditable proof of compliance, and personalized training. NHBA members receive a 20% discount.

SMITH.AI

Never miss a call with Smith.ai, a 24/7 virtual receptionist service for phone calls, chats, and texts. Use code NHBAR 100 to receive \$100 off their first month of calls and chats, 5% off bundled services, and 15% off annual plans paid upfront.

SMOKEBALL

Smokeball empowers you to run your firm specific to your area of law. Our platform gives you all the tools you need to work smarter, not harder including a library of over 20,000 standard legal forms and documents. NHBA members receive a 10% discount.

TRACERS

Tracers investigative research software helps you find key pieces of information available only in public and private records. Access an online database of over 43 billion records for asset searches, social media searches, witness location, better due diligence and more! NHBA members receive a 10% discount.

SMOKEBALL

WordRake helps professionals write clearly and concisely. With one-click editing available in Microsoft Word and Outlook, all communication can get right to the point. Use code NHBA to receive a 10% discount.

For information about legal product and service providers, visit nhbar.org/vendor-directory

Benefits



Focus on Health and Well-Being

The New Hampshire Bar Association is dedicated to promoting the health and welfare of the legal community. We care about our members as individuals, not just practitioners of law. Resources are available here and on the nhbar.org web site to help you manage stress, prioritize self-care, achieve work-life balance, and seek assistance when you need help.

ABA Well-Being Campaign

The New Hampshire Bar Association has adopted the American Bar Association's Lawyer Well-Being Pledge in a step that Bar leaders say will help fight stigmas surrounding substance misuse and mental health challenges.

The ABA Well-Being Campaign is designed to address the profession's troubling rates of alcohol and other substance-use disorders, as well as mental health issues. Learn more at americanbar.org/content/dam/aba/administrative/lawyer_assistance/ls_colap_working_group_pledge_and_campaign.pdf.

Wellness Corner & Supplement

"Wellness Corner" appears regularly in *New Hampshire Bar News*. It promotes attorney well-being and shares tips on achieving a better work-life balance in challenging times. The *Bar News* also publishes an annual Wellness Supplement. Learn more about *Bar News* on page 11 of this Guide.

**FOCUSING ON WHAT YOU NEED
TO DO TO FEEL BETTER
& BE HEALTHIER HELPS
BOTH YOU AND YOUR CLIENTS**



NHLAP
NEW HAMPSHIRE

The New Hampshire Lawyers Assistance Program

The New Hampshire Lawyers Assistance Program (NHLAP) provides immediate, CONFIDENTIAL, and continuing assistance, support and resources to judges, lawyers and law students who may be struggling or living with substance abuse, compulsive behavior, psychological conditions and relationship conflicts that affect well-being and day-to-day living. LAP:

- aids in the curtailment of malpractice claims and disciplinary complaints,
- educates the legal community about the diseases of alcoholism, addiction, depression and other distress that impacts the ability to practice law effectively, and
- reaches out to the legal community and their families about the scope of services offered.

NHLAP is independent of the NHBA. It is available to all and is protected under NHSC Rules 58.8 and 9 and 37 (1)(e). **HELPLINE: 1-877-224-6060** or visit lapnh.org for more information.



SOLACE

SOLACE stands for “Support of Lawyers/Legal Personnel All Concern Encouraged.” If you or another member of the legal community¹ has suffered a loss, illness, injury, or other crisis, SOLACE is there to help serve immediate needs.

SOLACE addresses a broad list of needs, such as the need for clothes due to a fire, a need for blood due to an injury or illness, food or toiletries dropped off to an incapacitated person, and transportation or lodging during a hospital stay in a city away from home. Let us know of any unmet needs and we’ll distribute the request via email to NHBA members to locate someone who can lend a helping hand.

Requests for assistance will be considered on a case-by-case basis. SOLACE may allow sharing of information about donations to already established funds held by financial institutions or organizations. SOLACE will not establish or organize cash fundraising, serve as a job board, or post generic public service announcements or requests for prayers.

To learn more or to submit a request, visit nhbar.org/resources/member-services-benefits

¹ Those who may participate in SOLACE include attorneys, judges,

We'll help you make it through the rough waters.

It's not always only the clients
who are the ones in need.

The New Hampshire Lawyers Assistance
Program is here for those who are
struggling with alcohol or drug abuse,
depression, anxiety and stress,
as well as other addictions
and mental health issues.



NHLAP
NEW HAMPSHIRE

Helping attorneys, judges, and law students since 2007.

