

AUTHORIZED HOUSE COUNSEL
Chapter 17, Rules Regulating The Florida Bar

APPLICATION CHECKLIST

1. FILING FEE

A filing fee of \$1600 must accompany each application. Please make the check payable to The Florida Bar. Fees are not refundable.

2. CERTIFICATION FROM APPLICANT

Rule 17-1.4(a)(2), Rules Regulating The Florida Bar, provides that an individual seeking certification as authorized house counsel shall file certification with The Florida Bar.

3. CERTIFICATE(S) OF GOOD STANDING/STATUS

See Rule 17-1.4(a)(1), Rules Regulating The Florida Bar, for the information that needs to be provided in the certificate from the appropriate entity governing the practice of law in all those jurisdictions in which the applicant is licensed to practice. **IF THE NECESSARY LANGUAGE IS NOT INCLUDED ON OR ATTACHED TO THE CERTIFICATE, YOUR APPLICATION WILL BE RETURNED.**

A form certificate that may be utilized by the appropriate licensing authority is on the Authorized House Counsel page of the website. Please feel free to make copies if certificates from multiple jurisdictions are needed for your application. The Florida Bar will accept the official status certificate of another jurisdiction.

CERTIFICATES OVER 30 DAYS OLD WILL NOT BE ACCEPTED.

4. CERTIFICATE OF BUSINESS ORGANIZATION

Rule 17-1.4(a)(3), Rules Regulating The Florida Bar, provides that an individual seeking certification as authorized house counsel shall file with The Florida Bar an appropriate certificate from the employing business organization. An authorized representative of the organization must certify: that the business meets the qualifications of Rule 17-1.2(b); that the organization is aware that the registrant is not licensed to practice in Florida; and that the organization is not relying on The Florida Bar in any manner in employing the individual.

A certificate that may be utilized by the business organization is on the Authorized House Counsel page of the website. A corporate seal may be affixed to the form but is not required. Any certification submitted on stationery of the business organization should include this form language, or specifically address the issues within Rule 17-1.4(a)(3).