

**PROCEDURE FOR ASSOCIATION OF COUNSEL  
PURSUANT TO SCR 42**

**BOTH SIGNATURES MUST BE IN BLUE INK**

**THIS APPLICATION IS NOT FOR USE IN FEDERAL COURTS.**

**DO NOT CHANGE OR OMIT ANY WORDING ON THE APPLICATION  
without speaking with bar staff, noted below, first.**

Original application fee - \$550 (allow 7-10 days for processing)

Annual renewal fee - \$500

Expedite fee - \$100 (allow 24 – 36 hours for processing)

**Filing the Verified Application with the State Bar of Nevada**

- Your application **MUST** be filed with the State Bar of Nevada prior to filing the Motion to Associate with the court.

**The application must include the following:**

- The original application. A copy is not necessary.
- The original (no copy is necessary) Certificate(s) of Good Standing from every state in which applicant has been admitted; this includes inactive status. The Certificate of Good Standing must have been issued within the past 30 days.
- Certificates of Good Standing from Federal Courts in which the Petitioner is licensed are not necessary.
- Non-refundable fee of \$550 payable to the State Bar of Nevada.
- ALL questions must be answered. N/A is not an acceptable response.

Mail your application to: State Bar of Nevada, 3100 W. Charleston Blvd., Ste. 100, Las Vegas, NV 89102.

**Question #11: You must list all prior applications within the past three years which the petitioner, **or any member of petitioner's firm**, has submitted under Nevada SCR 42. Please do not list applications submitted in Federal Court.**

## **Review and Processing**

The processor will review your application for completeness. If an application is deficient, it will be returned to Nevada counsel for correction.

Please pay particular attention to the following areas:

- Question 1: Must include the Petitioner's residential address and phone.
- Question 12: Please ensure the name on this line corresponds with the signature on the Nevada Counsel's consent page.
- Be sure both signatures are in blue ink and are notarized.
- **Although we provide captions for each court, please use only the one in which your case is filed.** Your Nevada counsel will be able to help with this.

The completed application will be processed within 7 – 10 days of receipt. All original documents will be returned to Nevada counsel accompanied by a State Bar Statement.

## **Expedited Service**

For an additional \$100 we will process your completed application within 24-36 hours. Please include a self addressed/prepaid Federal Express envelope if you would like your application returned overnight. If you send a UPS envelope, please provide a contact name and number from your office for us to call when the application is ready. You will need to contact UPS for pick up. The application will be processed and returned to Nevada counsel.

## **Limitations and Burden on Applicant**

SCR 42 allows five applications from the petitioner within the past three years. Excess applications must be accompanied by an affidavit setting forth the special circumstances and good cause. The original notarized affidavit must be submitted with the original application. We can provide sample affidavits should the need arise.

## **Motion to Associate**

The motion to associate shall be filed with the court where the cause is pending by the Nevada counsel associated with the applicant, together with proof of service by mail of a copy of the motion on all parties in accordance with Nevada Rules of Civil Procedure. Nevada counsel must move the court for an order granting the applicant's admission.

The motion must include the following exhibits:

- Original Application
- Original Certificate(s) of Good Standing
- Original State Bar Statement

### **Order Admitting to Practice**

Nevada counsel must serve upon the State Bar of Nevada a file-stamped copy of the order *granting or denying* the admission within 30 days. You may email it to [suzym@nvbar.org](mailto:suzym@nvbar.org).

**For your convenience, you may find a sample of the *Motion to Associate and Order Admitting* on the Library of Forms page of our website, [www.nvbar.org](http://www.nvbar.org). They are both available in Word format for you to easily download.**

### **Renewal of Application**

We will mail an invoice to the out-of-state counsel approximately 30 days prior to the due date. The Nevada counsel will be copied on any late notices.

On or before the anniversary date of the filing of the verified application with the State Bar of Nevada, the Nevada counsel of record must certify to the State Bar of Nevada, whether:

- (a) the out-of-state counsel continues to act as counsel in the cause; or
- (b) such cause has been fully adjudicated.

Any out-of-state counsel who continues to act as counsel in the cause shall remit to the State Bar of Nevada an annual \$500 fee within thirty (30) days of the anniversary date. Your anniversary date is the date (annually) the application was received at the State Bar of Nevada. Please calendar this date.

