



# The State Bar *of California*

## **Guide to Registering with the State Bar of California and Taking the Attorney's Oath**

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# The State Bar of California

## OFFICE OF ATTORNEY REGULATION

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### INTRODUCTION

Congratulations on satisfying the requirements for admission to the State Bar of California.

This guide contains information on registering with the State Bar, taking the attorney's oath, and your responsibilities as a licensee of the State Bar of California. It is important that you read all information and instructions prior to completing any action, as failure to follow instructions may lead to delays in enrollment.

### ENROLLING WITH THE STATE BAR

To enroll with the State Bar you must complete the New Licensee Registration and Attorney Oath form. The Office of Admissions will notify you directly by email when you are permitted to take the attorney's oath. Then, you will receive a separate email from DocuSign with a link to access the required New Licensee Registration and Attorney Oath form. Below is an overview of the steps required to complete your form:

1. Complete the Attorney Registration Information section by providing your name, address, public phone, public email, and places of prior admission to practice.
2. Complete the Attorney Oath section when taking the attorney's oath. **Do not sign and date your form until the date the attorney's oath is administered.** The date you sign the form must be the date the oath was administered.

This guide includes step-by-step instructions on completing your registration and taking the attorney's oath. Also included in this guide is information on:

- Your rights and responsibilities as a licensee of the State Bar of California.
- Registering your My State Bar Profile.
- Annual fees and how the date you take the attorney's oath will impact amounts due.
- Mistakes to avoid that can delay enrollment.
- Minimum Continuing Legal Education and the New Attorney Training Program.
- Answers to frequently asked questions.

### QUESTIONS?

If you have questions about your admission status or about obtaining copies of an application or document filed with the Office of Admissions, please contact the Office of Admissions at [Admissions@calbar.ca.gov](mailto:Admissions@calbar.ca.gov).

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If you have questions about your enrollment status, licensee record, or annual fees, please contact the Office of Attorney Regulation at [AttorneyRegulation@calbar.ca.gov](mailto:AttorneyRegulation@calbar.ca.gov).

If you have questions about your MLCE requirements or the New Attorney Training Program, please contact the MCLE unit of the Office of Attorney Regulation at [MCLE@calbar.ca.gov](mailto:MCLE@calbar.ca.gov).

## ABOUT YOUR LICENSE

The Rules of the State Bar outline the practices of the State Bar, including the [Rights and Responsibilities of Licensees](#). The rules contain important information on your responsibilities related to your:

- [Licensee Record](#): Your responsibility to maintain the accuracy of the information in your State Bar record.
- [Annual License Fees](#): Your responsibility to pay the annual license fees required to maintain an active or inactive license in the calendar year.
- [Licensee Status](#): Information on license status changes and your ability to transfer your license to active or inactive status.
- [Minimum Continuing Legal Education](#): Details on the Minimum Continuing Legal Education (MCLE) requirement for licensees on active status.
- [Client Trust Account Protection Program Reporting Requirements](#): Your responsibility related to client trust accounts.

We encourage you to take the time to read and familiarize yourself with your rights and responsibilities as a licensee of the State Bar of California. Additionally, we encourage you to visit the [For Attorneys](#) webpage for important information and links to commonly requested forms.

## LICENSEE RECORD

The information you provide in the Attorney Registration Information section of your New Licensee Registration and Attorney Oath form will become part of your licensee record. Once your bar number is assigned, you are responsible for maintaining the accuracy of the information in your licensee record. Any changes must be reported within 30 days through your online My State Bar Profile. Licensees are required to report and verify the following information:

- Name;
- A nonpublic email address to be used for State Bar communications;
- Office address or, if no office is maintained, an address to be used for State Bar purposes;
- Office telephone number or, if no office is maintained, a telephone to be used for State Bar purposes;
- A professional website, if one is maintained;
- Practice sector;
- Law firm size;
- IOLTA account information;
- Any other jurisdictions in which the licensee is admitted and the date(s) of admission.

Additionally, licensees are required to verify their licensee record information by February 1 of each year during the annual license renewal.

## ANNUAL LICENSING FEES

Annual license fees are those fees that any licensee must pay to maintain an active or inactive status in the calendar year. For newly admitted licensees, annual license fees are due within 45 days of the invoice date. Future annual fees will be billed for the following full year's fees in December and due February 1 of each year. The State Bar encourages licensees to pay their annual fees online through their [My State Bar Profile](#). See [Annual Fees Information](#) for more details.

## LICENSE STATUS

There are two classes of licensing: active and inactive. New licensees are enrolled with an active license and will be billed active fees for the calendar year in which they are admitted.

### Change of License Status

A licensee may apply to change from active to inactive status or vice versa by submitting the [Transfer to Active Status Form](#) or the [Application for Transfer to Inactive Status form](#) with the transfer fee indicated in the [Schedule of Charges and Deadlines](#).

While suspended, a licensee cannot change license status.

### Transfer to Inactive Status

A licensee may, upon submission of the [Application for Transfer to Inactive Status form](#), be enrolled as an inactive licensee if they:

- Are not under suspension;
- Do not practice law, or occupy a position in the employ of or rendering any legal services for an active licensee;
- Do not occupy position wherein they are called upon in any capacity to give legal advice or counsel or examine the law or pass upon the legal effect of any act, document or law.

A change to inactive status by February 1 entitles a licensee to pay the inactive rate annual fees. A change to inactive after that date is permissible, but the licensee must pay annual fees at the active rate and is not entitled to a refund because of the change to inactive status.

Please note, new licensees **are not** eligible for the inactive billing rate during the calendar year in which they are admitted.

### Transfer to Active Status

A status change to active will be effective upon the State Bar's receipt of the [Request to Transfer to Active Status Form](#). Additionally, if applicable, once the annual fees have been adjusted to the active rate, payment will be expected promptly.

## MINIMUM CONTINUING LEGAL EDUCATION COMPLIANCE

Licensees must report compliance with the requirement to take 25 hours of continuing legal education every three years. Compliance must be reported online through your [My State Bar Profile](#). See [Minimum Continuing Legal Education](#) for more details.

Additionally, licensees admitted after February 1, 2018, must complete 10 hours of training under the New Attorney Training Program. The training must be completed within the first year of a licensee's admission. See [New Attorney Training](#) for more details.

