

RULE CHANGE 2019(03)

RULES GOVERNING ADMISSION TO THE PRACTICE OF LAW IN COLORADO

**Rules 203.1, 203.2, 203.3, 203.4, 204.1, 204.2, 204.3, 204.4, 204.5, 204.6, 205.3, 205.5, 205.6, 211.2, 211.3,
and 227**

RULE 203. COLORADO LICENSE TO PRACTICE LAW

203.1. General Provisions

(1) – (7) [NO CHANGE]

(8) **Mandatory Professionalism Course.** All applicants under these rules, unless otherwise exempted, must complete the required course on professionalism presented by the Office of Attorney Regulation Counsel in cooperation with the Colorado Bar Association - CLE. Continuing legal education credit will be applied to the attorneys' first compliance period pursuant to C.R.C.P. 250.2(1). Any fees received for the course shall be divided equally between the Colorado Bar Association - CLE and the Office of Attorney Regulation Counsel to pay for administering the course and to fund the attorney regulation system. Credit for completion of the professionalism course will be valid for eighteen months following completion of the course. Applicants under C.R.C.P. 205 temporary practice rules are not required to take this course.

Rule 203.2. Applications for Admission on Motion by Qualified Out-of-State Attorneys

(1) – (5) [NO CHANGE]

~~(6) **Professionalism Course.** All applicants under this rule shall complete the required course on professionalism presented by the Office of Attorney Regulation Counsel in cooperation with the Colorado Bar Association. The course shall satisfy six units of the forty-five unit general continuing legal education requirement during the attorneys' first compliance period pursuant to C.R.C.P. 260.2(1). Any fees received for the course shall be divided equally between the Colorado Bar Association CLE in Colorado, Inc., and the Office of Attorney Regulation Counsel to pay for administering the course and to fund the attorney regulation system. Credit for completion of the professionalism course shall be valid for eighteen months following completion of the course. On-motion applicants for admission under this rule shall have six months following admission to take the required course on professionalism.~~

All applicants under this rule must complete the course on professionalism as described in C.R.C.P. 203.1(8), within six months following admission.

Rule 203.3. Applications for Admission on Motion Based upon UBE Score Transfer

(1) – (3) [NO CHANGE]

(4) **Professionalism Course.** All Colorado UBE score transfer applicants must complete the course on professionalism as described in C.R.C.P. ~~203.2(6)~~ 203.1(8), within six months following admission.

Rule 203.4. Applications for Admission by Colorado Bar Examination

(1) – (5) [NO CHANGE]

(6) **Professionalism Course.** All successful Colorado bar examination applicants must complete the course on professionalism, as described in C.R.C.P. ~~203.2(6)~~ 203.1(8), prior to and as a condition of admission. Credit for completion of the professionalism course ~~shall~~ will be valid for eighteen months following completion of the course.

(7) [NO CHANGE]

RULE 204. CERTIFICATIONS/LIMITED ADMISSIONS TO PRACTICE LAW

Rule 204.1. Single-Client Counsel Certification

(1) – (3) [NO CHANGE]

(4) **Pro Bono Practice.** Notwithstanding the provisions of subsection (1)(e) above, an attorney certified under this rule may provide pro bono legal services under the auspices of an entity described in C.R.C.P. ~~260.8(2)~~ 250.9(2), in accordance with Colo. RPC 6.1.

(5) – (6) [NO CHANGE]

(7) **Registration, Fees, and Continuing Legal Education.** An attorney certified under this rule must pay annual registration fees and comply with all other provisions of C.R.C.P. 227, as well as the mandatory legal education requirements of C.R.C.P. ~~260~~ 250.

(8) – (9) [NO CHANGE]

(10) **Professionalism Course.** All attorneys certified under this rule must complete the course on professionalism as described in C.R.C.P. 203.1(8), within six months following certification.

Rule 204.2. Foreign Legal Consultant Certification

(1) – (12) [NO CHANGE]

(13) **Professionalism Course.** All attorneys certified under this rule must complete the course on professionalism as described in C.R.C.P. 203.1(8), within six months following certification.

Rule 204.3. Judge Advocate Certification

(1) – (6) [NO CHANGE]

(7) **Registration, Fees, and Continuing Legal Education.** An attorney certified under this rule shall be required to pay annual registration fees and comply with all other provisions of C.R.C.P. 227, as well as the mandatory legal education requirements of C.R.C.P. ~~260~~ 250.

