

## Foreign Legal Consultant – C.R.C.P. Rule 204.2

### APPLICATION CHECKLIST:

(Note: All of the following items **MUST** be enclosed before the application can be accepted and processed.)

1. A filing fee of \$1,000.00, as a U.S. bank check or money order payable to: "Clerk of the Colorado Supreme Court", must accompany each attorney's application.
2. Application for certification. (The application **must include** page 8, Attorney Registration Compliance Statement Form.)
3. Certification of foreign legal consultant.
4. Translated Certificate(s) of Good Standing, certifying the applicant's admission to practice, date of admission, and good standing, from each jurisdiction where an attorney holds a license.\* (Certificates over 30-days old will not be accepted.)
5. Designation of Agent for service of process.
6. Certificate of Client (**ONLY if employed by organization or business**).
7. Proof of professional liability insurance (**ONLY if not employed by organization or business**).
8. Translated letter of recommendation from one of the members of the executive body of each such professional body or public authority or from one of the judges of the highest law court or court of original jurisdiction in each foreign county in which the applicant is admitted.

\*If a jurisdiction will not provide this document, they must substitute a letter providing the information that the Colorado Supreme Court Office of Attorney Registration requires.

**MAILING ADDRESS:** Please send your completed application and all enclosures, or direct any additional inquires, to our main office at:

Colorado Supreme Court  
Office of Attorney Registration  
1300 Broadway, Suite 510  
Denver, CO 80203  
(303) 928-7800

Once approved, you will be billed a registration fee annually in December of each year. NOTE: Pursuant to Rule 204.2, Foreign Legal Consultant Certification is granted for a limited purpose. You must notify the Office of Attorney Registration within of any change in status related to your admission or employment or other changes listed in C.R.C.P. 204.2(4)(b). Changes of business and home address(es) and phone number(s) must also be reported within 30 days of such change per C.R.C.P. 227(2)(b).