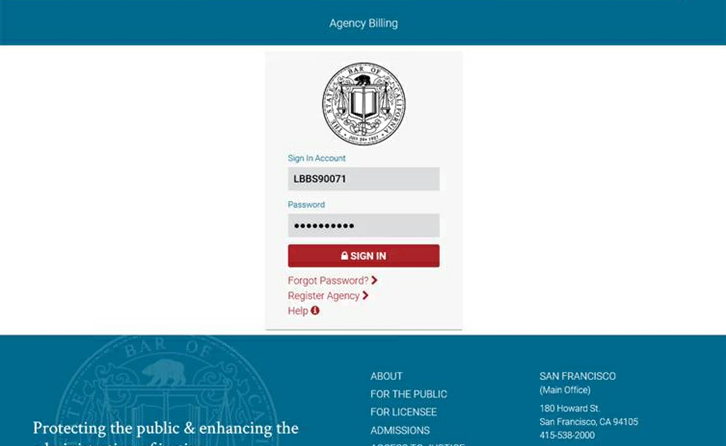
1. Last week of November or first week of December
   1. You will receive an email from the Cal Bar Agency Billing regarding Bar Dues payment

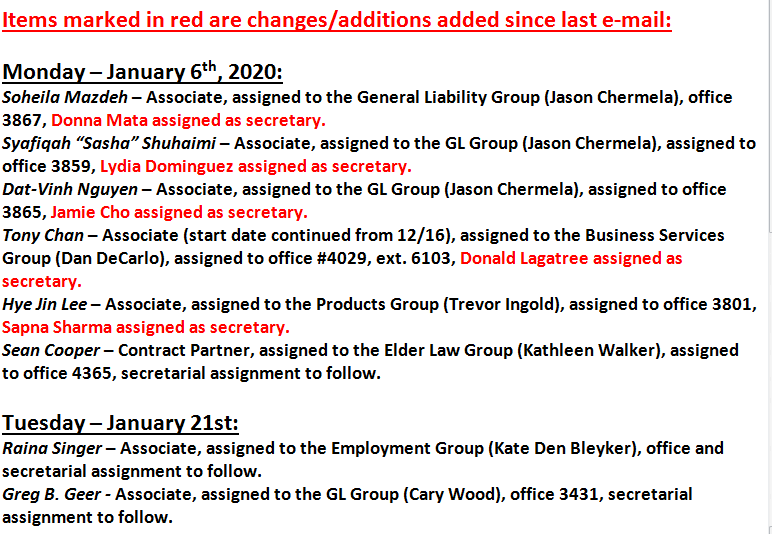
Website: <https://billing.calbar.ca.gov/ab/>

