

IN THE SUPREME COURT OF THE STATE OF DELAWARE

ORDER AMENDING THE	§
SUPREME COURT RULES, THE	§
LAWYERS' RULES OF	§
PROFESSIONAL CONDUCT,	§
AND THE JUDGES' CODE OF	§
JUDICIAL CONDUCT	§

Before **SEITZ**, Chief Justice; **VALIHURA**, **TRAYNOR**, **LEGROW**, and **GRIFFITHS**, Justices, constituting the Court *en Banc*.

ORDER

This 14th day of July 2025, it appears to the Court that:

WHEREAS, effective May 22, 2025, the General Assembly amended Title 10, Section 147 of the Delaware Code to provide that an appeal filed by a *pro se* inmate in a criminal action is timely filed if the notice of appeal is placed in the correctional institution's internal mail system on or before the last day for filing the appeal, if certain conditions are met;

WHEREAS, the Court has determined that the Supreme Court Rules should be amended to provide for timely filing consistent with the amendment to 10 *Del. C.* § 147;

WHEREAS, on November 4, 2024, the Court established an Advisory Committee to examine Rule 5.5 of the Delaware Lawyers' Rules of Professional Conduct ("DLRPC") and Supreme Court Rule 55.1 and consider whether amendments to those rules were advisable in light of the increased prevalence of

remote work, the number of Rule 55.1 attorneys who had not informed the Court of changes in their employment or other circumstances rendering them ineligible for limited practice under Rule 55.1, and recent orders addressing the requirements of Rule 55.1;¹

WHEREAS, Rule 55.1 applications submitted on or after November 4, 2024, were held in abeyance until the Court considered and acted on the Committee's recommendations, and the ninety-day time period under Rule 55.1(k) was tolled;

WHEREAS, the Advisory Committee recommended certain amendments to DLRPC 5.5 and Supreme Court Rule 55.1 and the adoption of an official comment to Rule 55.1;

WHEREAS, on March 26, 2025, the Advisory Committee published its recommendations and invited public comment thereon for a period of thirty days;

WHEREAS, the Advisory Committee considered the comments that it received and made a final recommendation to the Court;

WHEREAS, the Court has considered the Advisory Committee's recommendations and determined that DLRPC 5.5 and Supreme Court Rule 55.1 should be amended and that an official comment to Rule 55.1 should be adopted;

¹ *In re Polk*, 2024 WL 4590033 (Del. Oct. 22, 2024); *In re Hobi*, 2024 WL 3169114 (Del. June 25, 2024); *In re Senerchia*, 2024 WL 3161007 (Del. June 25, 2024).

WHEREAS, the text of the Delaware Judges' Code of Judicial Conduct is based on Delaware's 1974 adaptation of the ABA's 1972 Model Code of Judicial Conduct, revised by Delaware in 1993 after the promulgation of the ABA's 1990 Model Code of Judicial Conduct;

WHEREAS, the ABA's 1990 Model Code of Judicial Conduct included a comment clarifying the application of rules regarding disqualification of a judge when the judge was previously a lawyer in a government agency;

WHEREAS, other states have amended their respective judicial conduct rules consistently with that comment; and

WHEREAS, the Court has determined that Rule 2.11(A)(4) of the Delaware Judges' Code of Judicial Conduct should be amended to include that comment;

NOW, THEREFORE, IT IS ORDERED that:

(1) Supreme Court Rule 6(a) shall be amended to add the underlined text and to delete the strikethrough text as follows:

- (a) Notice of appeal. A notice of appeal shall be filed in the office of the Clerk of this Court as follows:
 - (i) Civil appeals. Within 30 days after entry upon the docket of a judgment, order or decree from which the appeal is taken in a civil case except as to appeals controlled by § 146 of Title 10;
 - (ii) Challenges to a final award under the Delaware Rapid Arbitration Act. Within 15 days after issuance of the final award.
 - (iii) Criminal appeals.
 - (A) Sentences. Within 30 days after a sentence

is imposed in a direct appeal of a criminal conviction or a violation of probation.~~;~~ ~~and~~

~~(iv)(B)~~ Post-conviction ~~appeals~~ orders. Within 30 days after entry upon the docket of a judgment or order in any proceeding for post-conviction relief.

(C) Pro se inmates. An appeal filed by a pro se inmate confined in an institution that is not timely under subsections (a)(iii)(A) or (a)(iii)(B) of this Rule shall be deemed timely filed on the date of its deposit in the institution's internal mail system if the following conditions are satisfied:

1. the inmate's notice of appeal is placed in the institution's internal mail system on or before the last day for filing as set forth in subsections (a)(iii)(A) or (a)(iii)(B) of this Rule;
2. the first-class postage is prepaid; and
3. the notice of appeal is accompanied by a receipt from the institution's staff verifying the date and time the notice of appeal was placed in the institution's internal mail system.

This amendment is effective immediately.

(2) Rule 5.5(d)(1) of the Delaware Lawyers' Rules of Professional Conduct shall be amended to add the underlined text and to delete the strikethrough text as follows:

(d) A lawyer admitted in another United States jurisdiction, or in a foreign jurisdiction, and not disbarred or suspended from practice in any jurisdiction, may provide legal services in this jurisdiction that:

- (1) are provided to the lawyer's employer or its organizational affiliates ~~after~~ while in compliance with

Supreme Court Rule 55.1~~(a)(1)~~ and are not services for which the forum requires pro hac vice admission; or
(2) are services that the lawyer is authorized to provide by federal law or other law of this jurisdiction.