## CLIENT TRUST ACCOUNT PROTECTION PROGRAM REPORTING REQUIREMENTS

With very few exceptions, all California licensees must:

- Register their client trust accounts (including IOLTA) annually with the State Bar, either individually or through their law firm or organization.
- Complete an annual self-assessment of client trust account management practices.
- Certify with the State Bar that they understand and comply with requirements and prohibitions applicable to the safekeeping of funds and property of clients and other persons in rule 1.15 of the Rules of Professional Conduct.

Reporting requirements must be completed online through your [My State Bar Profile](#). See [Client Trust Account Protection Program](#) for more details.

## ADDITIONAL INFORMATION ABOUT YOUR LICENSEE RECORD

### Admission Certificate (Wall Certificate)

Ordering a certificate of admission is optional and can be done through the [Applicant Portal](#) once your bar number has been assigned.

### Certificate of Standing

Information on purchasing certificates of standing, generally required when applying to other jurisdictions, is [available online](#). The cost is \$25 per attorney record for up to three copies, payable in advance. Certificates of standing include a licensee's full name and date of admission, as well as any name changes, status changes, administrative actions, reportable actions, and disciplinary history.

### Social Security Number

[Business and Professions Code section 30](#) requires that each attorney provide their Social Security number to the State Bar. This information is obtained from your application form, and the State Bar is required, in turn, to furnish it to the Franchise Tax Board. This information is not available to the public.

### **Bar Card**

A bar card is available for all active or inactive licensees once payment of annual license fees has been initiated. Once a payment has been initiated, go to your [My State Bar Profile](#) and click "Bar Card, Payment Receipt(s), and Other Documents" to download a paper bar card or order a plastic bar card.



## ABOUT YOUR MY STATE PROFILE

Your My State Bar Profile is your online licensee portal. Use your My State Bar Profile to:

- Update required information in your licensee record, including your address of record and email address.
- Pay your annual license fees.
- Access the New Attorney Training Program courses.
- Report Minimum Continuing Legal Education when due.
- Comply with the Client Trust Account Protection Program reporting requirements.

Once you have an assigned bar number, you can register online for your [My State Bar Profile](#). As a first-time user you will require a personal access code to register your online profile. Your access code will be provided with your first mailed annual fees notice. However, after your bar number has been assigned, you may contact us at 888-800-3400 to obtain your access code.

Please note, California Rules of Court, [Rule 9.9](#) makes it a requirement to use [My State Bar Profile](#) to report changes to your contact information, as well as to designate a specific email address for State Bar communications, which will be kept private. Registering your My State Bar Profile will ensure compliance, and by designating a specific email address for State Bar communications, you will receive important notices and reminders from our office regarding your State Bar licensing requirements, including notice that payment of annual fees is due.

View a [guide](#) to your My State Bar Profile.

## ANNUAL FEES INFORMATION

**Please read the following before you take your oath.**

All licensed attorneys (active or inactive) pay annual license fees. As shown below, your first year’s fees are based on your date of admission. Your date of admission is the date when you take your oath. This is the date that determines your first annual fees assessment amount.



### 2023 Annual Fees Schedule

Fees	Amount
Full-year active fees	\$510.00
Half-year active fees	\$255.00

\*Annual fees will be waived for the year you are admitted. For example, for a licensee that takes the oath December 15, 2023, the 2023 annual fees will be waived. However, the full-year active fees for 2024 will be assessed.

Once you have submitted your completed New Licensee Registration and Attorney Oath form, allow 30 days for processing and assignment of your bar number. After your bar number has been assigned, within 30 days the State Bar will mail your first fee notice to your address of record. Additionally, if you have provided an email address, an email with notice of the mailing will also be sent.

If you did not provide a public email address on your New Licensee Registration and Attorney Oath form and you do not register your My State Bar Profile to provide an email address for State Bar communications, you may miss important notices and reminders from the State Bar regarding your State Bar licensing requirements, including notice that payment of annual fees is due. As such, please ensure you register online for your [My State Bar Profile](#). As a first-time user you will require a personal access code to register your online profile. Your access code will be provided with your first mailed annual fees notice. However, after your bar number has been assigned, you may contact us at 888-800-3400 to obtain your access code.

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- Fees are due within 45 days of the date on your notice, or a late penalty is assessed on the 46th day.
- Future annual fees will be billed for the following full year's fees in December and due February 1 of each year.

Subsequent payment notices are sent by email only, so please calendar these dates.

### STATUS OR CLASS OF STATE BAR LICENSE

There are two classes of licensing: active and inactive. New licensees are enrolled with an active license and will be billed active fees for the calendar year in which they are admitted. Active and inactive annual license fees rates can be viewed online on the [Schedule of Charges and Deadlines](#) available online.

Transferring to inactive status is a serious step requiring the completion of the [Application for Transfer to Inactive Status](#) form available online. Please note that while transfers to inactive status may be done at any time, new licensees **are not** eligible for the inactive billing rate during the calendar year in which they are admitted.

### FEE WAIVERS

To review any waiver or fee scaling eligibility, refer to the Rules of the State Bar of California, rule 2.15 and 2.16. [View more information](#).

**Questions regarding State Bar annual fees?** Contact us at [AttorneyRegulation@calbar.ca.gov](mailto:AttorneyRegulation@calbar.ca.gov) or 888-800-3400.

## AVOID THESE MISTAKES THAT CAN DELAY PROCESSING

**1. You take the attorney's oath before you are eligible.**

Your oath will not be effective if you take the attorney's oath before your certification for admission has been accepted by the Supreme Court of California, and therefore you will not have completed the requirements to practice law in California. The Office of Admissions will notify you directly when you are permitted to take the attorney's oath. Contact Admissions at 213-765-1500 with any questions.

**2. You sign and date the Attorney Oath section of the New Licensee Registration and Attorney Oath form before you take the oath.**

Do not sign the Attorney Oath section of the New Licensee Registration and Attorney Oath form until the date the attorney's oath is administered. You must sign and date the Attorney Oath section of the form effective the date the attorney's oath is administered to you. You may complete the Attorney Registration Information section of the form first and then access the form again at a later date once you have scheduled to take the attorney's oath. See the [Instructions for Taking Attorney's Oath](#) section for more details.

**3. You submit your form with a name that does not match the name shown on the Notice of Results Letter you received from Admissions.**

Your name as shown on the Notice of Results Letter received from the Office of Admissions has been prepopulated on the New Licensee Registration and Attorney Oath form. If you wish to be registered under a name different from that shown on the Notice of Results Letter, you must submit a [Name Change Form](#). See the [Instructions for Registering with the State Bar of California](#) section for more details.

