

**LOUISIANA ATTORNEY DISCIPLINARY BOARD
CHECKLIST FOR REINSTATEMENT/READMISSION FILINGS**

If an attorney has served an active period of suspension for more than one year or has been disbarred, the attorney must file a petition and [application](#) with the Disciplinary Board, as well as comply with all other requirements outlined in Rule XIX, §24, in order to be reinstated or readmitted.

This checklist is a guide to the preliminary and administrative tasks that must be completed prior to and in conjunction with the filing of a petition and application for reinstatement/readmission pursuant to Rule XIX, §24. If a petitioner fails to comply with Rule XIX, §24(A-D), the petition and application will be rejected by the Board.

This checklist does NOT address the substantive requirements for reinstatement/readmission contained in Rule XIX, §24(E)(1-6). A lawyer seeking reinstatement/readmission should thoroughly review Rule XIX, §24, and consult Chapter 2 of the LADB's [Formal Hearing Practice Guide](#).

For a more detailed checklist that specifically addresses your particular circumstances, please contact Deputy Board Administrator Jennifer Stewart at 504-834-1488.

Prior to Filing the Petition and Application:

- _____ Petitioner has served the applicable time period for the discipline ordered and/or is eligible for reinstatement/readmission. Rule XIX, §24(A).
- _____ Petitioner has published notice of his/her intent to seek reinstatement/readmission in the LSBA's Journal and the appropriate newspaper(s). Rule XIX, §24(D). Publication must occur within 90 days prior to the filing of the petition and application. Here is a guide to the LSBA Journal's [advertisement schedule](#).
- _____ Petitioner has notified all complainants in the underlying disciplinary proceeding of his/her intent to seek reinstatement/readmission. Rule XIX, §24(D).
- _____ Petitioner has complied with Rule XIX, §24(E)(8 & 10). (Annual bar dues, disciplinary assessment, and registration statement. Completed through the LSBA.)
- _____ Petitioner has complied with Rule XIX, §24(E)(7). (MCLE)
- _____ Petitioner has complied with Rule XIX, §24(E)(9). (Disciplinary costs and LASC filing fees)
- _____ Petitioner has complied with Rule XIX, §24(E)(11). (Certification from Client Assistance Fund)

Filing the Petition and Application:

- _____ Petition under oath or affirmation and specifically addresses each of the Rule XIX, §24(E) (1-11) criteria. Rule XIX, §24(B).
- _____ Part I and Part II of Application completed and required documents attached. Rule XIX, §24(B).
- _____ Certification that petition and application served on ODC. Rule XIX, §24(C).
- _____ Attach proof that a copy of the petition was served upon all complainants. Rule XIX, §24(C). Also, attach proof that the notice described in Rule XIX, §24(D), was sent to all complainants.
- _____ Attach \$500.00 deposit payable to the Louisiana Attorney Disciplinary Board. Rule XIX, §24(B) & Appendix A, Rule 3.
- _____ Attach proof of publication in the LSBA's Journal and the appropriate newspaper(s) pursuant to Rule XIX, §24(D). Publication must occur within 90 days prior to filing of petition and application.
- _____ Attached proof of compliance with Rule XIX, §24(E)(7-11). If the petitioner has not complied with certain of these provisions, the reasons for noncompliance should be pled in the petition.
- _____ All attachments and exhibits to the petition and application shall be clearly labeled, numbered, and tabbed, and accompanied by an exhibit list.