(8) – (9) [NO CHANGE]

(10) **Professionalism Course.** All attorneys certified under this rule must complete the course on professionalism as described in C.R.C.P. 203.1(8), within six months following certification.

Rule 204.4. Military Spouse Certification

(1) – (6) [NO CHANGE]

(7) **Registration, Fees, and Continuing Legal Education.** An attorney certified under this rule shall be required to pay annual registration fees and comply with all other provisions of C.R.C.P. 227, as well as the mandatory legal education requirements of C.R.C.P. ~~260~~ 250.

(8) – (9) [NO CHANGE]

(10) **Professionalism Course.** All attorneys certified under this rule must complete the course on professionalism as described in C.R.C.P. 203.1(8), within six months following certification.

Rule 204.5. Law Professor Certification

(1) – (6) [NO CHANGE]

(7) **Registration, Fees, and Continuing Legal Education.** An attorney certified under this rule shall be required to pay annual registration fees and comply with all other provisions of C.R.C.P. 227, as well as the mandatory legal education requirements of C.R.C.P. ~~260~~ 250.

(8) – (9) [NO CHANGE]

(10) **Professionalism Course.** All attorneys certified under this rule must complete the course on professionalism as described in C.R.C.P. 203.1(8), within six months following certification.

Rule 204.6. Pro Bono Counsel Certification

(1) General Statement and Eligibility. In its discretion, the Supreme Court may certify attorneys not otherwise authorized to practice law in Colorado to provide pro bono legal services under the auspices of an entity described in C.R.C.P. ~~260.8(2)~~ 250.8(2), in accordance with Colo. RPC 6.1.

(a) To act in such a capacity, the applicant for pro bono counsel certification must be either:

(i) An attorney, including a retired attorney, admitted to practice law in Colorado who:

- (A) Is now on inactive status;
- (B) Is a member in good standing of the bar of all courts and jurisdictions in which he or she has been admitted to practice;
- (C) Has no pending formal disciplinary or disability proceeding; and
- (D) Limits his or her practice to acting as pro bono counsel as set forth in this rule and, notwithstanding the reduced fee provisions of Colo. RPC 6.1(b), will not receive or expect compensation or other direct or indirect pecuniary gain for the legal services rendered; or

(ii) An out-of-state attorney domiciled in Colorado but not admitted to practice law in Colorado who:

- (A) Is licensed to practice law and is on active, inactive, or equivalent status in another jurisdiction in the United States;
- (B) Is a member in good standing of the bar of all courts and jurisdictions in which he or she is admitted to practice;
- (C) Has no pending formal disciplinary or disability proceeding;
- (D) Agrees to be subject to the Colorado Rules of Professional Conduct and the Rules of Procedure Regarding Attorney Discipline and Disability Proceedings; and
- (E) Limits his or her practice to acting as pro bono counsel as set forth in this rule and, notwithstanding the reduced fee provisions of Colo. RPC 6.1(b), will not receive or expect compensation or other direct or indirect pecuniary gain for the legal services rendered.

(b) This rule shall not preclude a nonprofit entity from receiving court-awarded attorney fees for representation provided by a certified pro bono counsel and shall not preclude a certified pro bono counsel from receiving reimbursement for otherwise recoverable costs, but not including fees, incurred in representing a pro bono client.

(2) – (8) [NO CHANGE]

(9) Professionalism Course; Continuing Legal Education. All attorneys certified under this rule are exempt from taking the professionalism course described in C.R.C.P. 203.1(8) and are exempt from the continuing legal education requirements under C.R.C.P. 250.

RULE 205. OTHER AUTHORIZATIONS TO PRACTICE LAW

Rule 205.3. Pro Hac Vice Authority Before State Courts – Out-of-State Attorney

(1) – (6) [NO CHANGE]

(7) **Discipline and Disability Jurisdiction.** Any attorney authorized to appear under this rule shall be subject to all applicable provisions of the Colorado Rules of Professional Conduct, except for the provisions of Colo. RPC 1.15A through 1.15E that require an attorney to have a business account and a trust account in a financial institution doing business in Colorado; and the Colorado Rules of Civil Procedure, except C.R.C.P. 227 (general registration fees) and C.R.C.P. ~~260~~ 250 (mandatory continuing legal education).