**4. You do not provide an address.**

You are required to provide an office address and telephone, or if none, other address or telephone for State Bar purposes. If you do not provide an address, the New Licensee Registration and Attorney Oath form will be returned to you for completion, delaying your enrollment. See the [Instructions for Registering with the State Bar of California](#) section for more details.

**5. You submit your New Licensee Registration and Attorney Oath form without all the required signatures and dates.**

After taking your oath:

- You must sign and date the Attorney Oath section of the form **as of the date the oath was administered**.
- You must make sure that the administering officer also signs, seals, and dates the Attorney Oath section of the form. If a notary administers your oath, **they are required to provide their seal** and make sure the seal appears on the card, not on an attachment. If another authorized official administers your oath and the administering officer does not have a seal,

the name and title should be printed clearly under the signature so that this may be verified.

- You must make sure the administering officer confirms the exact date the oath was administered. This will be your official date of admittance.

Your form is only valid with your signature **and** the signature of the officer. If the form is not signed, sealed/labeled, and dated properly, it will be returned to you for completion, delaying your enrollment. See the [Instructions for Taking Attorney's Oath](#) section for more details.

## INSTRUCTIONS FOR REGISTERING WITH THE STATE BAR OF CALIFORNIA

**Please read all instructions before taking your oath.**  
**Failure to follow instructions may lead to a delay in your enrollment.**

**You must provide required registration information before submitting to the State Bar:**

Provide your full name, which must match your name as shown on the Notice of Results Letter you received from the Admissions office. See **Steps 3 and 4** for more information.

The image shows a sample of the 'New Licensee Registration and Attorney Oath' form. A large red 'SAMPLE' watermark is overlaid diagonally across the form. Three callout boxes labeled A, B, and C point to specific sections of the form. Callout A points to the 'Attorney Registration Information' section, which includes fields for 'Full Name', 'Public Phone', 'Public Email', and 'Places of Prior Admission'. Callout B points to the 'Attorney Oath' section, which contains a series of statements to be sworn to. Callout C points to the 'Signature' field at the bottom of the form.

Provide an address of record that you agree will be public. See **Step 3** for more information.

Provide any places of prior admission. See **Step 3** for more information.

### Step 1

### Receiving your New Licensee Registration and Attorney Oath form

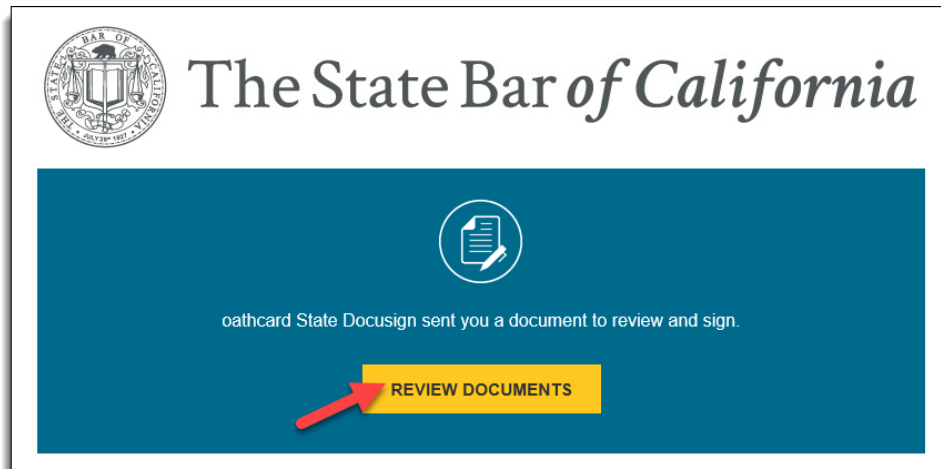
The Office of Admissions will notify you directly by email to your current email address on record when you are permitted to take the attorney's oath.

Next, you will receive a separate email from DocuSign with a link to access the online New Licensee Registration and Attorney Oath form. To enroll with the State Bar of California you must complete the New Licensee Registration and Attorney Oath form. The two steps required to complete your enrollment with the State Bar are:

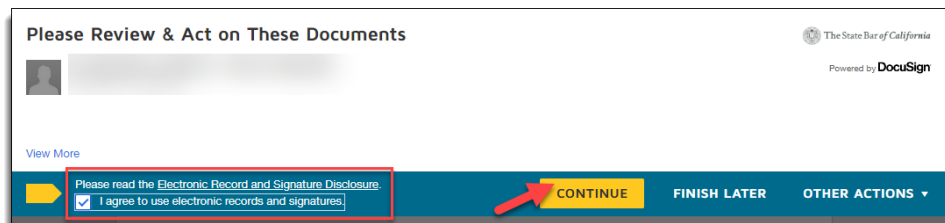
1. Complete the Attorney Registration Information section by providing your name, address, public phone, public email, and places of prior admission to practice. The information you provide will become part of your official record with the State Bar.
2. Complete the Attorney Oath section when taking the attorney's oath. **Do not sign and date your form until the date the attorney's oath is administered.** The date you sign the form must be the date the oath was administered. You may take the attorney's oath at an organized swearing-in ceremony or before an authorized individual.

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Once you receive the email from DocuSign, click the “Review Documents” link to access your form.



You will be taken to a page asking you to review and act on these documents, check the box to accept the DocuSign Electronic Record and Signature Disclosures and then click “Continue” to proceed.



You have now accessed your form. From here you have the option to:

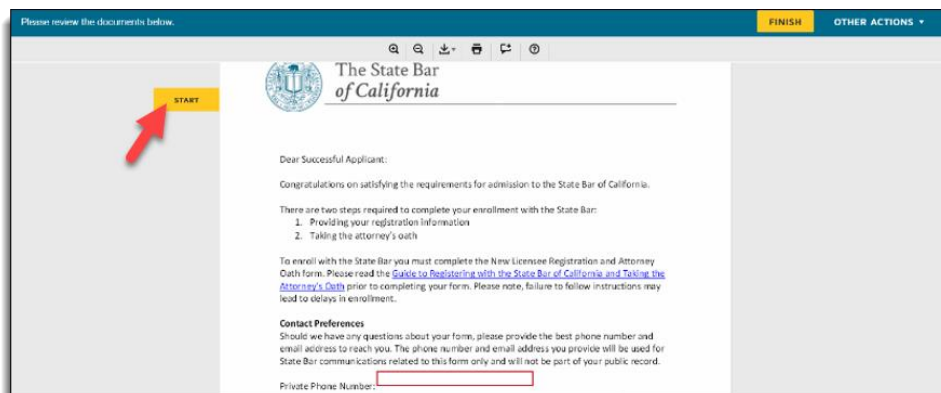
- [Complete your form online through DocuSign](#), or
- [Download and print your form for completion](#)

