

**CHECKLIST to Limited Practice as House Counsel under  
Washington Supreme Court Admission and Practice Rule (APR) 8(f)**

**NOTE:** Application is not considered submitted for House Counsel under APR 8(f) until the below has been received by the WSBA

- ☐ **Complete the Online Application for Licensure**
- ☐ **Affidavit of Employer** signed by an officer, director or general counsel of employer dated within six months prior to the date the application is submitted with the WSBA.
- ☐ **Certificate(s) of Admission to Practice and Standing** in all jurisdictions where you are admitted or have ever been admitted, dated within six months prior to the date the application is submitted with the WSBA.
- ☐ **Two Good Moral Character Certificates** signed and dated within six months prior to the date the application is submitted with the WSBA.
- ☐ **One Authorization and Release Form** signed and notarized within six months prior to the date the application is submitted with the WSBA.
- ☐ **Application Fee of \$620** payable to the Washington State Bar Association. This fee is separate from the NCBE fee.



## Admission and Practice Rule (APR) 8(f) House Counsel

**(a) Exception for House Counsel.** A lawyer admitted to the practice of law in any jurisdiction may apply to the Bar for a limited license to practice law as in-house counsel in this state when the lawyer is employed in Washington as a lawyer exclusively for a profit or not for profit corporation, including its subsidiaries and affiliates, association, or other business entity, that is not a government entity, and whose lawful business consists of activities other than the practice of law or the provision of legal services. The lawyer shall apply by:

- (i) filing an application in the form and manner that may be prescribed by the Bar;
- (ii) presenting satisfactory proof of (I) admission to the practice of law and current good standing in any jurisdiction and (II) good moral character and fitness to practice;
- (iii) filing an affidavit from an officer, director, or general counsel of the applicant's employer in this state attesting to the fact the applicant is employed as a lawyer for the employer, including its subsidiaries and affiliates, and the nature of the employment conforms to the requirements of this rule;
- (iv) paying the application fees required of lawyer applicants for admission under APR3; and
- (v) furnishing whatever additional information or proof that may be required in the course of investigating the applicant.

(1) Upon approval of the application by the Bar, the lawyer shall take the Oath of Attorney, pay the current year's annual license fee and any mandatory assessments required of active lawyer members. The Bar shall transmit its recommendation to the Supreme Court which may enter an order granting the lawyer a license to engage in the limited practice of law under this section.

(2) The practice of a lawyer licensed under this section shall be limited to practice exclusively for the employer, including its subsidiaries and affiliates, furnishing the affidavit required by the rule and shall not include (i) appearing before a court or tribunal as a person admitted to practice law in this state, and (ii) offering legal services or advice to the public, or (iii) holding oneself out to be so engaged or authorized.

(3) All business cards and employer letterhead used by a lawyer licensed under this section shall state clearly that the lawyer is licensed to practice in Washington as in-house counsel.

(4) A lawyer licensed under this section shall pay to the Bar an annual license fee in the maximum amount required of active lawyer members and any mandatory assessments required of active lawyer members of the Bar.

(5) The practice of a lawyer licensed under this section shall be subject to the Rules of Professional Conduct, the Rules for Enforcement of Lawyer Conduct, and to all other laws and rules governing lawyers admitted to the active practice of law in this state. Jurisdiction shall continue whether or not the lawyer retains the limited license and irrespective of the residence of the lawyer.

(6) The lawyer shall promptly report to the Bar a change in employment, a change in admission or license status in any jurisdiction where the applicant has been admitted to the practice of law, or the commencement of any formal disciplinary proceeding in any jurisdiction where the applicant has been admitted to the practice of law.

(7) The limited license granted under this section shall be automatically terminated when employment by the employer furnishing the affidavit required by this rule is terminated, the lawyer has been admitted to the practice of law pursuant to any other provision of the APR, the lawyer fails to comply with the terms of this rule, the lawyer fails to maintain current good standing in at least one other jurisdiction where the lawyer has been admitted to the practice of law, or on suspension or disbarment for discipline in any jurisdiction where the lawyer has been admitted to the practice of law. If a lawyer's employment is terminated but the lawyer, within three months from the last day of employment, is employed by an employer filing the affidavit required by (iii), the license shall be reinstated.