CONTACT US FOR FREE, CONFIDENTIAL, CARING SERVICE
(603) 491-0282 • (877) 224-6060 • www.lapnh.org



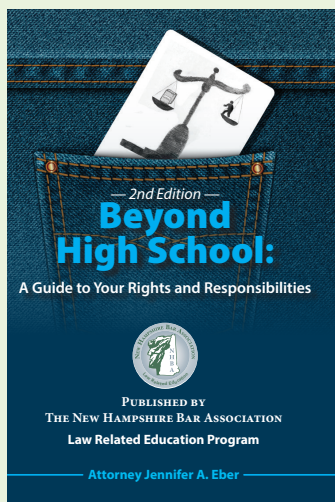
Share Your Knowledge and Further Civics Education in New Hampshire

For more than 75 years, the New Hampshire Bar Association Law Related Education (LRE) Program has been providing civics education opportunities to New Hampshire communities. With the help of volunteer attorneys, this program organizes and sponsors programming designed to increase the civics knowledge of thousands of teachers, students, and residents across the state.

LRE provides curriculum, classroom resources, educational opportunities, and interactive projects. To learn more or to volunteer, visit nhbar.org/law-related-education or contact our Law Related Education Coordinator at (603) 715- 3259.

We the People: The Citizen and the Constitution

This annual program helps students better understand our government and the concept of democracy, while helping them discover the contemporary relevance of the Constitution and the Bill of Rights. Student teams participate in simulated congressional hearings, where they evaluate and defend positions on relevant historical and current issues. Volunteers are needed each year to act as judges and timers.



Beyond High School

This publication and program deliver real-world civics lessons to high school juniors and seniors. Attorneys visit schools in a classroom or auditorium setting to distribute the book, share their knowledge, and discuss issues that the young adults could face.

Project Citizen

Project Citizen emphasizes responsible and meaningful involvement in local and state government. Through participation in projects in small groups, students gain a more thorough understanding of how individuals can meaningfully create change in their community. Attorney volunteers are needed to evaluate student portfolios and listen to mock legislative hearings.

NHBA'S LAW RELATED EDUCATION PROGRAMS SERVE THOUSANDS OF NEW HAMPSHIRE RESIDENTS, STUDENTS, AND TEACHERS EVERY YEAR.

Law Day: A Lawyer and Judge in Every School

Based on the American Bar Association's eponymous program, "A Lawyer and Judge in Every School" pairs volunteer attorneys and judges with classrooms throughout the state to discuss concepts of law, rights, and the responsibilities of citizenship.

Civics in Action

This program brings volunteer attorneys into middle school and high school classrooms to introduce students to their role as citizens and increase their knowledge of the U.S. Constitution.





We're Here to Help You Succeed as a NH Attorney

Practical Skills Training

The Practical Skills Course is required by NH Supreme Court Rule 42 (XIII) for all attorneys (including those previously admitted in other states, whether active or inactive status) and must be taken within two years after being sworn into the New Hampshire Bar. This course is usually offered twice a year. Gain knowledge and skills on practicing in New Hampshire from experienced Granite State practitioners in a variety of practice areas. Credits earned during Practical Skills count toward your annual NHCLE requirement, but do not complete the requirement in full. Learn more at nhbar.org/practicalskills.

Mentor Advice Program

The Mentor Advice Program (MAP) pairs new, or new to New Hampshire attorneys (advisees) with experienced practitioners (mentors) to provide guidance regarding ethical, practical, and professional issues. Mentors and advisees will be paired based upon a variety of factors, including area of practice, size of firm or other legal employer, specific preferences/concerns, and geographic location. For details, visit nhbar.org/mentor-advice-program.

Advice

NHBA Leadership Academy

Our Leadership Academy is a nine-month leadership-training program designed to foster the professional growth and enhance the leadership skills of a diverse group of attorneys. It is designed with curriculum most meaningful for those in practice between three and 10 years. Learn more at nhbar.org/nhba-leadership-academy.

New Lawyers Committee

The New Lawyers Committee (NLC) promotes the integration of newly admitted members of the Bar into both the association and the legal profession by planning educational and social programs to assist new admittees and make them feel welcome. The NLC is the New Hampshire affiliate of the American Bar Association Young Lawyers Division.

The NLC provides a number of opportunities for new lawyers to network with each other, more experienced attorneys, and the judiciary. Popular past events have included: Dinner with a Judge, Negotiations Workshop, Bench/Bar Meet and Greet, Oktoberfest, Midyear Meeting Social, and Ethics of Venting CLE. Visit nhbar.org/new-lawyers-committee to learn more.