Rule 205.5. Pro Hac Vice Authority – Foreign Attorney

(1) – (6) [NO CHANGE]

(7) **Discipline and Disability Jurisdiction.** Any foreign attorney authorized to appear under this rule shall be subject to all applicable provisions of the Colorado Rules of Professional Conduct, except for the provisions of Colo. RPC 1.15A through 1.15E that require an attorney to have a business account and a trust account in a financial institution doing business in Colorado; and the Colorado Rules of Civil Procedure, except C.R.C.P. 227 (general registration fees) and C.R.C.P. ~~260~~ 250 (mandatory continuing legal education).

Rule 205.6. Practice Pending Admission

(1) **General Statement and Eligibility.** An attorney who currently holds an active license to practice law in another jurisdiction in the United States, and who has been engaged in the active practice of law for three of the last five years, may provide legal services in Colorado through an office or other place for the regular practice of law in Colorado for no more than 365 days, provided that the attorney:

(a) Is a licensed attorney in good standing in all courts and jurisdictions in which he or she is admitted to practice;

(b) Is not currently subject to an order of attorney discipline or the subject of a pending formal disciplinary or disability investigation in any jurisdiction;

(c) Has not previously been denied admission to practice law in Colorado, has not failed the Colorado bar examination within the last three years, and has never been denied admission on character and fitness grounds in any jurisdiction;

(d) Has first submitted a complete application for admission on motion by qualified out-of-state attorney (C.R.C.P. 203.2), on motion based upon UBE score transfer (C.R.C.P. 203.3), or by examination (C.R.C.P. 203.4);

(e) Reasonably expects to fulfill all of Colorado's requirements for that form of admission;

(f) Associates with and is supervised by an attorney who is admitted to practice law in Colorado, and discloses the name, address, and membership status of that attorney;

(g) Provides a signed verification form from the Colorado attorney certifying the applicant's association with and supervision by that attorney;

(h) Affirmatively states in all written communications with the public and clients the following language: "Practice temporarily authorized pending admission under C.R.C.P. 205.6"; and

(i) ~~Pays the required fee.~~ Files an application for practice pending admission and pays a fee in an amount fixed by the Supreme Court. The fee must be paid when the application is submitted. The application and fee will be collected by the Office of Attorney Registration. The fee should be made payable to the Clerk of the Supreme Court.

(2) – (4) [NO CHANGE]

(5) Discipline and Disability Jurisdiction. Any attorney practicing under this rule shall be subject to all applicable provisions of the Colorado Rules of Professional Conduct, except for the provisions of Colo. RPC 1.15A through 1.15E that require an attorney to have a business account and a trust account in a financial institution doing business in Colorado; and the Colorado Rules of Civil Procedure, except C.R.C.P. 227 (general registration fees) and C.R.C.P. ~~260–~~ 250 (mandatory continuing legal education).

(6) – (8) [NO CHANGE]

RULE 211. OTHER PROVISIONS

Rule 211.2. Reapplication for Admission

(1) [NO CHANGE]

(2) ~~An applicant for readmission to the practice of law in Colorado after disbarment, administrative or disciplinary suspension for five years or longer, or placement on disability inactive status for five years or longer, must apply for and successfully complete the Colorado bar examination pursuant to C.R.C.P. 203.4, and then satisfy all applicable requirements of C.R.C.P. 251.29 or 251.30.~~ Repealed.

Rule 211.3. Oath of Admission

(1) [NO CHANGE]

(2) **Length of Time to Take Oath.** No on-motion applicant pursuant to C.R.C.P. ~~203.1 or~~ 203.2 ~~or 203.3 shall~~ will be permitted to take the oath more than eighteen months after the date on which the Supreme Court approved his or her application. No written examination applicant pursuant to C.R.C.P. 203.4 shall be permitted to take the oath more than eighteen months after the date of the announcement by the Supreme Court that he or she has passed the examination. Nothing herein shall preclude reapplication for admission.

(3) [NO CHANGE]

Rule 227. Registration Fee

(A)(1) – (A)(8) [NO CHANGE]

B. Registration Fee of Non-Attorney Judges

(1) Every non-attorney judge who is subject to the jurisdiction of the Commission on Judicial Discipline shall pay an annual fee of \$10.00. The annual fee shall be collected by the Clerk of the Supreme Court of Colorado, who shall send and receive, or cause to be sent and received, the notices and fees provided for hereafter. The ten-dollar fee shall be used to pay the costs of establishing and administering the mandatory continuing legal education requirement. The clerk shall account for and forward these receipts to the ~~Board~~ Office of Continuing Legal and Judicial Education.