Sign In: LBBS90071

Password: XXXXXXXX

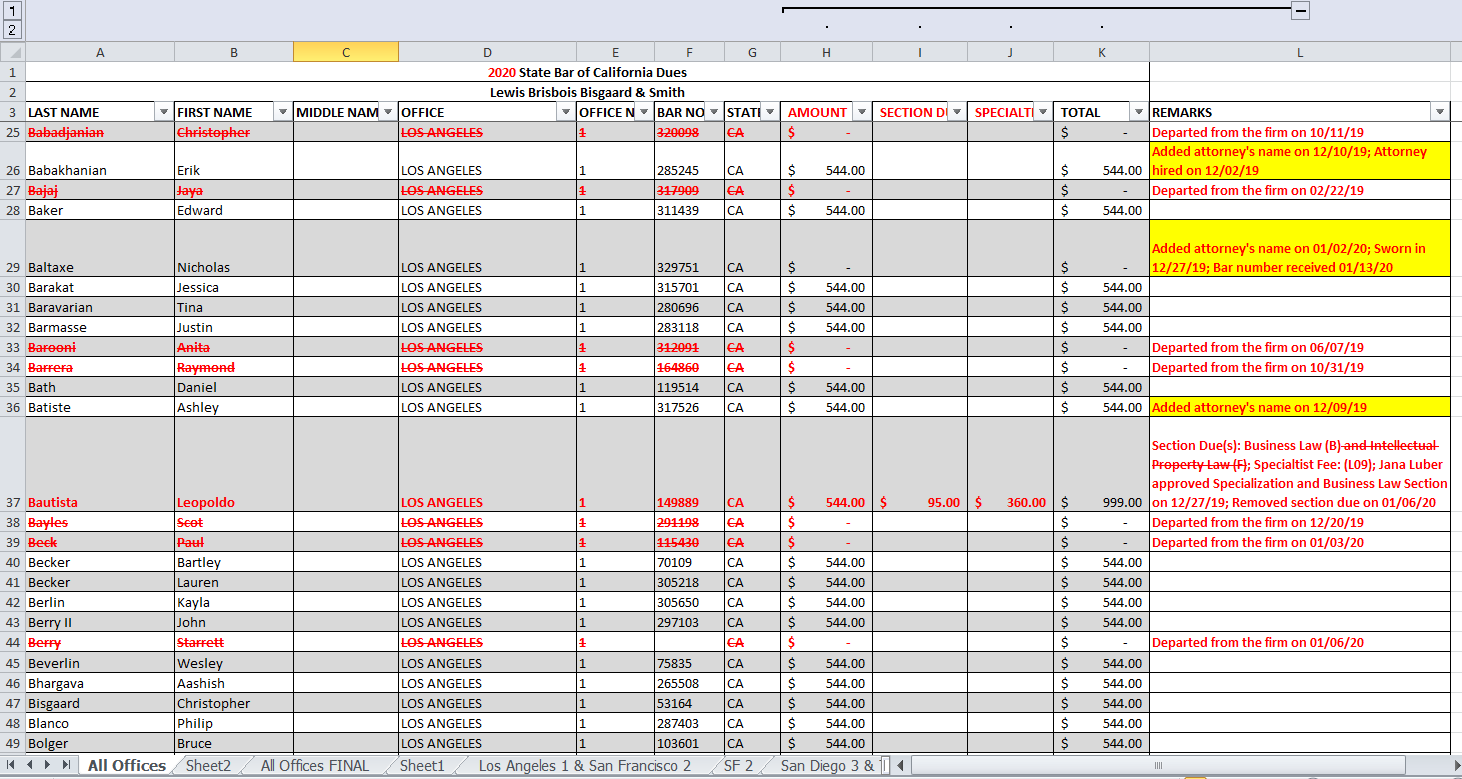


* 1. When received, send an email to Jessica Ramos (HR Supervisor) or Maria Reyes (Financial Analyst) requesting an updated list of attorneys’ names whose a member of the State Bar of CA
  2. Also, request a copy of **LA NEW HIRES**(LA office ONLY) from the manager or supervisor



* + 1. Once received, update the Excel spreadsheet and compare from the previous year
    2. Strikethrough attorneys who are no longer with the firm (~~Name~~)
    3. Previous year spreadsheets can be found in AP Import



