

Bylaw 2.02 Enrollment of members; register; obligation to maintain current contact information

(a) Enrollment and register. The Executive Director shall keep a register for the enrollment of members of the State Bar. Upon admission to the practice of law in accordance with the Rules for Admission to Practice Law in West Virginia, each member shall enroll by completing and transmitting via email a registration form to the Executive Director containing such information as may be prescribed by the Board, including but not limited to: (1) full name under which the practice of law is conducted; (2) date of birth; (3) mailing address of record; (4) email address of record; (5) principal office address; (6) telephone number of record; (7) fax number of record; and (8) date admitted by the Supreme Court of Appeals.

(b) Obligation to maintain current contact information. All members, except disbarred and resigned members, must promptly notify the Executive Director of any change in contact information within ten days of such change. Written communications from the State Bar to members shall be sent to the email address of record.

[CLERK’S COMMENTS: Bylaw 2.02 was significantly revised to provide greater detail regarding the information that members must supply at the time of enrollment. A new section was added to clarify that members have the obligation to maintain current contact information. In order to better signal this responsibility to members, the title of the section was expanded, and subsections were added as a way of highlighting this obligation.

The “upon admission” clause was added in the second sentence of subsection (a) in order to be consistent with the language in the following sections related to each of the classes of membership. The required notification of any change in contact information will be made online using the membership portal, and the methodology can be spelled out in the corresponding administrative rule. Communications generally with the State Bar are by the methods in Bylaw Article 13.] [The Court adopted the amendments to Bylaw 2.02, by order entered October 2, 2025]