(2) Any non-attorney judge who fails to timely pay the fee required under subparagraph (1) above shall be reported to the Commission on Judicial Discipline, provided a notice of delinquency has been issued by the Clerk and mailed to the non-attorney judge by certified mail addressed to the county court in the respective county seat at least 28 days prior to such reporting, unless an excuse has been granted on grounds of financial hardship.

(3) If any non-attorney judge who is reported to the Commission on Judicial Discipline under the provisions of subparagraph (2) above subsequently makes payment of arrearages, such payment shall be reported to the Commission by the Clerk.

(4) On or before January 31 of each year, all non-attorney judges shall file any affidavit required by Rule ~~260.5~~ 250.7 and shall pay the annual fee required by this rule.

(5) Within 21 days after the receipt of each fee in accordance with the provisions of subparagraph (4) above, receipt thereof shall be acknowledged on a form prescribed by the Clerk.

RULE 203. COLORADO LICENSE TO PRACTICE LAW

203.1. General Provisions

(1) – (7) [NO CHANGE]

(8) Mandatory Professionalism Course. All applicants under these rules, unless otherwise exempted, must complete the required course on professionalism presented by the Office of Attorney Regulation Counsel in cooperation with the Colorado Bar Association - CLE. Continuing legal education credit will be applied to the attorneys' first compliance period pursuant to C.R.C.P. 250.2(1). Any fees received for the course shall be divided equally between the Colorado Bar Association - CLE and the Office of Attorney Regulation Counsel to pay for administering the course and to fund the attorney regulation system. Credit for completion of the professionalism course will be valid for eighteen months following completion of the course. Applicants under C.R.C.P. 205 temporary practice rules are not required to take this course.

Rule 203.2. Applications for Admission on Motion by Qualified Out-of-State Attorneys

(1) – (5) [NO CHANGE]

(6) Professionalism Course. All applicants under this rule must complete the course on professionalism as described in C.R.C.P. 203.1(8), within six months following admission.

Rule 203.3. Applications for Admission on Motion Based upon UBE Score Transfer

(1) – (3) [NO CHANGE]

(4) Professionalism Course. All Colorado UBE score transfer applicants must complete the course on professionalism as described in C.R.C.P. 203.1(8), within six months following admission.

Rule 203.4. Applications for Admission by Colorado Bar Examination

(1) – (5) [NO CHANGE]

(6) Professionalism Course. All successful Colorado bar examination applicants must complete the course on professionalism, as described in C.R.C.P. 203.1(8), prior to and as a condition of admission. Credit for completion of the professionalism course will be valid for eighteen months following completion of the course.

(7) [NO CHANGE]

RULE 204. CERTIFICATIONS/LIMITED ADMISSIONS TO PRACTICE LAW

Rule 204.1. Single-Client Counsel Certification

(1) – (3) [NO CHANGE]

(4) Pro Bono Practice. Notwithstanding the provisions of subsection (1)(e) above, an attorney certified under this rule may provide pro bono legal services under the auspices of an entity described in C.R.C.P. 250.9(2), in accordance with Colo. RPC 6.1.

(5) – (6) [NO CHANGE]

(7) Registration, Fees, and Continuing Legal Education. An attorney certified under this rule must pay annual registration fees and comply with all other provisions of C.R.C.P. 227, as well as the mandatory legal education requirements of C.R.C.P. 250.

(8) – (9) [NO CHANGE]

(10) Professionalism Course. All attorneys certified under this rule must complete the course on professionalism as described in C.R.C.P. 203.1(8), within six months following certification.

Rule 204.2. Foreign Legal Consultant Certification

(1) – (12) [NO CHANGE]

(13) Professionalism Course. All attorneys certified under this rule must complete the course on professionalism as described in C.R.C.P. 203.1(8), within six months following certification.

Rule 204.3. Judge Advocate Certification

(1) – (6) [NO CHANGE]

(7) Registration, Fees, and Continuing Legal Education. An attorney certified under this rule shall be required to pay annual registration fees and comply with all other provisions of C.R.C.P. 227, as well as the mandatory legal education requirements of C.R.C.P. 250.

(8) – (9) [NO CHANGE]

(10) Professionalism Course. All attorneys certified under this rule must complete the course on professionalism as described in C.R.C.P. 203.1(8), within six months following certification.

Rule 204.4. Military Spouse Certification

(1) – (6) [NO CHANGE]

(7) Registration, Fees, and Continuing Legal Education. An attorney certified under this rule shall be required to pay annual registration fees and comply with all other provisions of C.R.C.P. 227, as well as the mandatory legal education requirements of C.R.C.P. 250.

