

**PROCEDURE FOR ASSOCIATION OF COUNSEL
PURSUANT TO SCR 42**

BOTH SIGNATURES MUST BE IN BLUE INK

THIS APPLICATION IS NOT FOR USE IN FEDERAL COURTS.

**DO NOT CHANGE OR OMIT ANY WORDING ON THE APPLICATION
without speaking with bar staff, noted below, first.**

Original application fee - \$550 (allow 7-10 days for processing)

Annual renewal fee - \$500

Expedite fee - \$100 (allow 24 – 36 hours for processing)

Filing the Verified Application with the State Bar of Nevada

- Your application **MUST** be filed with the State Bar of Nevada prior to filing the Motion to Associate with the court.

The application must include the following:

- The original application. A copy is not necessary.
- The original (no copy is necessary) Certificate(s) of Good Standing from every state in which applicant has been admitted; this includes inactive status. The Certificate of Good Standing must have been issued within the past 30 days.
- Certificates of Good Standing from Federal Courts in which the Petitioner is licensed are not necessary.
- Non-refundable fee of \$550 payable to the State Bar of Nevada.
- ALL questions must be answered. N/A is not an acceptable response.

Mail your application to: State Bar of Nevada, 3100 W. Charleston Blvd., Ste. 100, Las Vegas, NV 89102.

Question #11: You must list all prior applications within the past three years which the petitioner, **or any member of petitioner's firm, has submitted under Nevada SCR 42. Please do not list applications submitted to Federal Courts.**

Review and Processing

The processor will review your application for completeness. If an application is deficient, we will reach out to you.

Please pay particular attention to the following areas:

- Question 1: Must include the Petitioner's residential address and phone.
- Question 12: Please ensure the name on this line corresponds with the signature on the Nevada Counsel's consent page.
- Be sure both signatures are in blue ink and are notarized.
- **Although we provide captions for each court, please use only the one in which your case is filed.** Your Nevada counsel will be able to help with this.

The completed application will be processed within 7 – 10 days of receipt. All original documents will be returned to Nevada counsel accompanied by a State Bar Statement.

Expedited Service

For an additional \$100 we will process your completed application within 24-36 hours. Please include a self addressed/prepaid Federal Express envelope if you would like your application returned overnight. If you send a UPS envelope, please provide a contact name and number from your office for us to call when the application is ready. You will need to contact UPS for pick up. The application will be processed and returned to Nevada counsel.

Limitations and Burden on Applicant

SCR 42 allows five applications from the petitioner within the past three years. Excess applications must be accompanied by an affidavit setting forth the special circumstances and good cause. The original notarized affidavit must be submitted with the original application. We can provide sample affidavits should the need arise.

Motion to Associate

The motion to associate shall be filed with the court where the cause is pending by the Nevada counsel associated with the applicant, together with proof of service by mail of a copy of the motion on all parties in accordance with Nevada Rules of Civil Procedure. Nevada counsel must move the court for an order granting the applicant's admission.

The motion must include the following exhibits:

- Original Application
- Original Certificate(s) of Good Standing
- Original State Bar Statement (provided by the State Bar of Nevada)

Order Admitting to Practice

Nevada counsel must serve upon the State Bar of Nevada a file-stamped copy of the order *granting or denying* the admission within 30 days. You may email it to suzym@nvbar.org.

For your convenience, you may find a sample of the *Motion to Associate and Order Admitting* on the Library of Forms page of our website, www.nvbar.org. They are both available in Word format for you to easily download.

Renewal of Application

We will mail an invoice to the out-of-state counsel approximately 30 days prior to the due date. The Nevada counsel will be copied on any late notices.

On or before the anniversary date of the filing of the verified application with the State Bar of Nevada, the Nevada counsel of record must certify to the State Bar of Nevada, whether:

- (a) the out-of-state counsel continues to act as counsel in the cause; or
- (b) such cause has been fully adjudicated.

Any out-of-state counsel who continues to act as counsel in the cause shall remit to the State Bar of Nevada an annual \$500 fee within thirty (30) days of the anniversary date. Your anniversary date is the date (annually) the application was received at the State Bar of Nevada. Please calendar this date.

Failure to Renew

Pursuant to SCR 42(10), any out-of-state counsel who continues to act as counsel in a cause and fails to pay the renewal fees as set forth in SCR 42(9), shall be suspended from appearance in any cause upon expiration of a period of thirty (30) days after the anniversary date.

Please direct questions to Suzy Moore, suzym@nvbar.org; 702-317-1443, 702-382-2200.