**NOTE:** It is recommended that you complete the Attorney Registration Information section of the form online. Then, if preferred, you can download your form to execute required signatures by physical signature. You will typically be required to print your form for physical signatures if you are participating in an organized swearing-in ceremony or if you are completing the oath with a California notary. **Note, do not sign and date your form until the date the attorney’s oath is administered.**

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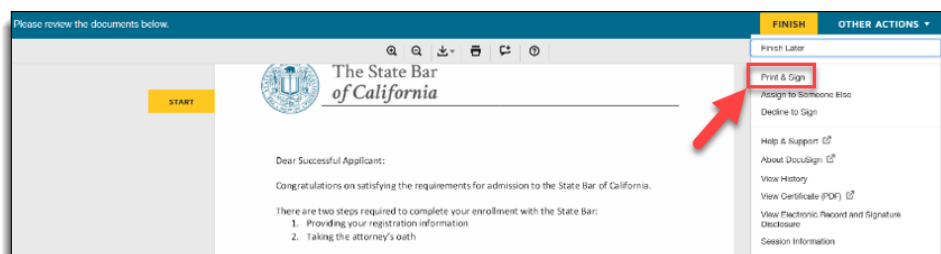
### To complete your form online:

After clicking the “Review Documents” link in the email, click “Start” to begin completing your form online. (See steps 2 and 3 for instructions on how to complete the form.)



### To download your form:

After clicking the “Review Documents” link in the email, click “Other Actions” to access a dropdown menu of options. From the “Other Actions” dropdown menu, click “Print & Sign” to download your form. (See steps 2 and 3 for instructions on how to complete the form.)



If you received confirmation from the Office of Admissions that you are permitted to take the attorney’s oath and have not received the email from DocuSign with the link to the online New Licensee Registration and Attorney Oath form, contact [OathCard@calbar.ca.gov](mailto:OathCard@calbar.ca.gov).

**NOTE:** Please do not send any general questions or inquiries to the [OathCard@calbar.ca.gov](mailto:OathCard@calbar.ca.gov) email address. If you have any questions, please review the [FAQs](#) included in this guide or view the [Questions?](#) section for the best email address to contact.

Continue reading for instructions on completing your form.

## Step 2

### Provide contact preferences & acknowledge you have read this guide

Before you proceed with completing the New Attorney Registration and Attorney Oath form you will be presented with an introduction page. On this page you are asked to provide a private email and telephone number where we can contact you should we have questions about your form. The contact information you provide on this page will be used for State Bar communications related to this form only and will not be part of your public record.



To proceed to your form, provide your initials acknowledging that you have read this guide and are familiar with the steps required to complete the New Attorney Registration and Attorney Oath form.

### Step 3

### Complete the Attorney Registration Information section

Type, or print in black ink, the required information in the Attorney Registration Information section of the form.

You are required to provide the following information:

- Licensee's legal name. Your name as shown on the Notice of Results Letter received from the Admissions office has been prepopulated on the form. If you need to request a name change, **see Step 4** for instructions.
- Address and telephone. If you do not have an office address at this time, please enter an address and telephone that you agree will be public. P.O. Box addresses are acceptable. Please note, after you have been assigned a bar number you may update your address at any time using your online [My State Bar Profile](#).
- Places of prior admission to practice. Including the month and year of admission. If you are admitted to New York, you must also include the Appellate Division department you are admitted to.
- Your law degree information has been prepopulated on your form based your record with the Office of Admissions. If there is a discrepancy with the information shown, contact the Office of Admissions at [Admissions@calbar.ca.gov](mailto:Admissions@calbar.ca.gov).

The information provided becomes part of your permanent record with the State Bar, is a matter of public record and **will appear on the State Bar website**. If you do not provide the required information, your form will be returned to you for completion, delaying your enrollment.

You are not required to provide the following information:

- A public email is not required. However, once your bar number is assigned, you will be sent an access code in the mail to register your [My State Bar Profile](#) where you will be required to confirm an email for State Bar communications. The email designated for State Bar communications is private and can be different from the email you select to display publicly.

The Attorney Registration Information section of your form must be complete before you proceed with taking the attorney's oath.

**Step 4**

**Request a name change if necessary**

If you wish to be registered under a name different from that shown on the Notice of Results Letter and New Licensee Registration and Attorney Oath form, enter your **new** name and return the form to us along with a completed and signed [Name Change Form](#) and the required photocopies of identification to [OathCard@calbar.ca.gov](mailto:OathCard@calbar.ca.gov). If you are requesting a name change and signing via DocuSign, forward the final completion email from DocuSign along with the completed [Name Change Form](#) and the required photocopies of identification to [OathCard@calbar.ca.gov](mailto:OathCard@calbar.ca.gov).

- If you fill out your form and take your oath under your old name, it will become part of your permanent State Bar record, and any subsequent name changes will be noted as such.
- If the form is submitted with a different name and without the required Name Change Form, the form will be returned to you for completion, delaying your enrollment.

## INSTRUCTIONS FOR TAKING ATTORNEY'S OATH

**Please read all instructions before taking your oath.**  
**Failure to follow instructions may lead to a delay in your enrollment.**

**You must take the attorney's oath before submitting to the State Bar:**

After taking the attorney's oath, sign and date in the Attorney Oath section. See **Steps 1 and 2** for more information.

The screenshot shows the 'New License Registration and Attorney Oath' form. The top section is 'Attorney Registration Information' and the bottom section is 'Attorney Oath'. A large red 'SAMPLE' watermark is overlaid on the form. A blue callout box labeled 'A' points to the 'Attorney Oath' section, and another blue callout box labeled 'B' points to the signature and date fields in the 'Attorney Oath' section.

The administering officer must confirm the oath date and sign and date in the Attorney Oath section. See **Step 2** for more information.

### Step 1

### Schedule to take your oath

Once you have completed the Attorney Registration Information section of your form, you may proceed with scheduling to take the attorney's oath. You may take the oath at an in-person or virtual group swearing-in ceremony organized by your law school, local bar association, or through another group. Please note, the State Bar's Office of Admissions no longer hosts swearing-in ceremonies.

There are a number of officials in California who are authorized to administer the oath. For more information and a list of officials in California authorized to administer the oath, review the [attorney oath](#) information online.

