

### Information For Ingham County Bar Association Swearing In Ceremony:

The Ingham County Bar Association will be holding an admissions ceremony on **Nov. 3, 2015 at 6:00pm** at the WMU-Cooley Law School, room 501 in the Cooley Center, 300 S. Capitol Ave, in downtown Lansing.

All passers are welcome to participate in this ceremony-you need not be a Cooley Law School graduate.

If you wish to participate in the Ceremony please do the following:

1. File the original letter addressed *Courts of Record Greetings* received from the Board of Law Examiners with the 30th Circuit Court Clerk, Attn: Chief Deputy, P.O. Box 40771, Lansing, MI 48907-7971
  - a. Write on the reverse side of the letter 1) name of admittee as it should appear on the certificate, 2) address of admittee, 3) contact telephone number of admittee, 4) name of sponsor and P#, if using the group sponsor write in the words *Group Sponsor* and 5) date/time of swearing-in-Okay to indicate "Cooley Ceremony."
3. Pay the filing fee of \$25.00. (MCL 600.913)
4. File the letter with the filing fee by **Oct. 30, 2015 at 4:30pm. Your letter must be received by this date.**
  - a. If you are not able to meet the filing deadline contact the Chief Deputy Clerk of the Court, Ryan Buck at 517-483-6504, 517-483-6508, or [rbuck@ingham.org](mailto:rbuck@ingham.org) to see if alternative arrangements might be made.
5. Attach the completed personal information sheet for new bar admittees to the letter you file with the Clerk if you plan to use the group sponsor. The completed personal information sheet will be used by the group sponsor to provide individualized information about you when moving for your admittance into the State Bar.
6. RSVP to the Cooley Law School Alumni Department by contacting Helen Haessly at 517-371-5140, ext. 2045.
6. Plan for the admittee and the sponsor to arrive at the Ceremony 30 to 45 minutes before and no later than 15 minutes prior to the scheduled time of the Ceremony; both the admittee and the sponsor should check in with the clerk of the court before entering the auditorium.
7. Direct questions regarding filings to Chief Deputy Clerk, Ryan Buck, 517-483-6504, 517-483-6508 or [rbuck@ingham.org](mailto:rbuck@ingham.org).
8. Direct questions regarding the Cooley Ceremony facility to Helen Haessly, Cooley Law School Alumni Dept., 517-371-5140, ext. 2045.

### Additional Information

A reception immediately follows the Ceremony.

There is no charge for admittance to either event; family and friends are welcome!

The Ceremony is a special session of court presided over by a circuit court judge; you and your guests should plan to dress accordingly.

You will be provided a certified copy of the order admitting you into the State Bar at the conclusion of the Ceremony.

A certified copy of the order will also be provided to the State Bar of Michigan. Upon receipt of your application and payment of your bar dues to the State Bar of Michigan the State Bar will assign a P number to you.

Please feel free to contact Cooley Law School's Alumni Office at 517-371-5140, extension 2045, should you have any questions regarding the above. Due to the volume of calls and e-mails related to admissions questions, please allow up to 48 hours for a reply.

Congratulations and best wishes in your new endeavors!