

Harvard Law School Clinical Bar Dues Policy

Effective 1/28/2020

This policy pertains to

Clinical Instructors, Clinical Faculty, and Clinical Fellows who are supervising students **and who are more than .5 FTE** and for whom legal practice is a required component of their jobs.

Policy statement

If bar licensure is required for your clinical practice area, HLS covers the cost for attorneys working more than ½ time. In most cases, only one state bar registration is covered—for exceptions to this rule, please confer with the Office of Clinical and Pro Bono Programs (OCP).

- If you are a **faculty member**, the dues are paid out of your faculty allowance.
- If you are a **Clinical Instructor** or a **Clinical Fellow** who works more than half-time, the dues for one state bar registration will be paid by the Office of Clinical and Pro Bono Programs.

Process

Massachusetts

The Board of Bar Overseers (BBO) requires all attorneys admitted to practice law in Massachusetts to submit their registrations online at massbbo.org. In order for OCP to pay the BBO directly for dues, the attorney must complete a renewal registration online then forward the confirmation email from the BBO to clinical@law.harvard.edu. OCP can then pay the dues directly to the BBO online through an OCP group account. Since confirmation emails do not contain due dates please forward your email confirmation as soon as possible and clarify any deadlines. Alternatively, you may pay the dues personally and seek reimbursement via Concur (see below).

Other States

Please pay dues directly for other states and seek reimbursement via Concur.

Reimbursement

If you register online and pay your dues with your personal credit card or check, it may be possible for you to be reimbursed via Concur; however, *the reimbursement must be completed (not just submitted) **within 90 days of the payment date***. This is a University policy and **there are no exceptions!*** If you are seeking reimbursement for your dues, please see the [instructions](#) on how to submit a request via Concur and email OCP at clinical@law.harvard.edu with any questions.

Be aware that Harvard University is very strict about the 90-day rule and if central finance cannot process your reimbursement within 90 days of the payment date, **you will not be reimbursed. We recommend submitting your reimbursement paperwork via Concur within 45 days of payment to ensure timely processing.*