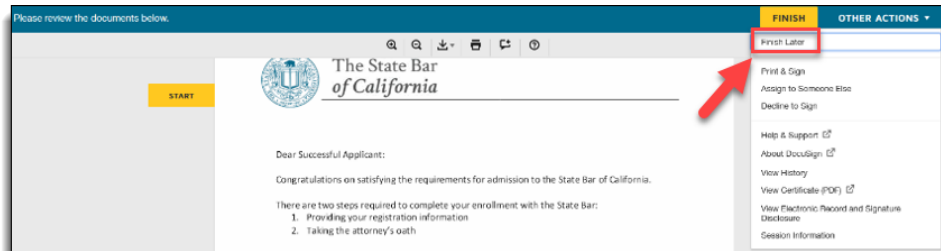
If you are unable to attend an in-person ceremony, you may need to arrange to take the oath one-on-one with an authorized official.

Please note, you cannot be sworn in before your certification for admission has been accepted by the Supreme Court of California and without having received the required form.

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If you have completed the Attorney Registration Information section and have scheduled to take the attorney’s oath on a later date, **do not sign your form yet. You must sign and date your form effective the date the attorney’s oath is administered.**

As such, if you are planning to take the attorney’s oath on a later date, click “Other Actions” to access a dropdown menu of options. From the “Other Actions” dropdown menu, click “Finish Later” to save your form. Once you are ready to take the attorney’s oath and sign your form, you can access your form again by clicking the “Review Documents” link in your original email.



**NOTE:** Please refer to the [Annual Fees Information](#) section of this guide before choosing the date you take your oath. Annual fees for your year of admission will be assessed based on your oath date, and it makes a difference whether you are sworn in before or after June 1 or December 1. For example: taking your oath on June 1 or later will result in prorated annual fees for that calendar year and taking your oath on December 1 or later will result in a waiver of annual fees for that calendar year.

### Step 2 Execute required signatures

Whether you take the attorney’s oath in-person or virtually, and whether you sign the form through DocuSign or download and sign, after taking your oath:

- Sign and date the form effective the date the oath was administered.
- Make sure that the administering officer also signs, seals, and dates the form.
  - **Notary:** If a notary administers your oath, **placement of their seal is required.** Please note that the language on the form has been formatted for notaries to sign directly on the form. As such, we encourage notaries to place their notary seal directly on the form and not as an attachment. See question 10 in the [FAQs](#) for more details. **NOTE:** California notaries public cannot administer the attorney's oath virtually; they can only administer the oath in person. As such, **do not sign your form electronically**, you should download and print your form to sign in the presences of the notary.
  - **Law School Swearing-in Ceremony:** If you are participating in a swearing-in ceremony organized by your law school we recommend that you do not sign your form electronically. Instead, download and print your form and contact your law school swearing-in ceremony organizer for further instructions.
  - **Other:** If another authorized official administers your oath and the administering officer does not have a seal, the name and title should be printed clearly under

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the signature so that this may be verified. However, if the administering officer signs the form through DocuSign, they do not need to provide a seal.

- Make sure the administering officer confirms the exact date the oath was administered. This will be your official date of admittance.

Your form is only valid with your signature **and** the signature of the officer. If the form is not signed, sealed/labeled, and dated properly, it will be returned to you for completion, delaying your enrollment.

**NOTE:** It is recommended that you complete the Attorney Registration Information section of the form online and then follow the instructions to download and sign your form if you are:

- Having the oath administered by a notary public. California notaries public cannot administer the attorney's oath virtually; they can only administer the oath in person.
- Attending an in person or virtual swearing-in ceremony organized by your law school.

View instructions to:

- [Sign your form electronically through DocuSign](#), or
- [Download and sign your form with physical signature](#).

### To sign electronically:

A person authorized to administer the oath may administer it to you virtually and may electronically sign the Attorney Oath section of the form.

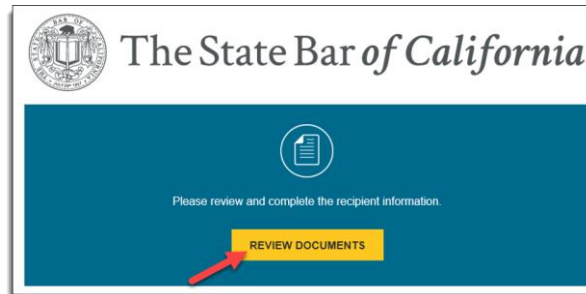
**NOTE: Do not sign and date the “Licensee” portion of the Attorney Oath until the date you have scheduled to take the attorney’s oath.** The date you sign the form must be the date the oath was administered.

Once you have scheduled to take the attorney’s oath, you may sign and date the “Licensee” section of the Attorney’s Oath effective the date the oath is administered. Once you have entered your signature, click “Finish.”

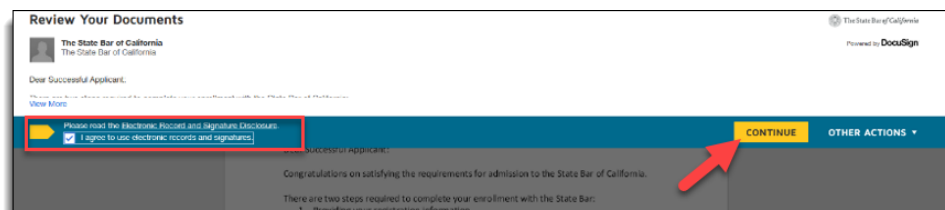
A screenshot of a web form titled "Attorney Registration Information". The form has a blue header bar with a "FINISH" button and "OTHER ACTIONS" dropdown. Below the header, there is a "START" button and a "DO NOT lock the form after completing and signing" warning. The main content area contains fields for "Last", "First", "Middle Name or Initial", "Suffix", and "Second Middle Name". There is also a checkbox for "Check here if you are requesting a name change" and an "Address" field. A red arrow points to the "FINISH" button.

Next, you will receive another email from DocuSign where you can provide the contact information for the attorney oath administering officer. To have the administering officer electronically sign your form, click “Review Documents” to proceed with providing their contact information.

## Guide to Registering with the State Bar of California and Taking the Attorney’s Oath



You will once again be taken to a page asking you to review and act on these documents, click “Continue” to proceed.



You will now be asked to enter the administering officer’s contact information. DocuSign will collect their name and email address. You can also enter a personalized message to be sent to them. Once you click “Finish”, your form will be sent.

A screenshot of a "Enter Recipient's Information" form. The form has a title bar with a close button. Below the title, there is a section titled "Officer who will administer Oath". This section contains two input fields: "Name \*" and "Email \*". Below these fields is a "Private Message" text area. At the bottom of the form, there is a yellow button labeled "FINISH" and a link labeled "VIEW DOCUMENT". A red arrow points to the "FINISH" button. The text "Characters remaining: 1000" is visible below the message field.