(8) A lawyer admitted in another United States jurisdiction and authorized to provide legal services under this Rule may provide legal services in this jurisdiction for no fee through a Bar qualified legal services provider, as that term is defined in APR 1. If such services involve representation before a court or tribunal, the lawyer shall seek permission under APR 8(b) and any fees for such permission shall be waived. The prohibition against compensation in this paragraph shall not prevent a qualified legal services provider from reimbursing a lawyer authorized to practice under this rule for actual expenses incurred while rendering legal services under this pro bono exception. In addition, a qualified legal services provider shall be entitled to receive all court awarded attorney's fees for pro bono representation rendered by the lawyer.

**(b) [Reserved.]**

[Adopted effective February 12, 1965; Amended effective May 20, 1966; March 10, 1971; July 9, 1982; September 1, 1984; October 11, 1985; September 1, 1998; March 9, 1999; March 5, 2002; October 1, 2002; December 24, 2002; June 24, 2003; November 25, 2003; September 1, 2004; September 1, 2006; January 1, 2007, May 6, 2008; September 1, 2009; January 1, 2014; September 1, 2015; September 1, 2017; December 5, 2017; September 1, 2018; April 21, 2020.]

**AFFIDAVIT OF EMPLOYER FOR  
APR 8(f) HOUSE COUNSEL**

I certify that the applicant, \_\_\_\_\_, is employed, or will be employed upon approval of this application, in Washington state as a lawyer exclusively for \_\_\_\_\_, a profit or not for profit corporation (including its subsidiaries and affiliates), association, or other business entity registered to do business in Washington state. The corporation, association, or other business entity is not a government entity, and its lawful business does not consist of the practice of law or the provision of legal services. The nature of the employment in all other respects conforms to the requirements of rule 8(f) of the Admission and Practice Rules (APR).

Certified to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Employer Representative

\_\_\_\_\_  
Printed Name of Employer Representative and Title  
(Must be an officer, director, or general counsel of employer)

\_\_\_\_\_  
City, State Where Signed

NOTE TO APPLICANT: You must also have certified #1 completed by a different lawyer, and you must upload it separately with your application.

## GOOD MORAL CHARACTER AND FITNESS CERTIFICATE - #1

The Washington Supreme Court Admission and Practice Rules (APRs) require that “[e]very person desiring to be admitted to the Bar and the practice of law in Washington must be of good moral character, and possess the requisite fitness to practice law....” APR 3(a).

**Good moral character** is defined in APR 20(c) as “a record of conduct manifesting the qualities of honesty, fairness, candor, trustworthiness, observance of fiduciary responsibilities, adherence to the law, and a respect for the rights of other persons and the judicial process.”

**Fitness to practice law** is defined in APR 20(d) “a record of conduct that establishes that the applicant meets the essential eligibility requirements for the practice of law.”

The **essential eligibility requirements** for the practice of law include the following five abilities:

- (1) the ability to exercise good judgment and to conduct oneself with a high degree of honesty, integrity, and trustworthiness in financial dealings, legal obligations, professional relationships and in one's professional business.
- (2) the ability to conduct oneself in a manner that engenders respect for the law and adheres to the Washington Rules of Professional Conduct.
- (3) the ability to diligently, reliably, and timely perform legal tasks and fulfill professional obligations to clients, lawyers, LLLTs, or LPOs, courts, and others.
- (4) the ability to competently undertake fundamental legal skills commensurate with the lawyer, LLLT, or LPO license applied for, such as legal reasoning and analysis, recollection of complex factual information and integration of such information with complex legal theories, problem solving, and recognition and resolution of ethical dilemmas and;
- (5) the ability to communicate comprehensibly with clients, lawyers, LLLTs, LPOs, courts, and others, with or without the use of aids or devices.

APR 20(e).