Mailing address:

State Bar of Nevada, 3100 W. Charleston Blvd., Ste. 100, Las Vegas, NV89102

**THE CASE NUMBER MUST BE THE COMPLETE NUMBER!
NO ABBREVIATIONS.**

VAPP

**DISTRICT COURT
CLARK COUNTY, NEVADA**

)	
)	
Plaintiff,)	
)	Case No.
vs.)	Dept. No.
)	
)	
Defendant.)	
_____)	

**VERIFIED APPLICATION FOR ASSOCIATION
OF COUNSEL UNDER NEVADA SUPREME COURT RULE 42**

_____, Petitioner, respectfully represents:
First Middle Name Last

1. Petitioner resides at _____
Street Address

_____, _____, _____, _____
City County State Zip Code

() _____
Telephone

2. Petitioner is an attorney at law and a member of the law firm of: _____

with offices at _____
Street Address

_____, _____, _____, _____
City County State Zip Code

() _____
Telephone Email

3. Petitioner has been retained personally or as a member of the above named law firm by _____
_____ to provide legal representation in
connection with the above-entitled matter now pending before the above referenced court.

4. Since _____ of _____, petitioner has been, and presently is, a member of good standing of
the bar of the highest court of the State of _____ where petitioner regularly practices
law.

5. Petitioner was admitted to practice before the following United States District Courts, United
States Circuit Courts of Appeal, the Supreme Court of the United States, and/or courts of other states
on the dates indicated for each, and is presently a member in good standing of the bars of said Courts:

DATE ADMITTED

6. Is Petitioner currently suspended or disbarred in any court? You must answer yes or no. If yes,
give particulars; e.g., court, jurisdiction, date: _____

7. Is Petitioner currently subject to any disciplinary proceedings by any organization with authority
at law? You must answer yes or no. If yes, give particulars, e.g. court, discipline authority, date,
status: _____

8. Has Petitioner ever received public discipline including, but not limited to, suspension or disbarment, by any organization with authority to discipline attorneys at law? You must answer yes or no. If yes, give particulars, e.g. court, discipline authority, date, status: _____

9. Has Petitioner ever had any certificate or privilege to appear and practice before any regulatory administrative body suspended or revoked? You must answer yes or no. If yes, give particulars, e.g. date, administrative body, date of suspension or reinstatement: _____

10. Has Petitioner, either by resignation, withdrawal, or otherwise, ever terminated or attempted to terminate Petitioner's office as an attorney in order to avoid administrative, disciplinary, disbarment, or suspension proceedings? You must answer yes or no. If yes, give particulars: _____

11. Petitioner, or any member of petitioner's firm, has/have filed the following application(s) to appear as counsel under Nevada Supreme Court Rule 42 during the past three (3) years in the following matter(s), if none, indicate so: *(do not include Federal Pro Hacs)*

<u>Date of Application</u>	<u>Cause</u>	<u>Title of Court Administrative Body or Arbitrator</u>	<u>Was Application Granted or Denied?</u>
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(If more space is needed, you may list previous applications on a separate attachment.)

12. Nevada Counsel of Record for Petition in this matter is:

(must be the same as the signature on the Nevada Counsel consent page)

First Name Middle Name Last Name NV Bar #

who has offices at _____
Firm Name/Company

Street Address City County

_____, () _____
Zip Code Phone Number

13. The following accurately represents the names and addresses of each party in this matter, WHETHER OR NOT REPRESENTED BY COUNSEL, and the names and addresses of each counsel of record who appeared for said parties: (You may attach as an Exhibit if necessary.)

NAME	MAILING ADDRESS
_____	_____
_____	_____
_____	_____
_____	_____

14. Petitioner agrees to comply with the provisions of Nevada Supreme Court Rule 42(3) and (13) and Petitioner consents to the jurisdiction of the courts and disciplinary boards of the State of Nevada in accordance with provisions as set forth in SCR 42(3) and (13). Petitioner respectfully requests that Petitioner be admitted to practice in the above-entitled court FOR THE PURPOSES OF THIS MATTER ONLY.

15. Petitioner has disclosed in writing to the client that the applicant is not admitted to practice in this jurisdiction and that the client has consented to such representation.

Creed of Professionalism and Civility

PREAMBLE

A lawyer should always show personal courtesy and professional integrity in the fullest sense of those terms.

In fulfilling our duty to represent a client vigorously as lawyers, we will honor our obligations to the administration of justice in a rational, peaceful, and efficient manner. We remain committed to the rule of law as the foundation for a just and peaceful society.