(8) – (9) [NO CHANGE]

(10) Professionalism Course. All attorneys certified under this rule must complete the course on professionalism as described in C.R.C.P. 203.1(8), within six months following certification.

Rule 204.5. Law Professor Certification

(1) – (6) [NO CHANGE]

(7) Registration, Fees, and Continuing Legal Education. An attorney certified under this rule shall be required to pay annual registration fees and comply with all other provisions of C.R.C.P. 227, as well as the mandatory legal education requirements of C.R.C.P. 250.

(8) – (9) [NO CHANGE]

(10) Professionalism Course. All attorneys certified under this rule must complete the course on professionalism as described in C.R.C.P. 203.1(8), within six months following certification.

Rule 204.6. Pro Bono Counsel Certification

(1) General Statement and Eligibility. In its discretion, the Supreme Court may certify attorneys not otherwise authorized to practice law in Colorado to provide pro bono legal services under the auspices of an entity described in C.R.C.P. 250.8(2), in accordance with Colo. RPC 6.1.

(a) To act in such a capacity, the applicant for pro bono counsel certification must be either:

(i) An attorney, including a retired attorney, admitted to practice law in Colorado

who:

(A) Is now on inactive status;

(B) Is a member in good standing of the bar of all courts and jurisdictions in which he or she has been admitted to practice;

(C) Has no pending formal disciplinary or disability proceeding; and

(D) Limits his or her practice to acting as pro bono counsel as set forth in this rule and, notwithstanding the reduced fee provisions of Colo. RPC 6.1(b), will not receive or expect compensation or other direct or indirect pecuniary gain for the legal services rendered; or

(ii) An out-of-state attorney domiciled in Colorado but not admitted to practice law in Colorado who:

(A) Is licensed to practice law and is on active, inactive, or equivalent status in another jurisdiction in the United States;

(B) Is a member in good standing of the bar of all courts and jurisdictions in which he or she is admitted to practice;

(C) Has no pending formal disciplinary or disability proceeding;

(D) Agrees to be subject to the Colorado Rules of Professional Conduct and the Rules of Procedure Regarding Attorney Discipline and Disability Proceedings; and

(E) Limits his or her practice to acting as pro bono counsel as set forth in this rule and, notwithstanding the reduced fee provisions of Colo. RPC 6.1(b), will not receive or expect compensation or other direct or indirect pecuniary gain for the legal services rendered.

(b) This rule shall not preclude a nonprofit entity from receiving court-awarded attorney fees for representation provided by a certified pro bono counsel and shall not preclude a certified pro bono counsel from receiving reimbursement for otherwise recoverable costs, but not including fees, incurred in representing a pro bono client.

(2) – (8) [NO CHANGE]

(9) Professionalism Course; Continuing Legal Education. All attorneys certified under this rule are exempt from taking the professionalism course described in C.R.C.P. 203.1(8) and are exempt from the continuing legal education requirements under C.R.C.P. 250.

RULE 205. OTHER AUTHORIZATIONS TO PRACTICE LAW

Rule 205.3. Pro Hac Vice Authority Before State Courts – Out-of-State Attorney

(1) – (6) [NO CHANGE]

(7) Discipline and Disability Jurisdiction. Any attorney authorized to appear under this rule shall be subject to all applicable provisions of the Colorado Rules of Professional Conduct, except for the provisions of Colo. RPC 1.15A through 1.15E that require an attorney to have a business account and a trust account in a financial institution doing business in Colorado; and the Colorado Rules of Civil Procedure, except C.R.C.P. 227 (general registration fees) and C.R.C.P. 250 (mandatory continuing legal education).

Rule 205.5. Pro Hac Vice Authority – Foreign Attorney

(1) – (6) [NO CHANGE]

(7) Discipline and Disability Jurisdiction. Any foreign attorney authorized to appear under this rule shall be subject to all applicable provisions of the Colorado Rules of Professional Conduct, except for the provisions of Colo. RPC 1.15A through 1.15E that require an attorney to have a business account and a trust account in a financial institution doing business in Colorado; and the Colorado Rules of Civil Procedure, except C.R.C.P. 227 (general registration fees) and C.R.C.P. 250 (mandatory continuing legal education).