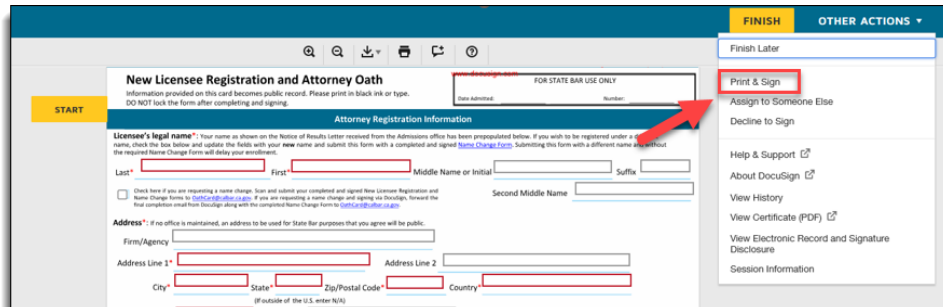
The administering officer will receive an email from “The State Bar of California via DocuSign,” and they will be prompted to sign and complete their section of the Attorney Oath.

Once both parties have signed, you will both receive an email with the signed form attached for your records. You can also view the document by clicking “View Completed Document.” If you and your administering officer have signed electronically, this is the last step. You do not need to send anything else to the State Bar to process your form.

# Guide to Registering with the State Bar of California and Taking the Attorney's Oath

## To download and sign:

To download and print your form for physical signature, or to use a notary public, once you have completed the Attorney Registration Information section, click “Other Actions” to access a dropdown menu of options. From the “Other Actions” dropdown menu, click “Print & Sign.”



Select “Upload” to return a scanned copy of your signed form to the State Bar once complete. (Do not select Fax).



Click “Download” to download a copy of your form to your computer. Once saved you can print a copy which can be used with your administering officer or notary public.

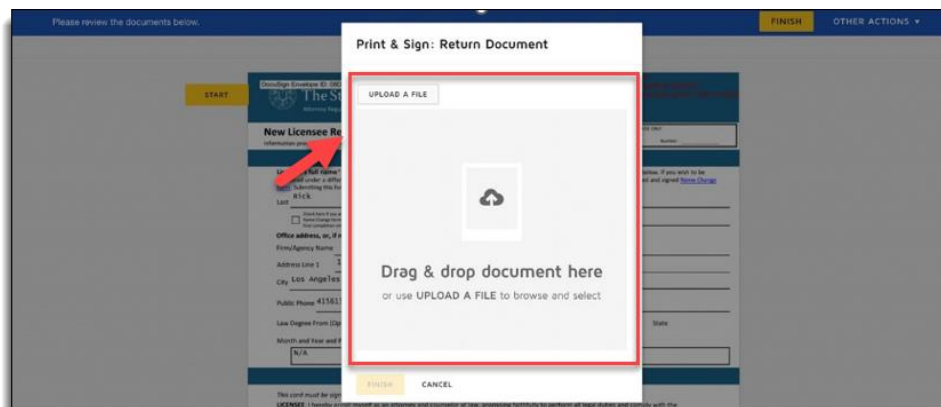


When you are ready to return your completed and signed form, click “Return Document.”



## Guide to Registering with the State Bar of California and Taking the Attorney’s Oath

Upload your completed and signed form to DocuSign using either the “Upload a File” or “Drag & drop document here” options.



Click the “Finish” button, and your document is now complete and will be returned to the State Bar for processing.

In the event you are unable to access the DocuSign option to return your completed and scanned form, you may also email your completed form to [OathCard@calbar.ca.gov](mailto:OathCard@calbar.ca.gov). Your form must be submitted in PDF format. Photos of the form will not be accepted. If you opt to submit your completed form via email, do not alter the form in any way.

**NOTE:** Please do not send any general questions or inquires to the [OathCard@calbar.ca.gov](mailto:OathCard@calbar.ca.gov) email address. If you have any questions, please review the [FAQs](#) included in this guide or view the [Questions?](#) section for the best email address to contact.

### Step 3

### What to know after submitting your completed form

Since your oath date is your admission date, do not delay in submitting your form once you have taken your oath. Forms signed through DocuSign will be automatically submitted to the State Bar. Please save a copy of your form completed through DocuSign for your records. However, if you opt to download your form, you must scan and email your completed and signed form to [OathCard@calbar.ca.gov](mailto:OathCard@calbar.ca.gov). Your form must be submitted in PDF format. If you downloaded your form, please keep your original form for your records.

As soon as you have submitted your completed form, you are eligible to practice law in California. The State Bar processes the New Licensee Registration and Attorney Oath forms as quickly as possible in the order they are received. We regret that we cannot respond to individual requests to confirm receipt, provide status, or expedite processing. Once you have submitted your completed form, allow 30 days, and then check the State Bar website [Attorney Search](#) to confirm your enrollment and obtain your bar number. If after 30 days your bar number has not been assigned, please email a copy of your completed and signed form to [OathCard@calbar.ca.gov](mailto:OathCard@calbar.ca.gov).



**A fee notice will be issued within 30 days of your bar number being assigned.** Although your bar number will not be assigned until your completed form has been received by the State Bar, your official date of admission will be the date you take your oath, and annual fees for your year of admission will be calculated based on that date.

- Payment of annual fees will be due 45 days from the invoice date.
- Future annual fees will be billed for the following full year's fees in December and due February 1 of each year. You will receive notice by email only, so please calendar these dates.

## MINIMUM CONTINUING LEGAL EDUCATION

With a few exceptions, all attorneys who are admitted to practice law in California must complete ongoing legal training. This requirement is called Minimum Continuing Legal Education (MCLE).

### When do I report my MCLE?

California attorneys complete their MCLE requirements on a three-year cycle. Upon admission, each attorney will be *permanently* assigned to an MCLE group as follows (changing your last name later does not change your group):

Group	Period
1 (Last Names A-G)	2/1/22–1/31/25
2 (Last Names H-M)	2/1/21–1/31/24
3 (Last Names N-Z)	2/1/20–1/31/23*

*\*Attorneys who have been licensed for less than four months within their compliance period are not required to report compliance for that first period.*

### What is the MCLE requirement?

The requirement is 25 hours every three years. The courses taken must be State Bar of California-approved education. The requirement is less if a licensee is not on active status for the entire three-year period.