### **Failure to Renew**

Pursuant to SCR 42(10), any out-of-state counsel who continues to act as counsel in a cause and fails to pay the renewal fees as set forth in SCR 42(9), shall be suspended from appearance in any cause upon expiration of a period of thirty (30) days after the anniversary date.

Please direct questions to Suzy Moore, [suzym@nvbar.org](mailto:suzym@nvbar.org); 702-317-1443, 702-382-2200.

### Mailing address:

State Bar of Nevada  
3100 W. Charleston Blvd., Ste. 100  
Las Vegas, NV89102

**THE CASE NUMBER MUST BE THE COMPLETE NUMBER!  
NO ABBREVIATIONS.**

VAPP

**DISTRICT COURT  
CLARK COUNTY, NEVADA**

	)	
	)	
Plaintiff,	)	
	)	Case No.
vs.	)	Dept. No.
	)	
	)	
Defendant.	)	
_____	)	

**VERIFIED APPLICATION FOR ASSOCIATION  
OF COUNSEL UNDER NEVADA SUPREME COURT RULE 42**

\_\_\_\_\_, Petitioner, respectfully represents:  
First Middle Name Last

1. Petitioner resides at \_\_\_\_\_  
Street Address

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
City County State Zip Code

( ) \_\_\_\_\_  
Telephone

2. Petitioner is an attorney at law and a member of the law firm of: \_\_\_\_\_

with offices at \_\_\_\_\_  
Street Address

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
City County State Zip Code

( ) \_\_\_\_\_  
Telephone Email

3. Petitioner has been retained personally or as a member of the above named law firm by \_\_\_\_\_  
\_\_\_\_\_ to provide legal representation in  
connection with the above-entitled matter now pending before the above referenced court.

4. Since \_\_\_\_\_ of \_\_\_\_\_, petitioner has been, and presently is, a member of good standing of  
the bar of the highest court of the State of \_\_\_\_\_ where petitioner regularly practices  
law.

5. Petitioner was admitted to practice before the following United States District Courts, United  
States Circuit Courts of Appeal, the Supreme Court of the United States, and/or courts of other states  
on the dates indicated for each, and is presently a member in good standing of the bars of said Courts:

DATE ADMITTED

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6. Is Petitioner currently suspended or disbarred in any court? You must answer yes or no. If yes,  
give particulars; e.g., court, jurisdiction, date: \_\_\_\_\_

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7. Is Petitioner currently subject to any disciplinary proceedings by any organization with authority  
at law? You must answer yes or no. If yes, give particulars, e.g. court, discipline authority, date,  
status: \_\_\_\_\_

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8. Has Petitioner ever received public discipline including, but not limited to, suspension or disbarment, by any organization with authority to discipline attorneys at law? You must answer yes or no. If yes, give particulars, e.g. court, discipline authority, date, status: \_\_\_\_\_

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9. Has Petitioner ever had any certificate or privilege to appear and practice before any regulatory administrative body suspended or revoked? You must answer yes or no. If yes, give particulars, e.g. date, administrative body, date of suspension or reinstatement: \_\_\_\_\_

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10. Has Petitioner, either by resignation, withdrawal, or otherwise, ever terminated or attempted to terminate Petitioner's office as an attorney in order to avoid administrative, disciplinary, disbarment, or suspension proceedings? You must answer yes or no. If yes, give particulars: \_\_\_\_\_

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11. Petitioner, **or any member of petitioner's firm**, has/have filed the following application(s) to appear as counsel under Nevada Supreme Court Rule 42 during the past three (3) years in the following matter(s), if none, indicate so: (*do not include Federal Pro Hacs*)

<u>Date of Application</u>	<u>Cause</u>	<u>Title of Court Administrative Body or Arbitrator</u>	<u>Was Application Granted or Denied?</u>
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(If more space is needed, you may list previous applications on a separate attachment.)