**OUR NEW LAWYERS COMMITTEE
ASSISTS NEW ADMITTEES AND
MAKES THEM FEEL WELCOME AS
THEY ADJUST TO NH PRACTICE.**

Traps for the Unwary

This guide, prepared by the New Lawyers Committee, is designed to help attorneys avoid common pitfalls encountered in various practice areas. For details, see page 12 of this Guide. Members of the NLC have also put together a "Traps for the Unwary" CLE series. See page 14 of this Guide for more information about NHBA-produced CLEs.

"New Lawyers Resources" Web Page

Make the most of your first years of practice. Visit nhbar.org/new-lawyers-resources for information designed especially to assist new attorneys.



NH Rules of Professional Conduct

All NH attorneys must abide by the New Hampshire Rules of Professional Conduct which constitute the disciplinary standard for lawyers. Together with laws and other regulations governing lawyers, the Rules establish the boundaries of permissible lawyer conduct. The Rules of Professional Conduct are promulgated and amended by the NH Supreme Court with input from members of the New Hampshire Bar and interested members of the public. Always check the most recent version of the rules at courts.state.nh.us/rules/pcon.

Learn. Connect. Lead.

**PLAN NOW TO BE
A PART OF THE
CLASS OF 2026!**

Stand out among your peers

Build your network
*with leaders in the legal, business,
and government communities*

***Gain valuable professional /
leadership skills***

***Build relationships that last
throughout your career***

Earn CLE credit

Shadow a judge

Participate in key NHBA events

ARE YOU READY FOR THE NEXT STEP IN YOUR LEGAL CAREER?

The NHBA Leadership Academy helps ensure the ongoing success of our Bar by helping to prepare its future leaders.

This nationally-recognized nine-month program is designed with a challenging and useful curriculum which is most meaningful for those in law practice between three and 10 years.

***"[Leadership Academy] is a great springboard
and gives you a broader view
of the law than what you just get
from your technical area of practice."***

— Donald H. Sienkiewicz, Class of 2011,
NHBA Board of Governors

NEW HAMPSHIRE
BAR ASSOCIATION
LEADERSHIP  ACADEMY



NEW HAMPSHIRE BAR FOUNDATION

Strengthening Justice for All



The New Hampshire Bar Foundation is a nonprofit, grant-making charitable foundation dedicated to supporting civil legal aid for the disadvantaged and law related education in New Hampshire. It is the charitable arm of the New Hampshire Bar Association.

The Bar Foundation promotes the role of lawyers in securing equal access to justice. It also supports the charitable and educational aims of the New Hampshire Bar and its members through biennial Justice Grants.

Interest earned on lawyers trust accounts supports the Bar Foundation's statewide IOLTA Grants Program. Through IOLTA grants, tens of thousands of our most vulnerable citizens receive free or low cost civil legal services. Help support this valuable work by asking your bank to increase their earned interest rates for IOLTA accounts.

To help support Bar Foundation programs, you can make a tax-deductible donation or become a NH Bar Foundation Fellow through a peer nomination process.

Learn more about our “Powering Justice
Propelling Change” initiative,
view our impact statement, and donate today
at nhbar.org/nh-bar-foundation



NEW HAMPSHIRE
BAR FOUNDATION
Strengthening Justice for All



Annual Member Renewal Begins June 1.

NEW HAMPSHIRE SUPREME COURT FEES & NHBA DUES

Be sure to update
your contact information
by second week of May
for proper billing.

Pay Invoices
on or before
the due date of
July 1.

TRUST ACCOUNT COMPLIANCE (TAC)

Any attorney
having "ACTIVE" status
for even one day
between
June 1- May 31 must file
the TAC form.

File TAC form
on or before
the due date of
July 1.

NH MINIMUM CONTINUING LEGAL EDUCATION (NHMCLE)

Any attorney having
"ACTIVE" status for more
than six months between
June 1 - May 31
must complete all required
NHMCLE credit minutes
between June 1 - May 31.

Any attorney having
"ACTIVE" status
for even one day
between June 1 - May 31
must file the NHMCLE
Affidavit on or before
the due date of
July 1.

New Hampshire Supreme Court assesses delinquency fees on **August 1.**

The NHBA and NHMCLE Boards are required to report to the New Hampshire Supreme Court the name of any attorney who has not completed all annual licensing renewal requirements as of **September 1.** Upon receiving this report, the Court may initiate a proceeding to suspend the lawyer from practicing law in NH.



Questions? Visit MyNHBarPortal at nhbar.org or email billing@nhbar.org