

**IN RE: INSTRUCTIONS FOR OBTAINING A  
CERTIFICATE OF ADMISSION AND GOOD STANDING**

To obtain a Certificate of Admission and Good Standing, it will be necessary for you to comply with the two-step procedure established by the Supreme Judicial Court.

**First**, you must complete the attached application. Once the application is completed, kindly return the application with a check made payable to Clerk Maura S. Doyle in the amount of \$15.00 (per certificate) and a self-addressed stamped envelope to this office at the below address:

**Clerk Maura S. Doyle  
Supreme Judicial Court for Suffolk County  
John Adams Courthouse, 1<sup>st</sup> Floor  
One Pemberton Square – Suite 1300  
Boston, MA 02108-1707**

*If your affidavit discloses an informal admonition, you should request this office to place your affidavit in a non-public file.*

**Secondly**, you must have the Board of Bar Overseers (BBO) send a Clearance Letter on your behalf to this office. You may request that the BBO send this office your Clearance Letter by faxing the second attachment, Request for a Clearance Letter, to the BBO registration department at 617-482-8000.

**Finally**, once this office receives both the Clearance Letter from the BBO and the completed application with the fee, this office will issue the Certificate of Admission and Good Standing.

Please be advised that the application and the Clearance Letter are valid only for a period of 30 days. If the materials become invalid, those materials will be disposed of and the check will be returned to you.

Should you need further assistance, please do not hesitate to contact Mary Carney of this office at 617-557-1177 or at [Mary.Carney@sjc.state.ma.us](mailto:Mary.Carney@sjc.state.ma.us).

Very truly yours,

Maura S. Doyle  
Clerk  
Supreme Judicial Court for Suffolk County

Commonwealth of Massachusetts

SUFFOLK, SS.

SUPREME JUDICIAL COURT

Application for Certificate of Good Standing

I, \_\_\_\_\_  
of \_\_\_\_\_  
(Business name and complete address)

in the County of \_\_\_\_\_ was admitted to the  
Massachusetts Bar in \_\_\_\_\_  
(Year of Admission)

I, on Oath, depose and say:

1. That since my admission, I have practiced law in the following Jurisdictions:

\_\_\_\_\_  
(City and State) (Year to Year)  
\_\_\_\_\_  
(City and State) (Year to Year)

2. That there are no charges now pending against me or any charges against me that have resulted in discipline before any Bar Association, the Board of Bar Overseers, or the Court of this Commonwealth, or any where else, except:

Case            Pending or Disposed            Disposition            Date of Disposition

\_\_\_\_\_

I am requesting a certification of admission and good standing for the purpose of:

\_\_\_\_\_

This statement is made under the penalties of perjury. G.L.c. 268, section 1A.\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\*Massachusetts General Laws, Chapter 268, section 1A provides: No written statement required by law shall be required to be verified by oath or affirmation before a magistrate if it contains or is verified by a written declaration that is made under the penalties or perjury. Whoever signs and issues such a written statement containing or verified by such a written declaration shall be guilty of perjury and subject to the penalties thereof if such statement is willfully false in a material matter."

CLEARANCE LETTER REQUEST FORM

Faxed to the Board of Bar Overseers Registration Department at 617-357-1872

Date: \_\_\_\_\_ BBO No.: \_\_\_\_\_

Name:

\_\_\_\_\_  
First MI Last

Business Address:

Residential Address:

\_\_\_\_\_  
Firm Name  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for the request:

\_\_\_\_\_  
\_\_\_\_\_

If you are applying to the New York Bar, please indicate which Department:

1st: \_\_\_\_\_ 2nd: \_\_\_\_\_ 3rd: \_\_\_\_\_ Other: s \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name