12. Nevada Counsel of Record for Petition in this matter is:

(must be the same as the signature on the Nevada Counsel consent page)

\_\_\_\_\_,  
First Name Middle Name Last Name NV Bar #

who has offices at \_\_\_\_\_,  
Firm Name/Company

\_\_\_\_\_, \_\_\_\_\_,  
Street Address City County

\_\_\_\_\_, ( \_\_\_\_\_ ) \_\_\_\_\_.  
Zip Code Phone Number

13. The following accurately represents the names and addresses of each party in this matter, WHETHER OR NOT REPRESENTED BY COUNSEL, and the names and addresses of each counsel of record who appeared for said parties: (You may attach as an Exhibit if necessary.)

NAME	MAILING ADDRESS
_____	_____
_____	_____
_____	_____
_____	_____

14. Petitioner agrees to comply with the provisions of Nevada Supreme Court Rule 42(3) and (13) and Petitioner consents to the jurisdiction of the courts and disciplinary boards of the State of Nevada in accordance with provisions as set forth in SCR 42(3) and (13). Petitioner respectfully requests that Petitioner be admitted to practice in the above-entitled court FOR THE PURPOSES OF THIS MATTER ONLY.

15. Petitioner has disclosed in writing to the client that the applicant is not admitted to practice in this jurisdiction and that the client has consented to such representation.

I, \_\_\_\_\_, do hereby swear/affirm under penalty of perjury that the assertions  
Print Petitioner Name  
of this application and the following statements are true:

- 1) That I am the Petitioner in the above entitled matter.
- 2) That I have read Supreme Court Rule (SCR) 42 and meet all requirements contained

therein, including, without limitation, the requirements set forth in SCR 42(2), as follows:

- (A) I am not a member of the State Bar of Nevada;
  - (B) I am not a resident of the State of Nevada;
  - (C) I am not regularly employed as a lawyer in the State of Nevada;
  - (D) I am not engaged in substantial business, professional, or other activities in the State of Nevada;
  - (E) I am a member in good standing and eligible to practice before the bar of any jurisdiction of the United States; and
  - (F) I have associated a lawyer who is an active member in good standing of the State Bar of Nevada as counsel of record in this action or proceeding.
- 2) That I have read the foregoing application and know the contents thereof; that the same is true of my own knowledge except as to those matters therein stated on information and belief, and as to the matter I believe them to be true.

That I further certify that I am subject to the jurisdiction of the Courts and disciplinary boards of this state with respect to the law of this state governing the conduct of attorneys to the same extent as a member of the State Bar of Nevada; that I understand and shall comply with the standards of professional conduct required by members of the State Bar of Nevada; and that I am subject to the disciplinary jurisdiction to the State Bar of Nevada with respect to any of my actions occurring in the course of such appearance.





**DESIGNATION, CERTIFICATION AND CONSENT OF NEVADA COUNSEL**

SCR 42(14) Responsibilities of Nevada attorney of record.

(a) The Nevada attorney of record shall be responsible for and actively participate in the representation of a client in any proceeding that is subject to this rule.

(b) The Nevada attorney of record shall be present at all motions, pre-trials, or any matters in open court unless otherwise ordered by the court.

(c) The Nevada attorney of record shall be responsible to the court, arbitrator, mediator, or administrative agency or governmental body for the administration of any proceeding that is subject to this rule and for compliance with all state and local rules of practice. It is the responsibility of Nevada counsel to ensure that the proceeding is tried and managed in accordance with all applicable Nevada procedural and ethical rules.

I \_\_\_\_\_ hereby agree to associate with Petitioner referenced hereinabove

Print Nevada Counsel Name

and further agree to perform all of the duties and responsibilities as required by Nevada Supreme Court Rule 42.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Nevada Counsel of Record (blue ink)

STATE OF \_\_\_\_\_)

) ss

COUNTY OF \_\_\_\_\_)

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

**BEFORE THE**

**STATE OF NEVADA**

IN THE MATTER OF \_\_\_\_\_ ) Docket No.  
 )  
 ) VERIFIED APPLICATION FOR  
 ) ASSOCIATION OF COUNSEL UNDER  
 ) NEVADA SUPREME COURT RULE 42  
 )  
 )

\_\_\_\_\_, Petitioner, respectfully represents:  
First Middle Name Last

1. Petitioner resides at \_\_\_\_\_  
Street Address  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
City County State  
\_\_\_\_\_, ( ) \_\_\_\_\_  
Zip Code Telephone

2. Petitioner is an attorney at law and a member of the law firm of \_\_\_\_\_  
\_\_\_\_\_

with offices at \_\_\_\_\_  
Street Address  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
City County State  
\_\_\_\_\_, ( ) \_\_\_\_\_  
Zip Telephone Email

CASE NO.