Lawyers should exhibit courtesy, candor, and cooperation when participating in the legal system and dealing with the public. In addition, lawyers should demonstrate civility, professional integrity, personal dignity, and respect because these qualities are essential to the fair administration of justice and conflict resolution.

The Rules of Professional Conduct cannot address every conflict that may arise. These standards honor the spirit of the Rules by balancing a lawyer's obligation to protect and pursue a client's legitimate interests zealously, within the bounds of the law, while maintaining a professional, courteous, and civil attitude toward all persons in the legal system, as well as avoid the appearance of impropriety. Violations of these standards may trigger sanctions under Rules 4.4, 8.4(b), or others.

CREED

1. We will strive to find harmony in our responsibilities as a representative of clients, as officers of the legal system, and as public citizens.
2. We will treat all participants of the legal system in a civil and courteous manner, not only in court, but also in all other written and oral communications refraining from disparaging personal remarks or acrimony.
3. We will not encourage or knowingly authorize any person under our control to engage in uncivil conduct.
4. We will not, absent good cause, attribute bad motives or improper conduct to other counsel nor bring the profession into disrepute by unfounded accusations of impropriety.
5. We will adhere to promises and agreements fairly reached, whether orally or in writing, in good faith. When reiterating oral promises or agreements in writing, we will fairly, completely, and in good faith, restate all elements of the parties' oral agreement.
6. We will confer early with other counsel to assess settlement possibilities. We will not falsely hold out the possibility of settlement to adjourn discovery or to delay trial.
7. We will stipulate to undisputed matters unless we have a good-faith basis not to stipulate.
8. We will try in good faith to resolve our objections with opposing counsel.
9. We will not time the filing or service of motions or pleadings in any way that unfairly limits another party's opportunity to respond nor will we request an extension of time without just cause.

10. We will consult other counsel regarding scheduling matters in a good-faith effort to avoid scheduling conflicts.
11. We will endeavor to accommodate previously scheduled dates for hearings, depositions, meetings, conferences, vacations, seminars, or other functions of other counsel.
12. We will explain to our clients that cooperation is the professional norm. We will explain how procedural agreements do not compromise the clients' interests.
13. We will draft document requests and interrogatories without placing an undue burden or expense on any party.
14. We will ensure that our clients respond to document requests and interrogatories without strained interpretation. We will not produce documents nor answer interrogatories in a manner designed to hide or obscure the existence of documents or information.
15. We will be punctual and prepared for all Court appearances so that all hearings, conferences, and trials may commence on time.
16. We will not engage in conduct that brings disorder or disruption to the legal proceeding. We will advise our clients and witnesses of the proper conduct expected and, to the best of our ability, prevent our clients and witnesses from creating disorder or disruption.

IN SUMMARY

In summary, consistent with the lawyer's oath, lawyers are expected to commit to the spirit and letter of these standards, affirming that these guidelines do not denigrate the lawyer's duty of zealous representation. Law schools and continuing legal education courses should incorporate these standards when teaching professionalism to law students and practicing lawyers alike. Lawyers should make copies available to clients and adjudicators should reinforce these standards in the courtroom to reinforce our obligation to maintain and foster these standards and to make it clear that incivility may hurt the client's case.

I, _____, do hereby swear/affirm under penalty of perjury that the assertions
Print Petitioner Name
of this application and the following statements are true:

- 1) That I am the Petitioner in the above-entitled matter.
- 2) That I have received a copy of, read, and will adhere to the Nevada Creed of Professionalism and Civility.
- 3) That I have read Supreme Court Rule (SCR) 42 and meet all requirements contained therein, including, without limitation, the requirements set forth in SCR 42(2), as follows:
 - (A) I am not a member of the State Bar of Nevada;
 - (B) I am not a resident of the State of Nevada;
 - (C) I am not regularly employed as a lawyer in the State of Nevada;
 - (D) I am not engaged in substantial business, professional, or other activities in the State of Nevada;
 - (E) I am a member in good standing and eligible to practice before the bar of any jurisdiction of the United States; and
 - (F) I have associated a lawyer who is an active member in good standing of the State Bar of Nevada as counsel of record in this action or proceeding.
- 4) That I have read the foregoing application and know the contents thereof; that the same is true of my own knowledge except as to those matters therein stated on information and belief, and as to the matter I believe them to be true.

That I further certify that I am subject to the jurisdiction of the Courts and disciplinary boards of this state with respect to the law of this state governing the conduct of attorneys to the same extent as a member of the State Bar of Nevada; that I understand and shall comply with the standards of professional conduct required by members of the State Bar of Nevada; and that I am subject to the

DESIGNATION, CERTIFICATION AND CONSENT OF NEVADA COUNSEL

SCR 42(14) Responsibilities of Nevada attorney of record.