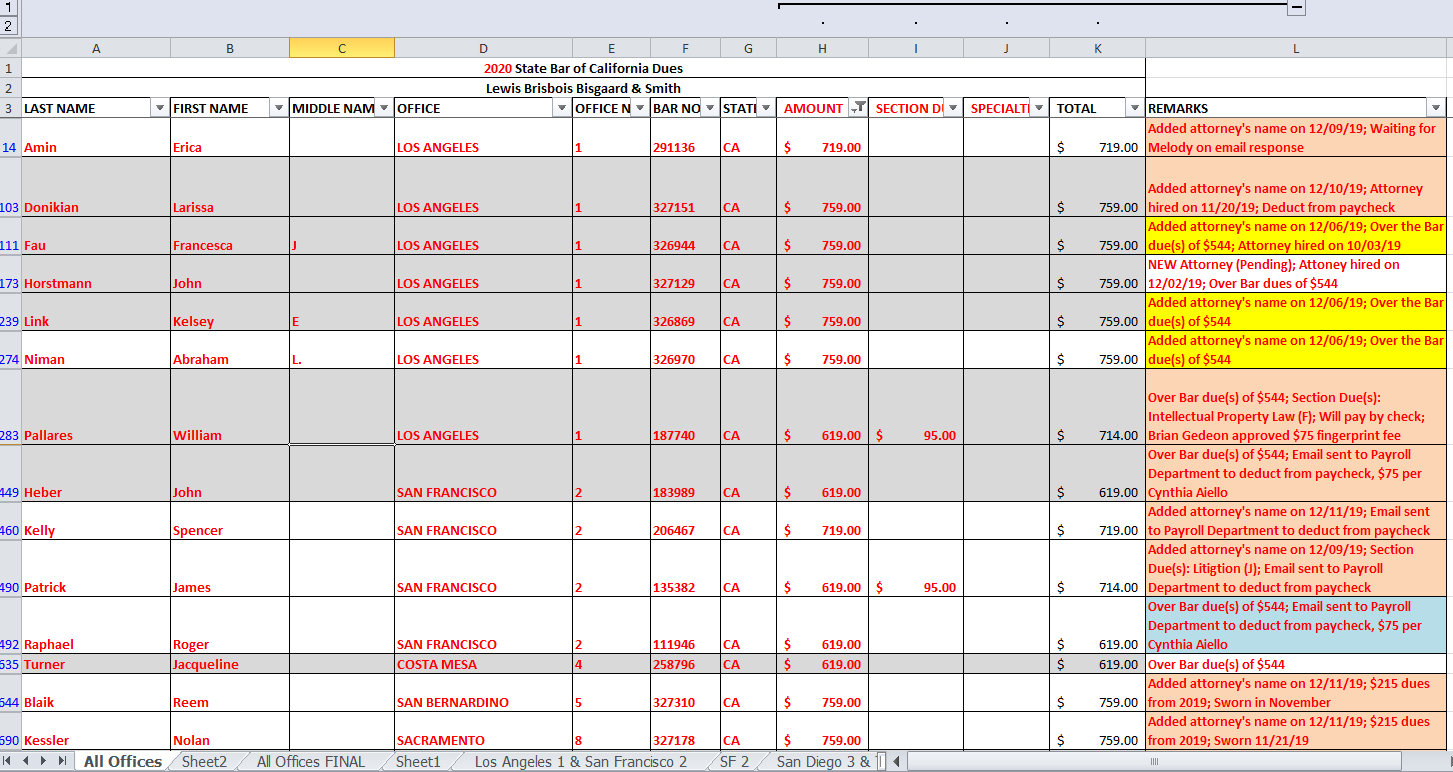


* + - 1. Go into the CalBal Agency Billing website and update attorney’s names
      2. Once the names are updated, generate an invoice by office
         1. Identify the attorneys’ balance over $544

Late fees must be collected from the attorneys

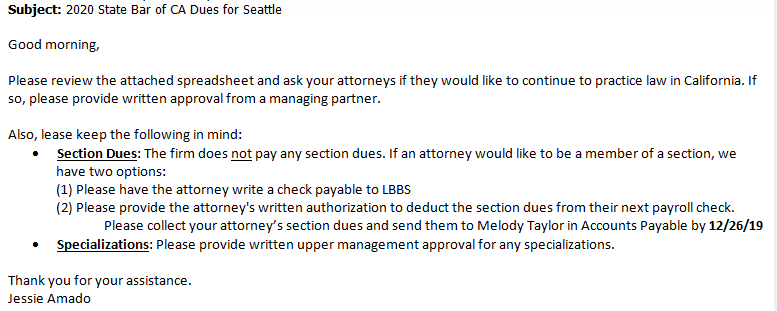
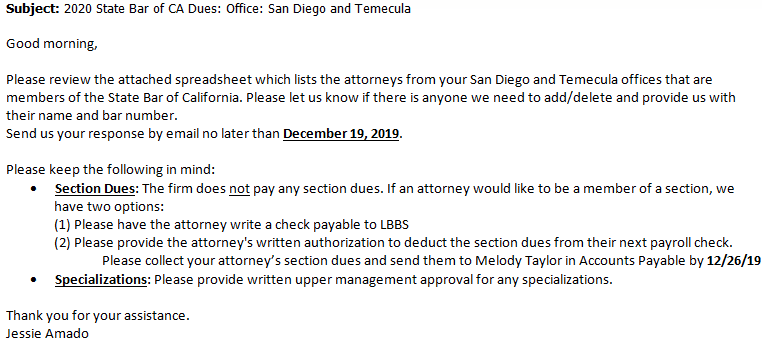
Email attorneys and attach their statement

* + - * 1. Donations are not included with bar dues, remove these from Agency Billing website

