

CHECKLIST FOR REINSTATEMENT APPLICATIONS

Rules 64 and 65, Ariz. R. S. Ct.

1. Compliance with Supreme Court's order of discipline:

- Clients notified – proof supplied
- Assessed costs paid

2. Required Documentation:

- Application filing fee (paid to the State Bar of Arizona)
- Payment of any sums owed to the client security fund. Include affidavit from the Administrator of the Client Protection Fund. For more information call the State Bar at 602-340-7286.
- Payment of advance costs for investigation. Include affidavit from the Lawyer Regulation Records Manager. For more information call the State Bar at 602-340-7353.
- General release form

3. Affidavit (Rule 64) suspended for 6 months or less

- Avowal of full compliance
- Avowal of payment of all required fees, costs, and expenses
- Affidavit notarized

4. Application (Rule 65) suspended for more than 6 months:

- 1) Name, age, residence and address of the applicant.
- 2) The offense or misconduct upon which the disbarment or suspension was based, together with the date of disbarment or suspension.
- 3) Names and addresses of all complainants
Name and address of the Presiding Disciplinary Judge
Name of trial judge, complaining witness, and Prosecutor, if felony or serious misdemeanor
- 4) Description of occupation for period of rehabilitation with names and addresses of all partners, associates, employers – dates and duration of each
- 5) Approximate monthly earnings during rehab and other income including source
- 6) All residences with names and addresses of landlords
- 7) Financial obligations with dates, names and addresses of all creditors
- 8) Detailed description of all civil actions with names, dates and addresses
- 9) Any arrests or prosecution of any crimes, with details
- 10) Any applications for licenses with details
- 11) Proceedings regarding other professional standings
- 12) Any fraud charges
- 13) Statement in support, including rehab details
- 14) Any pending disability status details
- 15) Application verified

5. Additional Supporting Documentation (Rule 65):

- Copies of judgments, court orders, findings and recommendations.
- Copies of any prior applications with findings and orders.
- Copies of all federal and state income tax returns, as filed, including all schedules with W-2's for the period of suspension/disbarment to present.
- Any additional requested information by the PDJ

Incomplete Applications will be rejected.