

**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.