



THE WEST VIRGINIA STATE BAR

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To: IOLTA Participating Financial Institutions

From: The West Virginia State Bar

Date: December 2018

The State Bar reminds all IOLTA Participating Financial Institutions that Administrative Rule 10.08(c) sets out specific requirements for notification of the State Bar of any NSF/dishonored instrument. These requirements include providing the State Bar, as well as the account owner, with the number of the account upon which the dishonored instrument was written, the name of the lawyer or law firm on the account, the date of presentation of the instrument for payment, and the date the instrument was paid, if the account has overdraft coverage. It is most helpful to the State Bar if the check or instrument number is also provided. State Bar personnel monitor all NSF notices in an effort to insure that clients of the lawyer/firm are protected and that any pattern of the lawyer or law firm in having instruments dishonored be determined as soon as there appears there may be a problem. If you have questions concerning the State Bar's request, feel free to contact the Bar's Director, Anita Casey, at caseya@wvbar.org or 304-553-7228.

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