

**CHECKLIST FOR  
APPLICATION AND DOCUMENTS REQUIRED UNDER RULE 15-301.1  
FOR PUBLIC EMPLOYEE LIMITED LAW LICENSE**

1. Application for a Limited License (sample attached).
2. A letter from the governmental agency authority certifying applicant's employment with a qualifying governmental entity.
3. Original certificate of good standing from all states in which admitted. All certificates of good standing must be issued and dated within thirty (30) days of the date the limited law license application is submitted to the Supreme Court.
4. A certificate (statement) by the applicant that the applicant has read and is familiar with the New Mexico Rules of Professional Conduct and rules of the Supreme Court of New Mexico and New Mexico statutes relating to the conduct of attorneys. (Statement should track language in Rule 15-301.1(C)(3).)
5. Proof of age (must be 18 year of age). A statement by the applicant that they are 18 years of age or more is satisfactory. (This may be included in the certificate under #4.)
6. Proof of graduation from law school. A statement by the applicant containing the name of the law school and whether it is ABA accredited is satisfactory. (This may be included in the certificate under #4.)

If applicant graduated from a non-ABA accredited law school, the practice requirement must be certified on a document (maybe a certificate of good standing) that states from what date to what date the application has been an active member. Also, the applicant must set forth the applicant's employment history so the N.M. Supreme Court can determine if the applicant practiced for at least four (4) of the six (6) years immediately preceding the application.

7. \$125.00 docket fee - check or money order payable to Supreme Court of New Mexico
8. \$150.00 disciplinary fee - check or money order payable to NM Disciplinary Board

**SAMPLE APPLICATION**

**IN THE SUPREME COURT OF THE STATE OF NEW MEXICO**

**In the Matter of the Application of  
\_\_\_\_\_, Esquire,  
for a Limited License under  
Rule 15-301.1 NMRA of the  
Rules Governing Admission to the Bar**

**APPLICATION OF \_\_\_\_\_, ESQUIRE, FOR A  
LIMITED LICENSE UNDER RULE 15-301.1 NMRA**

Applicant, \_\_\_\_\_, Esquire, respectfully requests that this Court issue a Limited License under Rule 15-301.1 NMRA and represents as follows:

1. Applicant is licensed to practice law in the state(s) of \_\_\_\_\_. Attached as Exhibit A is a certificate of admission to practice and good standing from each state in which I am admitted.
2. Applicant will be employed by \_\_\_\_\_, which is a qualified governmental entity as defined in Rule 15-301.1(A)(3) or (4) NMRA. Attached as Exhibit B is a letter certifying my employment.
3. Applicant has signed a certificate verifying that applicant has read and is familiar with New Mexico Rules of Professional Conduct and rules of the Supreme Court of New Mexico and New Mexico statutes relating to the conduct of attorneys, which is attached as Exhibit C.
4. Applicant acknowledges the responsibility to pay a docket fee in the amount of \$125.00 by check or money order made payable to the Supreme Court of New Mexico and a disciplinary fee of \$150.00 by check or money order made payable to the Disciplinary Board. Payment for both fees is enclosed with this application.

Having complied with the application process for a public employee limited license, applicant respectfully requests that this Court issue a Limited License under

Rule 15-301.1 NMRA.

Submitted by:

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Attorney at Law

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Date

**SAMPLE**

**CERTIFICATE IN SUPPORT OF APPLICATION FOR RULE 15-301.1  
LIMITED LICENSE**

I, \_\_\_\_\_, hereby certify the following:

- I am over 18 years of age;
- I graduated from \_\_\_\_\_ law school, which is an ABA accredited law school;

**OR**

I graduated from \_\_\_\_\_ law school, which is not accredited by the ABA, and proof of the practice requirement and my employment history are attached.

- I have read and am familiar with the New Mexico Rules of Professional Conduct, the rules of the New Mexico Supreme Court, and the New Mexico statutes relating to the conduct of attorneys.

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

**EXHIBIT C**