



**THE WEST VIRGINIA STATE BAR
APPLICATION TO FORM A LEGAL CORPORATION (L.C.)
(STATE BAR ADMINISTRATIVE RULE 11)**

1. Check designation below:

Legal Corporation (LC)

2. _____
Name of Corporation

3. The name(s) and West Virginia Bar number(s) of the incorporator(s) or original shareholder(s) of the L. C.

a. _____
Name of incorporator or original shareholder

b. _____
WV State Bar No.

4. Office Address

a. _____
Street Address or Post Office Box Number

b. _____
City, State, and Zip Code

5. Legal Corporation's designated contact person.

a. _____
Name and title of designated contact person

b. _____
Email Address

c. _____
Telephone number

d. _____
Facsimile number

6. Review and initial one:

- a. _____ I acknowledge that this legal corporation does not have shareholders or other lawyers associated with the entity who are not admitted to practice law in West Virginia.
- b. _____ I acknowledge that this legal corporation does have shareholders or other lawyers associated with the entity who are not admitted to practice law in West Virginia.

7. West Virginia designated lawyer(s) responsible for compliance with the unauthorized practice of law definition and provisions of the West Virginia Rules of Professional Conduct.

_____ Designee 1	_____ (Bar No.)	_____ Designee 2	_____ (Bar No.)
_____ Address		_____ Address	
_____ City, State and Zip Code		_____ City, State and Zip Code	
_____ Telephone Number		_____ Telephone Number	
_____ Facsimile Number		_____ Facsimile Number	

*Use a separate sheet of paper for additional designees.

8. Administrative Rule 10 of the West Virginia State Bar establishes a comprehensive Interest on Lawyers Trust Accounts (IOLTA) program.

A Notice of Compliance with Rule 10 must be filed annual with The West Virginia State Bar by each West Virginia lawyer participating in the IOLTA program. Administrative Rule 10 can be found on the State Bar’s website at www.wvbar.org.

Bank Name: _____

Account Name: _____

Account Number: _____

Routing Number: _____
(If you have more accounts, identify and list each on a separate sheet of paper)

9. Review and initial:

- a. _____ I acknowledge that the legal corporation has sufficient policies and procedures in place to prevent the unauthorized practice of law in West Virginia by any person associated with the corporation.
- b. _____ I acknowledge that the legal corporation has professional liability insurance or a designated/ segregated fund for the satisfaction of judgments against the legal corporation, and its

shareholders and employees, for acts, errors, and omissions occurring in the practice of law per occurrence/aggregate.

Name of Insurance Company _____

Address _____

Policy Number _____

Coverage Date _____ to _____
(A copy of the declarations page must be attached to this application)

- c. _____ I acknowledge that the legal corporation is required to submit its renewal application and \$50.00 renewal fee on or before November 1 of each year.

Signature of incorporator or original shareholder

Date of Application

**THE WEST VIRGINIA STATE BAR
INSTRUCTIONS FOR FORMING A LEGAL CORPORATION (L.C.)**

1. Each application to form a Legal Corporation shall be submitted to the West Virginia State Bar and accompanied by a \$50.00 application fee. (Rule 11.02(a))
2. The corporation's name must contain the last name or names of one or more of its shareholders, or lawyers associated with the partnership or legal corporation and contain the words "Legal Corporation" or the abbreviation "L.C." (Rule 11.04(2))
3. Each application shall be signed by an incorporator of the Legal Corporation. (Rule 11.02(a))
4. The application shall contain the office address, email address, telephone number and facsimile number for the contact person designated by the applicant. (Rule 11.02(a))
5. If the legal corporation has shareholders or other lawyers associated with the entity who are not admitted to practice law in West Virginia, the legal corporation must (a) designate one or more licensed West Virginia lawyers associated with the LC who shall be responsible for compliance with the unauthorized practice of law provisions of the West Virginia Rules of Professional Conduct, and (b) certify that the corporation has sufficient policies and procedures in place to prevent the unauthorized practice of law. (Rule 11.02(b))
6. The legal corporation must provide written disclosure that the corporation has professional liability insurance or a designated, segregated fund for the satisfaction of judgments against the corporation, its shareholders and employees for acts, errors, and omissions occurring in the practice of law (Rule 11.04 (b)).
7. All approved LCs must file a renewal application with the West Virginia State Bar with the applicable \$50.00 renewal fee on or before November 1 of each year. (Rule 11.06)

See WV Code, Chapter 30, Article 2, Section 5a and WV State Bar Administrative Rule 11.