

## Judge Advocate Certification – C.R.C.P. Rule 204.3

### APPLICATION CHECKLIST:

(Note: All of the following items **MUST** be enclosed before the application can be accepted and processed.)

1. A filing fee of \$50.00, as a bank check or money order payable to: “Clerk of the Colorado Supreme Court”, must accompany each attorney’s application.
2. Application for certification. (The application **must include** page 5, Attorney Registration Compliance Statement Form.)
3. Certificate(s) of Good Standing from each jurisdiction where an attorney holds a license.\* (Certificates over 30-days old will not be accepted.)
4. Copies of applicant military orders reflecting a permanent change of station a military installation in Colorado.
5. Certificate of judge advocate.

\*If a jurisdiction will not provide this document, they must substitute a letter providing the information that the Colorado Supreme Court Office of Attorney Registration requires.

**MAILING ADDRESS:** Please send your completed application and all enclosures, or direct any additional inquires, to our main office at:

Colorado Supreme Court  
Office of Attorney Registration  
1300 Broadway, Suite 510  
Denver, CO 80203  
(303) 928-7800

NOTE: Pursuant to Rule 204.3, judge advocate certification is granted for a limited purpose. You must notify the Office of Attorney Registration within 28 days of any change in status related to your admission or employment as a judge advocate or other changes as listed in C.R.C.P. 204.3(5). Changes of business and home address(es) and phone number(s) must also be reported within 30 days of such change per C.R.C.P. 227(2)(b).

Once approved, you will be billed an annual registration fee in December of each year and must complete the required course on professionalism within six months of your admission date. Please contact Colorado Supreme Court CLE department for additional CLE requirements at 303-928-7771. You may register for the professionalism course by contacting:

Colorado Bar Association CLE  
1900 Grant Street, Suite 300  
Denver, Colorado 80203  
303-860-0608 (Toll Free 888-860-2531)  
303-860-0624 (Fax) [www.cobar.org/CLE](http://www.cobar.org/CLE)