(a) The Nevada attorney of record shall be responsible for and actively participate in the representation of a client in any proceeding that is subject to this rule.

(b) The Nevada attorney of record shall be present at all motions, pre-trials, or any matters in open court unless otherwise ordered by the court.

(c) The Nevada attorney of record shall be responsible to the court, arbitrator, mediator, or administrative agency or governmental body for the administration of any proceeding that is subject to this rule and for compliance with all state and local rules of practice. It is the responsibility of Nevada counsel to ensure that the proceeding is tried and managed in accordance with all applicable Nevada procedural and ethical rules.

I _____ hereby agree to associate with Petitioner referenced hereinabove

Print Nevada Counsel Name

and further agree to perform all of the duties and responsibilities as required by Nevada Supreme Court Rule 42.

DATED this _____ day of _____, 20_____

Nevada Counsel of Record (blue ink)

STATE OF _____)
) ss
COUNTY OF _____)

Subscribed and sworn to before me

this _____ day of _____, 20_____

Notary Public

BEFORE THE

STATE OF NEVADA

IN THE MATTER OF _____) Case No.
) Docket No.
)
) VERIFIED APPLICATION FOR
) ASSOCIATION OF COUNSEL UNDER
) NEVADA SUPREME COURT RULE 42
)
 _____)

_____, Petitioner, respectfully represents:
First Middle Name Last

1. Petitioner resides at _____
Street Address
_____, _____, _____
City County State
_____, () _____
Zip Code Telephone

2. Petitioner is an attorney at law and a member of the law firm of _____

with offices at _____
Street Address
_____, _____, _____
City County State
_____, () _____
Zip Telephone Email

CASE NO.

**IN THE JUSTICE COURT, _____ TOWNSHIP
COUNTY OF _____, STATE OF NEVADA**

v.

)
)
)
)
)
)
)
)
)
)

**VERIFIED APPLICATION FOR
ASSOCIATION OF COUNSEL UNDER
NEVADA SUPREME COURT RULE 42**

_____, Petitioner, respectfully represents:
First Middle Name Last

1. Petitioner resides at _____
Street Address

_____, _____, _____
City County State

_____, (_____) _____
Zip Code Telephone

2. Petitioner is an attorney at law and a member of the law firm of

with offices at _____
Street Address

_____, _____, _____
City County State

_____, (_____) _____, _____
Zip Telephone Email

CASE NO.

DEPT NO.

**IN THE _____ JUDICIAL DISTRICT COURT OF
THE STATE OF NEVADA
IN AND FOR THE COUNTY OF _____**

vs.

**VERIFIED APPLICATION FOR
ASSOCIATION OF COUNSEL UNDER
NEVADA SUPREME COURT RULE 42**

_____, Petitioner, respectfully represents:

First Middle Name Last

1. Petitioner resides at _____
- Street Address

_____, _____, _____
City County State

_____, (_____) _____
Zip Code Telephone

2. Petitioner is an attorney at law and a member of the law firm of

_____ with offices at _____
Street Address

_____, _____, _____
City County State

_____, (_____) _____, _____
Zip Telephone Email

IN THE SUPREME COURT OF THE STATE OF NEVADA

_____) No.
)
)
 v.)
) VERIFIED APPLICATION FOR
) ASSOCIATION OF COUNSEL UNDER
) NEVADA SUPREME COURT RULE 42
)
)
 _____)

_____, Petitioner, respectfully represents:
First Middle Name Last

1. Petitioner resides at _____
Street Address
_____, _____, _____
City County State
_____, ()
Zip Code Telephone

2. Petitioner is an attorney at law and a member of the law firm of

with offices at _____
Street Address
_____, _____, _____
City County State
_____, ()
Zip Telephone Email

CODE 4255

IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
IN AND FOR THE COUNTY OF WASHOE

Plaintiff,

vs.

Case No.

Dept. No.

Defendant.

_____ /

**VERIFIED APPLICATION FOR ASSOCIATION OF COUNSEL UNDER
NEVADA SUPREME COURT RULE 42**

_____, Petitioner, respectfully represents:
First Middle Name Last

1. Petitioner resides at _____
Street Address

_____, _____, _____
City County State

_____, (_____) _____
Zip Code Telephone

2. Petitioner is an attorney at law and a member of the law firm of

with offices at _____
Street Address

_____, _____, _____
City County State

_____, (_____) _____, _____
Zip Telephone Email