

# TERMINATION OF ELIGIBLE IN-HOUSE COUNSEL EMPLOYMENT

*\*\* For attorneys admitted to practice pursuant to Rule 1:27-2 \*\**

This form is intended for limited licensed attorneys who have left **eligible** employment in New Jersey, including those that are employed by the same company but whose location or duties have changed and In-House licensure, pursuant to Rule 1:27-2 is no longer appropriate.

This form is to be completed within 90 days of termination of employment.

APPLICANT ID NUMBER: IHC: \_\_\_\_\_ (if available)

Name: \_\_\_\_\_

Former Employer: \_\_\_\_\_  
Company Name

Address \_\_\_\_\_

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

Effective Date of Termination of Eligible Employment: \_\_\_\_\_

Contact Information: \_\_\_\_\_  
Address

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

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ (confirmation will be provided via e-mail)

**Choose one of the following:** (see attached page for a more detailed explanation)

☐ Extend my license for one year after my employment termination date. I understand that I will be responsible for all annual assessments and continuing education required to keep my license active during the extension period. If I do not find eligible employment after one year, my license will expire.

☐ Expire my license 90 days after my employment termination date.

If I secure eligible employment while my license is still active, I understand that I must provide a "Change of Employer" form to the Board of Bar Examiners **prior to the expiration of my license**. **I understand that, regardless of which option I choose, if I notify the Board of Bar Examiners of eligible employment after my license has expired, I must reapply for In-House Counsel licensure.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Send this form to the Board of Bar Examiners using the contact information listed on the following page.**

Contact the Board of Bar Examiners at 609-815-2911 if you have questions regarding termination of employment, extensions, or expiration of the limited license.

STATE OF NEW JERSEY  
BOARD OF BAR EXAMINERS  
*Appointed by the Supreme Court of New Jersey*



Attorneys must notify the Board of Bar Examiners, in writing, within 90 days of any termination of eligible employment. With the notification, the attorney must indicate if they are extending their license.

An attorney that fails to notify the Board of Bar Examiners of termination within 90 days will forfeit the option to extend their license, and their license will be expired immediately upon notification

As of June 3, 2009, attorneys that leave eligible employment as In-House Counsel and notify the Board of Bar Examiners within 90 days of termination have two options:

1. Make a written request with their termination notification to extend the license for one year. The attorney will be responsible for maintaining all other aspects of active licensure during the extension, including MCLE requirements, any assessments billed by the Lawyers Fund for Client Protection, and maintaining 'Good Standing' status in every jurisdiction he/she is admitted.

If evidence of eligible employment is not provided within 365 days of employment termination date, the license will expire. If the attorney obtains eligible employment after their license has expired, an entirely new application must be filed.

2. If an attorney chooses to, he/she can allow their license to expire pursuant to the previously established ninety day time period. The attorney would not be responsible for any future assessments or continuing education; however, if the attorney finds eligible employment as In-House Counsel after the ninety day period, the attorney will be required to reapply for the license. Depending on reporting cycles, the attorney **may** be responsible for certifying completion of CLEs while he/she was admitted, even after the license has expired. To do so, the attorney **MUST** contact the Board on Continuing Legal Education at (609) 815-2930 or [sctcle.mailbox@judiciary.state.nj.us](mailto:sctcle.mailbox@judiciary.state.nj.us)

In either case, if the attorney obtains new employment and wishes to transfer the existing license to the new employer, the Board of Bar Examiners must be notified of the new eligible employment prior to the expiration of the attorney's license via completion of the "Change of Employer" forms, located on [www.njbarexams.org](http://www.njbarexams.org), In-House Counsel forms menu.. If notification is not received prior to the end of the time limit (1 year or 90 days, respectively), the license will expire immediately.

Notifications of new employment that are received after license expiration will be returned (even if employment commenced prior to the expiration). The attorney then must reapply for the license, and pay all applicable fees.

**Complete and send to:**

E-mail: [barihc.mbx@njcourts.gov](mailto:barihc.mbx@njcourts.gov)

**Regular USPS Mail**

Secretary, Board of Bar Examiners  
ATTN: In-House Counsel  
PO Box 973  
Trenton, NJ 08625-0973

**Commercial Carrier Deliveries**

Secretary, Board of Bar Examiners  
ATTN: In-House Counsel  
Hughes Justice Complex, 8<sup>th</sup> Floor, North Wing  
25 Market Street  
Trenton, NJ 08625