



State Bar  
of Georgia

## NEW MEMBERSHIP ENROLLMENT INSTRUCTIONS

Membership Department  
104 Marietta Street, N.W., Suite 100  
Atlanta, GA 30303

**CONGRATULATIONS!** The Office of Bar Admissions has notified the State Bar of Georgia that you are now certified to be admitted to the practice of law in Georgia. The first step in the admission process is to be sworn in to the Superior Court. You may contact the Clerk of the Superior Court for any county in the State to make an appointment. After being sworn in, the enrollment forms listed below need to be completed and mailed with your payment to the address above.

**ENROLLMENT WITH THE STATE BAR OF GEORGIA IS MANDATORY AFTER BEING SWORN IN. YOU MUST ENROLL WITH THE STATE BAR OF GEORGIA BEFORE YOU BEGIN TO PRACTICE LAW IN GEORGIA!**

Enrollment with the State Bar of Georgia within sixty-(60) days of being sworn in to Superior Court in Georgia is required. If you do not enroll within the sixty-(60) day period, you are subject to additional fees and paperwork. Once enrolled, you are authorized to practice in Superior and all lower Courts in the State. **Your license fee obligation is based on the date that you are sworn in to Superior Court, which is also the official date used on your permanent membership record as your date of admission to practice.**

You may choose to be sworn in separately to the Georgia Court of Appeals, Georgia Supreme Court and Federal District Courts by contacting these courts. The Young Lawyers Division of the Bar sponsors mass swearing in ceremonies twice a year for the higher courts and will send out information to new members after you have enrolled.

### ITEMS NECESSARY FOR ENROLLMENT ARE LISTED BELOW:

1. The Attorney Oath and Order: This document must have an official raised or colored seal. (*NO COPIED SEALS WILL BE ACCEPTED*).
2. The Membership Enrollment Form: It must be signed. Blue ink is preferred.
3. Payment of appropriate fees with Dues Notice included: Make check or money order payable to State Bar of Georgia.
4. Transition Into Law Practice Program Form (Mentoring Program): Return appropriate Transition Into Law Practice Program form based on your status.
5. Late Enrollment: The Late Registration Affidavit is required along with a \$100 late fee if enrolling past 60 days of being sworn in.
6. Name Change: Enclose a photocopy of marriage certificate if your name has changed since you took the Bar Exam.

### ADMISSION ON MOTION AND FOREIGN LAW CONSULTANTS:

Those who enroll in the State Bar without taking the Georgia Bar Examination, and who have not previously paid the Clients' Security Fund and the Bar Facility Assessment, shall be responsible for the full Assessments, which are due and payable prior to, or upon registration with the State Bar of Georgia. (Clients' Security Fund \$100/Bar Facility Assessment \$200).

### ABOUT THE MANDATORY ASSESSMENTS:

Refer to information provided on the Enrollment CD for more detailed information on the Assessments, or review Rule 1-507 Bar Facility Assessment (BFA) and Rule 1-506 Clients' Security Fund (CSF) in the State Bar Directory and Handbook on page H-5.

**For immediate notification of your enrollment and Bar Number, please provide us with a current email address. If you need enrollment assistance, contact the Membership Department at (404) 527-8777 or (800) 334-6865, ext. 777, or via email at [membership@gabar.org](mailto:membership@gabar.org).**