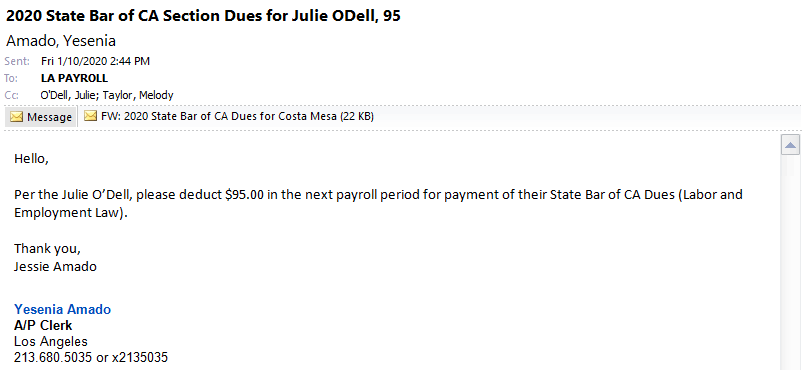


1. 2nd week of December
   1. Create an Excel spreadsheet by office
      1. Send an email to the Office Administrator asking them to review the Excel spreadsheet
      2. LAO: Email Nancy Simas & Tammy Fine
         1. Give them 4 to 5 days to provide updates
      3. Section Dues: Firm does not pay section dues, will need attorney’s approval to deduct from Payroll
      4. Specialty Fees: written approvals needed from Managing Partner

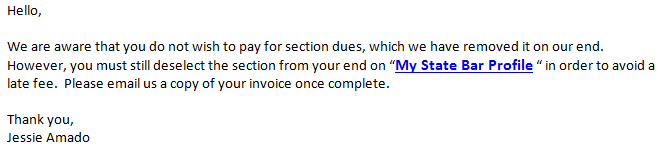
Outside California offices California offices

* + 1. LA office: AP Department will collect section dues
    2. Send an email to LA Payroll from all attorneys who approved to deduct from paycheck
       1. Attach the approval in email



1. 3rd week of December
   1. Update the CalBar Agency Billing website from attorneys who do not want to pay for section dues
      1. Email attorneys that they must remove the section due from their [**My State Bar Profil*e***](https://protect-us.mimecast.com/s/lLUSCBB1KMT0qEwkINexOk?domain=membermail.calbar.org) to avoid additional fees



* 1. Add newly hired attorneys and collect section dues
     1. They must have a Bar number
     2. Attorneys whose bar numbers have not been assigned before dues are due will be able to pay after bar number is assigned. Late fees should not be charged to these attorneys

1. Last week of December
   1. Finalize the CalBar Agency Billing website and the Excel spreadsheet
2. 1st week of January
   1. Create a new Excel spreadsheet Final-Copy



* + 1. Delete strikethroughs and attorneys who have **not** received their bar number
    2. Export spreadsheet from Excel and compare to ensure total matches
       1. The CalBal website and Spreadsheet’s **balance must match**
          1. **Have a Final-Copy backup**



1. Provide a list of paid attorneys to the Office Administrator (their office ONLY)
   1. Send payment and copy of Agency Billing invoice via FedEx
      1. Email Claudia Camacho and Omar Easley a copy of the check and the Excel spreadsheet

Note: When emailing Office Administrators, CC: Administrative Assistance and Samuel Guerra and Brian Gedeon

Roy Brisbois is retired DO NOT PAY

Daniel Hyde Special Counsel DO NOT PAY

Double check with Melody Taylor with **Of Counsel** (LAO) before emailing,

If New Hires are **not** in the system (Timekeeper, Directory) **DO NOT ADD**

State Bar Contact [Claudia.Camacho@calbar.ca.gov](mailto:Claudia.Camacho@calbar.ca.gov) , [Omar.Easley@calbar.ca.gov](mailto:Omar.Easley@calbar.ca.gov)

Any late fees, the firm is **NOT** responsible



If attorneys are having issues removing sections, they must deselect the section (under Section Tab) then go through all the tabs until they reach the Review Tab. Click “Pay by Mail”. This will generate an invoice which shows the balance. If they are still having issues, they must call 415.538.2000

Note: Donation balance are $0, if different, please contact attorney