

**NOTICE TO STATE BAR REGARDING  
EMPLOYMENT OF A DISBARRED, RESIGNED,  
SUSPENDED OR INVOLUNTARILY INACTIVE MEMBER**

*(Rules of Professional Conduct, rule 1-311)*

*Send to:*

*Office of the Chief Trial Counsel,  
Intake  
845 S. Figueroa St.  
Los Angeles, CA 90017  
Fax: (213) 765-1168*

I am reporting the employment of the following person:

I am reporting the termination of employment of the following person:

**DATE EFFECTIVE:**

**PERSON EMPLOYED:**

**BAR NO.**

**POSITION TITLE:**

Pursuant to rule 1-311(B), the employed person will not perform the following duties:

- (1) Render legal consultation or advice to the client;
- (2) Appear on behalf of a client in any hearing or proceeding or before any judicial office, arbitrator, mediator, court, public agency, referee, magistrate, commissioner, or hearing officer;
- (3) Appear as a representative of the client at a deposition or other discovery matter;
- (4) Negotiate or transact any matter for or on behalf of the client with third parties;
- (5) Receive, disburse or otherwise handle the client's funds; or
- (6) Engage in activities which constitute the practice of law.

Further, pursuant to rule 1-311(C), the employed person may perform the following duties, including but not limited to:

- (1) Legal work of a preparatory nature, such as legal research, the assemblage of data and other necessary information, drafting of pleadings, briefs, and other similar documents;
- (2) Direct communication with the client or third parties regarding matters such as scheduling, billing, updates, confirmation of receipt or sending of correspondence and messages; or
- (3) Accompanying an active member in attending a deposition or other discovery matter for the limited purpose of providing clerical assistance to the active member who will appear as the representative of the client.

Each client will be notified of the employed person's disbarred, resigned, suspended, or involuntarily inactive status, prior to or at the time of employing such person to work on the client's specific matter. The client will be served with such notice, and said notice shall be retained for a period of two (2) years following termination of the employed person's services for said client.

**SUBMITTED BY:**

Signature: \_\_\_\_\_ Dated:

Print Name: \_\_\_\_\_ Bar No.: \_\_\_\_\_ Tel. no.: \_\_\_\_\_

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