



## Member Status Change Form

Please print this form out one-sided.

**IMPORTANT: Status Change requests *received after July 31* must be accompanied by full payment of current status NHBA dues and NH Supreme Court fees before changes can be processed.**

Name: \_\_\_\_\_ Bar ID# \_\_\_\_\_

Primary Mailing Address: \_\_\_\_\_  
Street/PO Box City State Zip

Email Address: \_\_\_\_\_ Primary Phone Number: \_\_\_\_\_

I request a change in membership status effective \_\_\_\_\_ (today's date or after, see status info in Constitution/Bylaws).

Please change my status to (select only one):  
 Active  Inactive  Inactive Retired  
 Honorary Inactive  Military Active  Military Inactive  Judicial

**BY SIGNING BELOW YOU ACKNOWLEDGE:**

I have read the Article II, Section 3 of the *Constitution of the New Hampshire Bar Association*, and Article II, Section 6 of the *By-Laws of the New Hampshire Bar Association*, provided on [www.nhbar.org](http://www.nhbar.org), and am aware of the limits set forth for Inactive members.

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

\*If dues and Court fees for the current fiscal year (June 1- May 31) have NOT been paid, enclose your check or provide your credit card information with this form. **Please note that there is a 2% Credit Card Fee.**

Total Amount Enclosed \_\_\_\_\_

Visa  Mastercard  Discover Credit  American Express

Card #: \_\_\_\_\_ Security Code: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Credit Card Signature: \_\_\_\_\_



memberrecords@nhbar.org 2 Pillsbury Street, Ste. 300  
Concord, NH 03301



Member Records  
603-715-3208



Fax: 603-224-2910

**NEW HAMPSHIRE SUPREME COURT  
TRUST ACCOUNTING COMPLIANCE CERTIFICATE**

**(Required for NHBA Membership Status Change)**

**THIS TWO (2) PAGE FORM *MUST BE FILED* if you are seeking a change from any “Active” to any “Inactive” NHBA membership status. An original signature is required so DO NOT EMAIL OR FAX this form. Failure to return this completed form may delay processing the request for a membership status change.**

From any ACTIVE membership status to:

Inactive  Inactive Retired  Military Inactive  Honorary Inactive  Resigned

Please print:

NH Bar ID #: \_\_\_\_\_

Name of Lawyer Requesting Status Change: \_\_\_\_\_

Address: \_\_\_\_\_

**I. Regarding the Trust Accounting Compliance Certificate for the reporting period beginning June 1, 2025 and ending May 31, 2026, with the filing deadline of July 1, 2026 (check appropriate response)**

A.  I timely filed the Certificate as required by NHSC Rule 50.

B.  By this document I am timely filing the Certificate as required by NHSC Rule 50. The following is a list of my trust accounts:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\* If additional space is needed, please attach additional page.*

C.  During the entire reporting period identified above, I was employed by a firm. As such, I was included on the Certificate filed by the firm.

**II. Client Trust Accounts (check appropriate response)**

**I do hereby certify that, as to the client trust account(s) listed above, referenced in Section I:**

A. From June 1, 2025 to the present, I had no New Hampshire trust accounts.

- B. I was part of a firm and the client trust account(s) remain with the firm. I have no control or authority over the trust account(s).
- C. The trust account(s) remain open and I anticipate my change to Inactive Status will be temporary. However, there are no client funds in the account(s) at this time.
- D. The trust account(s) remain open. I am in the process of distributing or transferring client funds in the account(s) to the proper parties. I anticipate closing the account(s) on \_\_\_\_\_.  
(date)
- E. The trust account(s) have been closed as of \_\_\_\_\_.  
(date)

**III. Client Files** (check appropriate response)

**I do hereby certify that:**

- A. For all active clients, the client files have been returned to the client or provided to subsequent counsel.  YES  NO
- B. For all closed case files in my possession, I have notified the clients that I am discontinuing my law practice. Clients have been provided with the option of having their files returned to them, or at their direction, having their files destroyed.  
 YES  NO
- C. For client files remaining in my possession, I have made arrangements for them to be held in storage. The address of the storage facility is \_\_\_\_\_ and the contact information for the person authorized to access the stored materials is \_\_\_\_\_.

**IV. For members of the New Hampshire Bar practicing in another jurisdiction:**

I remain authorized to practice law in the following states: \_\_\_\_\_

I do hereby certify that I have read Rule 1.15 of the Rules of Professional Conduct and New Hampshire Supreme Court Rule 50, and that based upon my own personal knowledge, I have complied with requirements necessary for the safekeeping of client property.