Rule 205.6. Practice Pending Admission

(1) General Statement and Eligibility. An attorney who currently holds an active license to practice law in another jurisdiction in the United States, and who has been engaged in the active practice of law for three of the last five years, may provide legal services in Colorado through an office or other place for the regular practice of law in Colorado for no more than 365 days, provided that the attorney:

(a) Is a licensed attorney in good standing in all courts and jurisdictions in which he or she is admitted to practice;

(b) Is not currently subject to an order of attorney discipline or the subject of a pending formal disciplinary or disability investigation in any jurisdiction;

(c) Has not previously been denied admission to practice law in Colorado, has not failed the Colorado bar examination within the last three years, and has never been denied admission on character and fitness grounds in any jurisdiction;

(d) Has first submitted a complete application for admission on motion by qualified out-of-state attorney (C.R.C.P. 203.2), on motion based upon UBE score transfer (C.R.C.P. 203.3), or by examination (C.R.C.P. 203.4);

(e) Reasonably expects to fulfill all of Colorado's requirements for that form of admission;

(f) Associates with and is supervised by an attorney who is admitted to practice law in Colorado, and discloses the name, address, and membership status of that attorney;

(g) Provides a signed verification form from the Colorado attorney certifying the applicant's association with and supervision by that attorney;

(h) Affirmatively states in all written communications with the public and clients the following language: “Practice temporarily authorized pending admission under C.R.C.P. 205.6”; and

(i) Files an application for practice pending admission and pays a fee in an amount fixed by the Supreme Court. The fee must be paid when the application is submitted. The application and fee will be collected by the Office of Attorney Registration. The fee should be made payable to the Clerk of the Supreme Court.

(2) – (4) [NO CHANGE]

(5) Discipline and Disability Jurisdiction. Any attorney practicing under this rule shall be subject to all applicable provisions of the Colorado Rules of Professional Conduct, except for the provisions of Colo. RPC 1.15A through 1.15E that require an attorney to have a business account and a trust account in a financial institution doing business in Colorado; and the Colorado Rules of Civil Procedure, except C.R.C.P. 227 (general registration fees) and C.R.C.P. 250 (mandatory continuing legal education).

(6) – (8) [NO CHANGE]

RULE 211. OTHER PROVISIONS

Rule 211.2. Reapplication for Admission

(1) [NO CHANGE]

(2) Repealed.

Rule 211.3. Oath of Admission

(1) [NO CHANGE]

(2) Length of Time to Take Oath. No on-motion applicant pursuant to C.R.C.P. 203.2 or 203.3 will be permitted to take the oath more than eighteen months after the date on which the Supreme Court approved his or her application. No written examination applicant pursuant to C.R.C.P. 203.4 shall be permitted to take the oath more than eighteen months after the date of the announcement by the Supreme Court that he or she has passed the examination. Nothing herein shall preclude reapplication for admission.

(3) [NO CHANGE]

Rule 227. Registration Fee

(A)(1) – (A)(8) [NO CHANGE]

B. Registration Fee of Non-Attorney Judges

(1) Every non-attorney judge who is subject to the jurisdiction of the Commission on Judicial Discipline shall pay an annual fee of \$10.00. The annual fee shall be collected by the Clerk of the Supreme Court of Colorado, who shall send and receive, or cause to be sent and received, the notices and fees provided for hereafter. The ten-dollar fee shall be used to pay the costs of establishing and administering the mandatory continuing legal education requirement. The clerk shall account for and forward these receipts to the Office of Continuing Legal and Judicial Education.

(2) Any non-attorney judge who fails to timely pay the fee required under subparagraph (1) above shall be reported to the Commission on Judicial Discipline, provided a notice of delinquency has been issued by the Clerk and mailed to the non-attorney judge by certified mail addressed to the county court in the respective county seat at least 28 days prior to such reporting, unless an excuse has been granted on grounds of financial hardship.

(3) If any non-attorney judge who is reported to the Commission on Judicial Discipline under the provisions of subparagraph (2) above subsequently makes payment of arrearages, such payment shall be reported to the Commission by the Clerk.

(4) On or before January 31 of each year, all non-attorney judges shall file any affidavit required by Rule 250.7 and shall pay the annual fee required by this rule.

(5) Within 21 days after the receipt of each fee in accordance with the provisions of subparagraph (4) above, receipt thereof shall be acknowledged on a form prescribed by the Clerk.

Amended and Adopted by the Court, En Banc, January 24, 2019, effective immediately.

By the Court:

**Monica M. Márquez
Justice, Colorado Supreme Court**