For example, a December 2022 admittee with the last name Clogson (A-G, or “Group 1”) will owe a total of 19 hours of MCLE between December 1, 2022 and January 31, 2025 if active in all 26 months. A June 2023 admittee, with the last name Raines (N-Z, or “Group 3”), and with 32 months on active status (June 2023 –Jan. 2026), will owe a total of 23 hours of MCLE by February 1, 2026. For additional information or help in calculating your proportional requirement, please refer to the [Proportional Requirement Table](#).

Additionally, new admittees are required to complete the State Bar’s New Attorney Training (NAT) program which consists of 10 hours of free online instruction provided exclusively by the State Bar. For additional information regarding NAT, please refer to the [New Attorney Training Program](#).

### What are “Subfield” requirements?

Unless State Bar rules indicate otherwise, an attorney who has been active throughout the three-year compliance period must complete 25 credit hours of MCLE activities. Total hours must include no less than seven hours as follows:

- At least four hours of legal ethics.
- At least one hour of education addressing competence issues.
- At least two hours dealing with elimination of bias. Of the two hours, at least one hour must focus on implicit bias and the promotion of bias reducing strategies.

An attorney may reduce the required 25 hours, including subfield requirements, in proportion to the number of full months they were not admitted, inactive, or exempt in the three-year compliance period. Refer to the [Proportional Requirement Table](#).

### **How to report your MCLE compliance**

It is extremely important to understand that compliance with MCLE does not just entail completing the required courses. Attorneys must track their own hours and report their compliance to the State Bar at the end of their three-year compliance period, by completing and submitting an online attestation through their [My State Bar Profile](#).

For additional MCLE related information, including finding MCLE activities, MCLE exemption, and definitions of important MCLE-related terms such as “participatory” versus “self-study” education, please refer to the [MCLE & CLE](#) webpage.

**Questions regarding MCLE?** Contact us at [MCLE@calbar.ca.gov](mailto:MCLE@calbar.ca.gov) or 888-800-3400.

## NEW ATTORNEY TRAINING

Newly admitted California attorneys must complete the 10-hour online New Attorney Training (NAT) program. The training **must be completed within one year of an attorney's admission** to the State Bar. This training consists of a specific program of instruction created by the State Bar of California.

### **How long do I have to complete the program?**

You will have one year from the last day of the month in which you were admitted, to complete the training. For example, an attorney admitted on December 1, 2021, must complete the training by December 31, 2022, ([Rule 2.53\(D\), Division 4, Chapter 1 of the Rules of the State Bar](#)).

### **How do I access the training?**

You can only access the online program after you have set up your [My State Bar Profile](#). You will receive instructions on how to set up your profile shortly after submitting your oath card.

### **What is the training?**

The New Attorney Training program is a series of online courses which can only be accessed through your [My State Bar Profile](#). There are nine courses which make up the 10-hour requirement. You may log out at any time and your progress will be saved. The courses include 4 hours of legal ethics, 3 hours of basic skills, 1.5 hours on competency (substance abuse and mental health issues), and 1.5 hours on the elimination of bias.

### **How much do the courses cost?**

There is no charge to take these courses. They are only available to newly admitted attorneys who are required to take them.

### **Can I use NAT courses towards my regular Minimum Continuing Legal Education (MCLE) requirement as well?**

Yes. You may use these courses to fulfill your regular MCLE requirement, **provided that the courses are taken within the appropriate MCLE compliance period.**

### **Do I need to keep records of my course completion?**

Yes. After completing each course, you will receive a certificate that you should save to document your completion. Be aware that course materials and certificates of completion must be printed or saved within 30 days of course completion. After that, they are no longer available.

### **What happens if I do not complete the New Attorney Training?**

If you do not complete the training by the one-year deadline, you will be assessed a late penalty of \$75. If you fail to complete the training by your next regular MCLE deadline following your New Attorney Training deadline, you will be placed on *involuntary inactive* status and be ineligible to practice.

## Guide to Registering with the State Bar of California and Taking the Attorney's Oath

For additional information regarding NAT, please refer to the [New Attorney Training Program](#). For information regarding general MCLE requirements, please refer to the [MCLE & CLE](#) webpage.

**Questions regarding the New Attorney Training Program?** Contact us at [MCLE@calbar.ca.gov](mailto:MCLE@calbar.ca.gov) or 888-800-3400.

## FREQUENTLY ASKED QUESTIONS: ATTORNEY'S OATH AND REGISTERING

### 1. Why did the State Bar switch to digital signatures?

The State Bar of California transitioned to electronic delivery of the registration card, also known as the oath card, and use of digital signatures to streamline the new licensee attorney oath signing process and increase security and efficiency. Now, instead of receiving a paper registration card in the mail, applicants will be emailed a link to an online New Licensee Registration and Attorney Oath form to submit required registration information and complete the attorney's oath. We believe that these changes will improve the experience for applicants as they complete their final steps toward getting licensed.

### 2. When will I receive my DocuSign link to complete my form?

Only those who meet all requirements for licensure will receive a DocuSign link to the online New Licensee Registration and Attorney Oath form. Please check your status in the [Applicant Portal](#) to see if you have satisfied the requirements for admission. Once you satisfy the requirements, your name will be placed on the motion to the Supreme Court of California. After the State Bar receives the signed motion from the Court, you will be emailed a link to the New Licensee Registration and Attorney Oath form so you may register with the State Bar and take the attorney's oath. Instructions for completing your State Bar registration and attorney's oath will come via email from DocuSign. This process takes between one to three weeks.

### 3. What if I don't receive the email from DocuSign?

If you have not received the link, check to see what you might be missing in your [Applicant Portal](#). Also please check your junk/spam folders in your email inbox. The email will come to your "preferred" email address, from the State Bar, via DocuSign. If you still do not see the email, you can request that the DocuSign email be resent by emailing [OathCard@calbar.ca.gov](mailto:OathCard@calbar.ca.gov).

### 4. I prefer a paper form; can I still do that?

Yes. The paper form is still available in two ways:

1. Once you are invited to access the form in DocuSign, you can click on "Review Documents" to access your personalized form. Once you have accepted DocuSign's use of electronic signatures, you can choose "Print" or "Download and Print" to print your form from DocuSign.
2. You can also email the Office of Admissions via the [Applicant Portal](#) and request a paper form. Please submit a general request and note your preference for a hard copy version of the registration card. The card will be mailed and may take up to five business days to arrive. International addresses will take longer than five days.

