

Q: What is my attorney license number?

A: To find your attorney license number, as well as when your current license expires, see our Attorneys in Good Standing report, available here:

http://www.vermontjudiciary.org/sites/default/files/documents/rptAttorneys_Good_Standing_8.pdf.

Please note that this number is different from a number you may have received as a member of the Vermont Bar Association.

Q: When will new licensing cards be mailed out?

A: New licensing cards will be mailed out in the middle of July.

Q: Will I receive a receipt or confirmation of my renewal?

A: You will receive an email confirming that you have renewed your license. That email can be used as a temporary proof of license until you receive your licensing card.

Q: When is my renewal due?

A: To avoid a late fee, you must renew your license and pay the appropriate fee by midnight of July 1. If you do not renew by July 15, your license will be subject to immediate administrative suspension.

Q: Why do I get an error when I enter my license number in the licensing portal?

A: If you get an error when you enter your license number in the licensing portal, you may be attempting to renew before the portal begins allowing renewals on May 1. Also, if you are not due to renew this year, your number will not be recognized by the system. Please check your licensing card or the Attorneys in Good Standing report to ensure you have the correct number and that you are due to renew during the current renewal cycle.

Q: Why can't I find my CLE tracking report?

A: We no longer offer CLE tracking on our website nor do we require a report. You will attest to your compliance with the CLE requirements as part of the licensing renewal process. You are responsible for tracking your own CLE time and keeping records of your CLE attendance.

Q: What if I did not complete my CLE requirements for the current reporting period?

A: If you have not completed your CLE requirements for the current reporting period and wish to continue to be on active status, you will need to submit a CLE make up plan, available here

<http://www.vermontjudiciary.org/sites/default/files/documents/900-00025%20CLE%20Makeup%20Plan.pdf>, along with a fee of \$50.

Q: What if I did not complete my CLE requirements but am changing my status to inactive?

A: If you have not completed your CLE requirements for the current reporting period but are changing your status to inactive for the upcoming reporting period, you must claim a special waiver stating that you have not completed your CLEs. Prior to being reactivated in the future, you will need to provide proof of having completed the CLEs within the two years immediately preceding the date you wish to become active.

Q: What does inactive mean?

A: If you choose inactive status for the upcoming reporting period, your license will remain in good standing, but you will not be able to practice law. While on inactive status, you are not subject to CLE requirements until such time as you wish to reactivate your license.

Q: Can I “retire” my license?

A: We do not have a retired status. Instead, you may either change your status to inactive or relinquish your license. If you choose to relinquish your license, you will no longer be an attorney with the State of Vermont and may need to take the bar exam again if you choose to be licensed in the future. The relinquishment form can be found here:

http://www.vermontjudiciary.org/sites/default/files/documents/900-00018_0.pdf.

Q: Can I renew my license if it is administratively suspended?

A: If your license is administratively suspended, you will need to contact Attorney Licensing at (802) 859-3000, as there may be fees and penalties that must be paid, and CLEs that must be completed, prior to reactivation.

Q: Who do I contact if I have any problems with or questions about the renewal process?

A: If you encounter any problems or issues during the renewal process or have any questions about the process, please call Attorney Licensing at (802) 859-3000.