



## REMINDERS TO AVOID DELAY IN APP PROCESS

- 1. Use Current Worksheets:** Please note that there are 4 different worksheets, with 4 different titles (*A. Civil jury trials to jury verdict as lead counsel, B. Civil jury trials to jury verdict as associate counsel, C. Civil jury trials that resolved other than by jury verdict as lead counsel, and D. Major felony jury trials to jury verdict as lead counsel*) and all trial listings must coincide with the worksheet that they are listed on. Make sure applicants complete the current worksheet dated on the bottom of the application which can be accessed at [www.ABOTA.org](http://www.ABOTA.org).
- 2. Send apps to National Office:** Send all apps to the National office; not to committee chairs or committee members.
- 3. Deadlines:** Check the dates; generally 35 days before each board meeting.
- 4. Signatures:** Each application requires a signature of the sponsor, applicant, and a chapter representative.
- 5. Civil jury trials to jury verdict:** All new member applications require a minimum of 10 civil jury trials to a jury verdict or hung jury as lead counsel listed appropriately on worksheet A.
- 6. Signature on worksheets:** All trial listings must be certified by signature with the following, "I certify the foregoing trial information is true and correct"
- 7. Emeritus Applications:** All Emeritus applications must have supporting documentation.
- 8. Transfer from one chapter to another:** When transferring from one chapter to another, national must receive a letter from the member requesting transfer, plus a letter from the chapter to which transfer is sought stating acceptance of the transfer.
- 9. Two checks for reinstatement:** All reinstatement apps require a \$300 check for the processing fee along with a check for the full dues for the year in which the application is submitted.
- 10. Read FAQs:** Read the FAQs posted on the website.
- 11. Call with questions:** Call the national office if there is any question. (800)-93-ABOTA (932-2682)