\_\_\_\_\_  
Date Attorney's Signature

Return the completed form to:

Status Change – Member Records  
New Hampshire Bar Association  
2 Pillsbury Street, Suite 300  
Concord, NH 03301

**\*\* RETAIN A COPY OF THE COMPLETED FORM FOR YOUR RECORDS. \*\***

**NEW HAMPSHIRE SUPREME COURT**  
**RULE 53. NEW HAMPSHIRE MINIMUM CONTINUING LEGAL EDUCATION REQUIREMENT**

**(Required for NHBA Membership Status Change)**

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**53.3. Reporting and Certification of Compliance with Rule 53**

A. On or before July 1 of each year, every lawyer having been in any New Hampshire Bar Association active membership status at any time during the immediately preceding June 1 - May 31 reporting year and not exempt pursuant to Rule 53.2(A)(2) or 53.2(A)(3) shall file an Affidavit of Compliance with the NHMCLE Board, in such form as the NHMCLE Board shall prescribe, concerning either his or her completion of CLE during the previous reporting year, or the basis for his or her claim of exemption under Rule 53.2(B) (see back of page for Rule 53.2 regarding the Annual Certification Requirement and Exemptions from the Minimum CLE Requirement).

**2025-2026 NHMCLE Affidavit of Compliance**

***Non-exempt affidavit:***

I, \_\_\_\_\_ Bar ID#: \_\_\_\_\_, hereby attest to the following:  
I am familiar with the requirements of the New Hampshire Supreme Court Rule 53; my 2025-2026 NHMCLE course entries were qualified, complete, accurate, meet the requirements of SC Rule 53 to the best of my knowledge and that I completed or exceeded the minimum required minutes of continuing legal education as shown on the My Record Page 2025-2026 Reporting Year.

***Exempt Affidavit:***

I, \_\_\_\_\_ Bar ID#: \_\_\_\_\_, am exempt from the SC Rule 53 requirements for the reporting period.

***Exemption Claimed:*** (see back of page for Rule 53.2)

\_\_\_\_\_ Active for 6 months or less

\_\_\_\_\_ NHMCLE Waiver

\_\_\_\_\_ Military Active Duty more than 3 months

\_\_\_\_\_ Admitted on or after December 1

\_\_\_\_\_ Judicial or Elected State or Federal official (not in private practice)

\_\_\_\_\_ Honorary Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attorney Signature

**Return the completed form to:**

Status Change – Member Records  
New Hampshire Bar Association  
2 Pillsbury Street, Suite 300  
Concord, NH 03301

## **53.2. Lawyers Subject To or Exempt from Certification and Fulfillment Requirements**

### ***A. Annual Certification Requirement. (Affidavit of Compliance)***

1. All lawyers in any New Hampshire Bar Association active membership status at any time during the reporting year must make an annual certification as prescribed in Rule 53.3. Such certification may, if applicable, indicate an exemption from the minimum credit requirements for the reporting period under provisions of Rule 53.2(B).
2. The certification requirement of this rule shall not apply to any full-time judge, full-time magistrate, full-time marital master, the state reporter appointed pursuant to RSA 505:1, or any full-time supreme, superior, and circuit court clerk or deputy clerk who occupies such position at any time during the reporting year.
3. The certification requirement of this rule shall not apply to any part-time judge, part-time magistrate, part-time marital master, or any part-time supreme, superior and circuit court clerk or deputy clerk; unless such individual was in the active practice of law at any time during the reporting year.

### ***B. Exemptions From Minimum CLE Requirement. (720 Minute Requirement)***

1. Those exempt from annual certification requirements under Rule 53.2(A)(2) or 53.2(A)(3) are not required to meet the minimum CLE requirements of Rule 53.1(B) for that reporting year.
2. Lawyers first admitted to New Hampshire practice on or after December 1 of the reporting year are not required to meet the minimum CLE requirements of Rule 53.1(B) for that reporting year, but must do so in any subsequent reporting year during which they hold any New Hampshire Bar Association active membership status for an aggregated total of more than six (6) months during the reporting year.
3. Lawyers on active duty for the United States Armed Forces for more than three (3) months of the reporting year are not required to meet the minimum CLE requirements of Rule 53.1(B) for that reporting year.
4. Lawyers who change from any New Hampshire Bar Association active membership status to any inactive membership status before December 1 of any reporting period, and who maintain inactive membership status for the remainder of that reporting period are not required to meet the minimum CLE requirements of Rule 53.1(B) for that reporting year, but must do so in any subsequent reporting year during which they hold any New Hampshire Bar Association active membership status for an aggregated total of more than six (6) months during the reporting year.
5. Lawyers who are elected State or Federal officials not engaged in the practice of law during a reporting year are not required to meet the minimum CLE requirements of Rule 53.1(B) for that reporting year, but must do so in any subsequent reporting year during which they hold any New Hampshire Bar Association active membership status for an aggregated total of more than six (6) months during the reporting year.
6. Lawyers may be exempted from meeting the minimum CLE requirements of Rule 53.1B, in whole or in part, by the NHMCLE Board, upon petition, for compelling reasons. Such reasons may include, but are not limited to, physical or other disability which prevents compliance with this rule during the period of such disability.
7. Lawyers who are an Honorary Member of the New Hampshire Bar Association as of December 1 of the Reporting Year for which the CLE minutes would otherwise be required.