### Lawyer (two separate attorneys must complete one of these forms for an applicant)\*

This is to certify that I, \_\_\_\_\_, am a member in good standing of the  
(please print name)

Bar of \_\_\_\_\_; that I am and have been well acquainted

with \_\_\_\_\_, an applicant for admission/licensing to the Bar of the

State of Washington, since \_\_\_\_\_; and that I believe this applicant is of good moral character

and possesses the requisite fitness to practice law as defined above and that I recommend this applicant's admission.

Certified on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Bar/License No.

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

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## GOOD MORAL CHARACTER AND FITNESS CERTIFICATE - #2

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- (2) the ability to conduct oneself in a manner that engenders respect for the law and adheres to the Washington Rules of Professional Conduct.
- (3) the ability to diligently, reliably, and timely perform legal tasks and fulfill professional obligations to clients, lawyers, LLLTs, or LPOs, courts, and others.
- (4) the ability to competently undertake fundamental legal skills commensurate with the lawyer, LLLT, or LPO license applied for, such as legal reasoning and analysis, recollection of complex factual information and integration of such information with complex legal theories, problem solving, and recognition and resolution of ethical dilemmas and;
- (5) the ability to communicate comprehensibly with clients, lawyers, LLLTs, LPOs, courts, and others, with or without the use of aids or devices.

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(please print name)

Bar of \_\_\_\_\_; that I am and have been well acquainted

with \_\_\_\_\_, an applicant for admission/licensing to the Bar of the

State of Washington, since \_\_\_\_\_; and that I believe this applicant is of good moral character

and possesses the requisite fitness to practice law as defined above and that I recommend this applicant's admission.

Certified on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Bar/License No.

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

## AUTHORIZATION AND RELEASE

I, (Name) \_\_\_\_\_,

born at (City) \_\_\_\_\_, (State) \_\_\_\_\_,

(COUNTRY) \_\_\_\_\_, on (Date of Birth) \_\_\_\_\_,

having filed an application with the admission authority of Washington State, hereby apply for a character report to be prepared by the Washington State Bar Association (WSBA) and the National Conference of Bar Examiners (NCBE). I further consent to allow NCBE and WSBA to conduct an investigation as to my moral character, professional reputation, and fitness for the practice of law. I further agree to provide additional information which may be required concerning my past record. I understand that the contents of my character report are treated confidentially by WSBA and NCBE, and, that NCBE reports the contents of the report only to bar admission authorities for the purpose of making a determination regarding my character and fitness to practice law.

I also authorize and request every person, firm, company, corporation, association, court, school, college, university, other educational institution, government agency, law enforcement agency, and any other agency having control of any records, files, documents, writings, or other information pertaining to me to furnish to WSBA and NCBE any such information regarding any and all charges, complaints, disciplinary actions, grievances, sanctions, suspensions, reprimands, disqualifications, censures, resignations, terminations, citations, arrests, indictments, convictions, judgments, courts-martial, non-judicial punishments, or administrative discharges (including those dismissed or otherwise erased or expunged by law, whether formal or informal, pending or closed), or any other pertinent data or information pertaining to me. I further authorize WSBA and NCBE or any of its agents or representatives to inspect and make copies of such documents, records, or other information.

I authorize the National Personnel Records Center in St. Louis, MO, or other custodian of my military record to release to the WSBA and NCBE information or photocopies from my military record.

I hereby release, discharge and exonerate the National Conference of Bar Examiners, its agents and representatives, the Washington State Bar Association, its agents and representatives, and any person furnishing information from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records, and other information, or the investigation made by the National Conference of Bar Examiners or by the Washington State Bar Association.

\_\_\_\_\_  
Signature of Applicant

STATE/DISTRICT OF \_\_\_\_\_

COUNTY/PARISH OF \_\_\_\_\_

Subscribed and sworn to or affirmed before me this \_\_\_\_\_ day

of \_\_\_\_\_, \_\_\_\_\_  
Month Year

\_\_\_\_\_  
Signature of Notary Public

My commission expires \_\_\_\_\_

Seal or stamp must be affixed to each original.

**Complete this form and upload image or PDF to your online application.**