**IN THE JUSTICE COURT, \_\_\_\_\_ TOWNSHIP  
COUNTY OF \_\_\_\_\_, STATE OF NEVADA**

v.

)  
)  
)  
)  
)  
)  
)  
)  
)

VERIFIED APPLICATION FOR  
ASSOCIATION OF COUNSEL UNDER  
NEVADA SUPREME COURT RULE 42

\_\_\_\_\_

\_\_\_\_\_, Petitioner, respectfully represents:

First Middle Name Last

1. Petitioner resides at \_\_\_\_\_  
Street Address

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
City County State

\_\_\_\_\_, (\_\_\_\_\_) \_\_\_\_\_  
Zip Code Telephone

2. Petitioner is an attorney at law and a member of the law firm of

\_\_\_\_\_  
with offices at \_\_\_\_\_  
Street Address

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
City County State

\_\_\_\_\_, (\_\_\_\_\_) \_\_\_\_\_, \_\_\_\_\_  
Zip Telephone Email

CASE NO.

DEPT NO.

IN THE \_\_\_\_\_ JUDICIAL DISTRICT COURT OF  
THE STATE OF NEVADA  
IN AND FOR THE COUNTY OF \_\_\_\_\_

vs.

VERIFIED APPLICATION FOR  
ASSOCIATION OF COUNSEL UNDER  
NEVADA SUPREME COURT RULE 42

)  
)  
)  
)  
)  
)  
)  
\_\_\_\_\_

\_\_\_\_\_, Petitioner, respectfully represents:  
First Middle Name Last

1. Petitioner resides at \_\_\_\_\_  
Street Address

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
City County State

\_\_\_\_\_, (\_\_\_\_\_) \_\_\_\_\_  
Zip Code Telephone

2. Petitioner is an attorney at law and a member of the law firm of

\_\_\_\_\_  
with offices at \_\_\_\_\_  
Street Address

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
City County State

\_\_\_\_\_, (\_\_\_\_\_) \_\_\_\_\_, \_\_\_\_\_  
Zip Telephone Email

IN THE SUPREME COURT OF THE STATE OF NEVADA

\_\_\_\_\_ ) No.  
 )  
 )  
 v. )  
 ) VERIFIED APPLICATION FOR  
 ) ASSOCIATION OF COUNSEL UNDER  
 ) NEVADA SUPREME COURT RULE 42  
 )  
 )  
 )  
 \_\_\_\_\_ )

\_\_\_\_\_, Petitioner, respectfully represents:  
First Middle Name Last

1. Petitioner resides at \_\_\_\_\_  
Street Address  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
City County State  
\_\_\_\_\_, ( ) \_\_\_\_\_  
Zip Code Telephone

2. Petitioner is an attorney at law and a member of the law firm of

\_\_\_\_\_  
with offices at \_\_\_\_\_  
Street Address  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
City County State  
\_\_\_\_\_, ( ) \_\_\_\_\_  
Zip Telephone Email

IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA  
IN AND FOR THE COUNTY OF WASHOE

\_\_\_\_\_

Plaintiff,

vs.

Case No.

Dept. No.

\_\_\_\_\_

Defendant.

\_\_\_\_\_ /

**VERIFIED APPLICATION FOR ASSOCIATION OF COUNSEL UNDER  
NEVADA SUPREME COURT RULE 42**

\_\_\_\_\_, Petitioner, respectfully represents:

First Middle Name Last

1. Petitioner resides at \_\_\_\_\_  
Street Address

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
City County State

\_\_\_\_\_, (\_\_\_\_) \_\_\_\_\_  
Zip Code Telephone

2. Petitioner is an attorney at law and a member of the law firm of

\_\_\_\_\_  
with offices at \_\_\_\_\_  
Street Address

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
City County State

\_\_\_\_\_, (\_\_\_\_) \_\_\_\_\_  
Zip Telephone Email