How to Add Bar Information

The individual <u>must</u> be listed as a practicing attorney. If they are not listed as a practicing attorney, you can update this by going to the profile for the individual's profile and clicking **Edit**

Change the Practicing attorney button from No to Yes and click **Save**.

Now scroll down to the Attorney Information section and click **Edit**

Enter the State, Agency, Bar Member Number, Year Admitted and License Status and click **Save**.