Please note that the postal mail time to return a paper form, plus processing time, may delay completion of your enrollment.

**5. My name has changed since I began the admissions process with the State Bar, what do I do?**

If you wish to be registered under a name different from than the one used on your results letter, please enter your new name on the form and return that along with a completed and signed [Name Change Form](#) and the required photocopies of identification. They can be uploaded and emailed to [OathCard@calbar.ca.gov](mailto:OathCard@calbar.ca.gov), or mailed to:

The State Bar of California  
Attorney Regulation  
180 Howard Street  
San Francisco, CA 94105

If you are requesting a name change and signing via DocuSign, forward the final completion email from DocuSign along with the completed Name Change Form and the required photocopies of identification to [OathCard@calbar.ca.gov](mailto:OathCard@calbar.ca.gov).

Please note that if you fill out your form and take your oath under your old name, it will become part of your permanent State Bar record, and any subsequent name changes will be noted as such. If the form is submitted with a different name and without the required Name Change Form, the registration form will be returned to you for completion, delaying your enrollment.

**6. Who is authorized to administer the attorney's oath and how do I know if my specific administering officer is authorized?**

There are a number of officials in California who are authorized to administer the oath. For more information, review the [Attorney's Oath](#) webpage.

If you do not see the official listed, please confirm directly with the official to determine if they are authorized to administer the attorney's oath. The official in question can confirm whether they are authorized to administer the attorney's oath.

**7. What date should be entered on the Attorney Oath section of the form?**

Once you have scheduled to take the attorney's oath, you may sign and date the "Licensee" section of the Attorney's Oath. The date you sign the form must be the date the oath is administered. Also, please make sure the administering officer confirms the exact date the oath was administered. This will be your official date of admittance.

**8. My administering officer prefers not to receive a DocuSign email. What do I do?**

You can print the form and complete the signing process on paper. Once completed, by both you and the administering officer, you may either scan and upload the completed form to DocuSign or email the completed PDF to: [OathCard@calbar.ca.gov](mailto:OathCard@calbar.ca.gov).

Applicants who have no access to a computer must mail their completed form to:

The State Bar of California  
Attorney Regulation  
180 Howard Street  
San Francisco, CA 94105

**9. California notaries require paper signatures, what do I do?**

You still have the option to complete your registration and attorney oath on paper. Once you are invited to access the form in DocuSign, you can click on Review Document to access your personalized form. Once you have accepted DocuSign's use of electronic signatures, you can choose to Print, or choose to Download and print, and print your form from DocuSign.

**10. The notary will not place their seal directly on the form, what do I do?**

The language on the form has been formatted for notaries to sign directly on the form. As such, we encourage notaries to place their notary seal directly on the form and not as an attachment. However, notary seals included as an attachment will be accepted.

**11. I am out of the state or country, what do I do?**

If you currently live outside of California, it is not necessary for you to return to take the attorney's oath. You can complete the form in one of two ways:

- 1. In hard copy:** Simply print the form from the DocuSign email site, or request one via email. An affidavit taken before an ambassador, minister, consul, vice-consul, or consular agent of the United States or before any judge of a court of record having a seal in such foreign country ([Code Civ. Proc. § 2014.](#)) can be used. When an affidavit is taken before a judge or a court in another state or in a foreign country, the genuineness of the signature of the judge, the existence of the court, and the fact that such judge is a member thereof must be certified by the clerk of the court, under the seal thereof. ([Code Civ. Proc. § 2015.](#)) Affidavits and oaths made by military personnel are governed by [California Civ. Code section 1183.5](#). Ensure that both you and the attorney oath administering officer sign the form (both need to sign the same form) and that the office administering the oath confirms the exact date the oath was administered. Both signed dates (your signature and your swearing-in officer's) must match.

Mail the card to:

The State Bar of California  
Attorney Regulation  
180 Howard Street  
San Francisco, CA 94105

- 2. Electronically:** Access the link sent to you by DocuSign. Applicants fill out their portion of the form and submit it. Once completed, DocuSign will send a second email that should be shared with the swearing-in officer. They can fill that out



and sign it electronically.

**12. If I complete my form on DocuSign, do I need to take any further action?**

No, once you and your swearing-in officer have both completed and signed the form via DocuSign, no further steps are required.

**13. Where do I send my form if I have printed it out?**

The primary method for returning the form is to scan it and email it back to: [OathCard@calbar.ca.gov](mailto:OathCard@calbar.ca.gov). Applicants who have no access to a computer should mail their completed form to:

The State Bar of California  
Attorney Regulation  
180 Howard Street  
San Francisco, CA 94105

**14. How do I scan a copy of my printed form?**

If you don't have access to a scanner, there are many free apps available on Android and iOS phones to create a PDF of your form.

[Adobe Scanner](#)

[Tiny Scan](#)

You can also go to a print shop locally that can help you scan the card.

**15. Can I submit a photo of my completed form?**

Your form must be submitted in PDF format. Photos of form will not be accepted.

**16. Will I receive confirmation that my form has been received?**

Yes, you will receive an email from the State Bar of California via DocuSign that the document was completed and received.

**17. I have completed and submitted my New Licensee Registration and Attorney Oath form. Is there a separate oath card?**

No, the New Licensee Registration and Attorney Oath form and oath card are one and the same.

**18. How long after the State Bar receives my form will it take for it to be processed and my bar number assigned?**

Once you have submitted your completed form, allow 30 days, and then check the State Bar website [Attorney Search](#) to confirm your enrollment and obtain your bar number. Although your bar number will not be assigned until your completed form has been received by the State Bar, your official date of admission will be the date you take your oath. As soon as you have submitted your completed form, you are eligible to practice law in California, and when asked for your bar number, you may state that it is "Pending." If after 30 days your bar number has not been assigned, please email a copy

of your completed and signed form to [OathCard@calbar.ca.gov](mailto:OathCard@calbar.ca.gov). A fee notice will be issued within 30 days of your bar number being assigned.

**19. There are typos or minor errors in the prefilled information, what can I do?**

Most fields on the form can be updated. If there is a change required to the name, as noted above, please submit with the required Name Change Form. Additionally, your law degree information has been prepopulated on your form based your record with the Office of Admissions. If there is a discrepancy with the information show, contact the Office of Admissions at [Admissions@calbar.ca.gov](mailto:Admissions@calbar.ca.gov).

**20. I have five years to complete my registration. For how long is the DocuSign link valid?**

The link is valid for one year. If you need to receive the link once more, please email [OathCard@calbar.ca.gov](mailto:OathCard@calbar.ca.gov).