

Eligibility Verification Questionnaire and Request for Documentation

You must complete this Questionnaire and provide the requested documentation if you are applying for admission to the bar of Texas and you are, or ever have been, licensed or authorized to practice law in any other state or jurisdiction.

Use of business cards and letterhead

1. Within the past 7 years or since you have been licensed or authorized to practice law in any jurisdiction (whichever period is shorter), have you had or used business cards? _____

If you answered “yes,” upload a sample of each such business card and indicate the time period during which each was used.

2. Within the past 7 years or since you have been licensed or authorized to practice law in any jurisdiction (whichever period is shorter), have you had or used attorney, firm or company letterhead? _____

If you answered “yes,” upload a sample of each such attorney, firm, or company letterhead and indicate the time period during which each was used.

In-house/corporate counsel practice

(See Policy Statement on Practice Requirements, Paragraph I-A.)

3. Have you been employed in Texas as in-house/corporate counsel for a corporation or other entity? _____

If you answered “no,” you may skip to Question 4.

- a. At all times during such employment, did you hold a valid, active law license issued by another state (including any territory of the United States, as well as the District of Columbia)? _____
- b. At any time during such employment, did you render to anyone, except your employer, any service requiring the use of legal skill or knowledge or perform any other act constituting the practice of law as defined in Tex. Gov’t Code sec. 81.101 (set out below)? _____

The practice of law means the preparation of a pleading or other document incident to an action or special proceeding or the

management of the action or proceeding on behalf of a client before a judge in court, as well as a service rendered out of court, including the giving of advice or the rendering of any service requiring the use of legal skill or knowledge, such as preparing a will, contract, or other instrument, the legal effect of which under the facts and conclusions involved must be carefully determined.

- c. If you answered “yes” to 3b, please use the box below to provide the following information about each such matter handled:
- i. Brief description of client matter (such as divorce, probate of estate, contract review, etc.)
 - ii. Inclusive dates of such advice, representation, or services rendered
 - iii. List of every judicial or administrative trial or proceeding in which you appeared for or represented the client
 - iv. A statement of why you believe you were authorized to undertake this practice of the law in Texas without being admitted to the Texas Bar as required by Tex. Gov’t Code sec. 81.102; and
 - v. A copy of the docket sheet for every Texas state court or administrative proceeding in which you provided such services.
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Military attorney practice

(See Policy Statement on Practice Requirements, Paragraph I-B.)

4. Have you been employed in Texas as a military attorney with the United States Armed Forces? _____

If you answered “no,” you may skip to Question 5.

- a. At all times during such employment, did you hold a law license issued by another state (including any territory of the United States, as well as the District of Columbia)? _____
- b. At any time during such employment, did you render to anyone, except to those persons permitted within the scope of your employment duties with the military, any service requiring the use of legal skill or knowledge or perform any other acts constituting the practice of law as defined in Tex. Gov't Code sec. 81.101 (see definition in Question 3)? _____
- c. If you answered "yes" to 4b, please use the box below to provide the following information about each such matter handled:
 - i. Brief description of client matter (such as divorce, probate of estate, contract review, etc.)
 - ii. Inclusive dates of such advice, representation, or services rendered
 - iii. List of every judicial or administrative trial or proceeding in which you appeared for or represented the client
 - iv. A statement of why you believe you were authorized to undertake this practice of the law in Texas without being admitted to the Texas Bar as required by Tex. Gov't Code sec. 81.102
 - v. A copy of the docket sheet for every Texas state court or administrative proceeding in which you provided such services.

General questions regarding practice in Texas

(See Texas Gov't Code sec. 81.101 *et seq.* and Policy Statement on Practice Requirements, Paragraph I-C)

5. Have you ever practiced law in Texas, other than as an in-house/corporate counsel for a corporation or other entity, or as a military attorney with the United States Armed Forces?

If you answered "no," skip to Question 6.

- a. Did such practice consist exclusively of federal law? _____
- i. If such practice consisted exclusively of federal law, did you hold a valid law license issued by another state (including any territory of the United States, as well as the District of Columbia) at all times during such practice? _____
 - ii. If such practice consisted exclusively of federal law, were you admitted to practice law in the federal jurisdiction in which your federal practice occurred? _____

If not, please explain why you believe such practice was authorized.

- b. Please use the box below to provide the following information about each such matter handled:
- i. Brief description of client matter (such as divorce, probate of estate, contract review, etc.)
 - ii. Inclusive dates of such advice, representation, or services rendered
 - iii. List of every judicial or administrative trial or proceeding in which you appeared for or represented the client
 - iv. A statement of why you believe you were authorized to undertake this practice of the law in Texas without being admitted to the Texas Bar as required by Tex. Gov't Code sec. 81.102.
- c. Have you ever been employed by a Texas law firm where your legal work consisted of other than exclusively federal law? _____

If you answered "yes," provide two written statements, one from you and one from your supervising manager or managing partner, addressing the following areas:

- i. Whether you performed any legal work in Texas; and if so,
- ii. Whether such practice, if any, was supervised by a licensed member of the Texas Bar who retained responsibility for the legal work and

maintained a direct relationship with the client. Also, see Texas Disciplinary Rules of Professional Conduct, Rule 5.05, comments 4 and 5.

Employment outside of licensed or authorized jurisdiction

(See Policy Statement on Practice Requirements, Paragraph II - B.)

- 6. Have you ever practiced law, other than Pro Hac Vice, in any jurisdiction(s) (including foreign nations or another state or territory of the United States or the District of Columbia) without holding a valid, active license issued by each jurisdiction in which such practice occurs? _____

If you answered “yes,” in order to have such employment considered for purposes of meeting any practice requirement of Rule XIII or XIV, Rules Governing Admission to the Bar of Texas, you must cause the jurisdiction in which the activity occurs to confirm in writing to the Board that it regards such practice as lawful.

If it is demonstrated that written confirmation of lawful practice has been sought from the jurisdiction and cannot be obtained, alternate proof of lawfulness can be provided in the form of a written statement citing court rule, statute or other authority in the jurisdiction, demonstrating to the satisfaction of the Board that the jurisdiction does not regard such activity or practice as unlawful.

Non-resident practice in Texas

(See Policy Statement on Practice Requirements, Paragraph III- H.)

- 7. Have you ever received permission to participate in Texas proceedings as a non-resident attorney under Rule XIX? _____
 - a. If you answered “yes,” upload a copy of each motion seeking such admission and each order granting such admission.

Signature

Electronic signatures are accepted.

Date