

**Rule 12. Notification of Fee Due**

**A. Notice.** Approximately 30 days before the annual due date, the Lawyer Registration Office will issue a Lawyer Registration Statement to each lawyer then in good standing.

**B. Method.** The Lawyer Registration Office will use email as the preferred means of notice. Notices will be issued:

(1) to the email address on file with the Lawyer Registration Office; or

(2) if the lawyer or judge has no email address on file with the Lawyer Registration Office or has elected not to use the Online Registration System, to the lawyer's or judge's postal address on file with the Lawyer Registration Office.

**C. Exception.** The Lawyer Registration Office will not send an annual notice to any lawyer or judge who has filed a Retirement Affidavit or Disability Affidavit that remains effective.

**D. Lawyer's Obligation.** A lawyer's or judge's failure to receive a Lawyer Registration Statement or a notice of registration will not excuse a lawyer or judge from the obligation to pay all fees due and file a completed Lawyer Registration Statement on or before the due date.

(Added effective July 1, 2018.)