This amendment is effective immediately.

(3) Supreme Court Rule 55.1 shall be replaced with new versions of the rule and forms and a “2025 Comment” shall be added, as set forth in the attached Exhibit A. These amendments are effective immediately, except that:

- (i) The requirement that an application be submitted within thirty days of beginning employment with the Employer, as provided in Rule 55.1(b), shall not apply to a lawyer whose application was submitted on or after November 4, 2024, and was being held in abeyance as of the date of this order; rather, such lawyer may submit a new application under amended Rule 55.1 within thirty days of the date of this order. Any payment that the lawyer submitted with the application that was being held in abeyance shall be returned to the applicant.
- (ii) Authorized In-House Counsel shall first be required to complete the annual registration process as provided in Rule 55.1(f) in 2026, and automatic termination under Rule 55.1(g)(1)(A) shall first occur after November 16, 2026.

(iii) As part of the annual registration process in 2026, each lawyer who holds a Rule 55.1 certificate that was issued before November 4, 2024 (a “Pre-Amendment Certificate Holder”) shall be required to certify the lawyer’s eligibility under Rule 55.1 as amended by this order. A Pre-Amendment Certificate Holder who is not eligible under Rule 55.1 as amended by this order may apply to the Court to maintain the certificate upon a showing of good cause. The Pre-Amendment Certificate Holder shall submit to the Clerk of the Court, within ninety days of the date of this order, a letter identifying the provision(s) of the amended rule under which the lawyer is ineligible, describing the relevant circumstances affecting the lawyer’s eligibility, and stating why the Court should find good cause for the lawyer’s continued practice under Rule 55.1. Supporting documents may be submitted.

(4) Rule 2.11(A)(4) of the Delaware Judges’ Code of Judicial Conduct shall be amended to include the underlined text as follows:

(A) A judge should disqualify himself or herself in a proceeding in which the judge’s impartiality might reasonably be questioned, including but not limited to instances where:

....

(4) The judge

- (a) served as a lawyer in the matter in controversy, or a lawyer with whom the judge previously practiced law served during such association as a lawyer concerning the matter, or the judge or such lawyer has been a material witness concerning it, or the judge was associated in the practice of law within the preceding year with a law firm or lawyer acting as counsel in the proceeding;

COMMENT

A lawyer in a government agency does not ordinarily have an association with other lawyers employed by that agency within the meaning of Rule 2.11(A)(4)(a); a judge formerly employed by a government agency, however, should disqualify himself or herself in a proceeding if the judge's impartiality might reasonably be questioned because of such association.

- (b) served in governmental employment and in such capacity participated as counsel, advisor, or material witness concerning the proceeding or has expressed an opinion concerning the merits of the particular case in controversy.

This amendment is effective immediately.

(5) The Clerk of this Court is directed to transmit a certified copy of this order to the clerk for each trial court in each county.

BY THE COURT:

/s/ Collins J. Seitz, Jr.
Chief Justice

EXHIBIT A

Rule 55.1. Limited permission to practice as in-house counsel.

(a) *Applicability and Eligibility.* To provide legal services in this jurisdiction under Rule 5.5(d)(1) of the Delaware Lawyers' Rules of Professional Conduct, a lawyer must obtain a Delaware Certificate of Limited Practice As In-House Counsel issued in accordance with this Rule (a "Rule 55.1 Certificate"). To be eligible to receive and to maintain a Rule 55.1 Certificate, the lawyer must:

- (1) be an active member in good standing at the bar of the highest court of another state or the District of Columbia or, in the Court's discretion, another jurisdiction;
- (2) be in good standing at the bar in every jurisdiction in which the lawyer is admitted to practice law;
- (3) be employed as in-house counsel by a non-governmental organizational entity, the business of which is lawful and is other than the practice of law or the provision of legal services, and which has a place of business in Delaware where employees of the organizational entity regularly work (the "Employer");
- (4) have an office or other systematic and continuous presence in Delaware for the practice of law for the Employer; and
- (5) provide legal services solely to the Employer and its subsidiaries and affiliates, except as permitted in subsection (d)(6) of this Rule.

(b) *Application.* Within 30 days after beginning employment with the Employer, the applicant shall file with the Clerk of the Court, under oath, a Rule 55.1 Form 1 application. The application shall be accompanied by:

- (1) A certificate signed by the licensing authority in each jurisdiction in which the applicant is admitted to practice law, and dated within the 30 days preceding submission of the application, stating that the applicant is (A) licensed to practice law, (B) in good standing, and (C) with respect to at least one jurisdiction, is an active member in good standing as required by Rule 55.1(a)(1);
- (2) An affidavit in the form prescribed by Rule 55.1 Form 2 from an officer, principal, or partner of the Employer, other than the applicant, who attests that:
 - (A) the Employer's business is lawful and is other than the practice of law or the provision of legal services;
 - (B) the Employer has a place of business in Delaware where employees of the Employer regularly work;
 - (C) the applicant has an office or other systematic and continuous presence in Delaware for the practice of law for the Employer;
 - (D) the applicant is employed by the Employer and provides legal services solely to the Employer, which can include its subsidiaries and affiliates, except as permitted by subsection (d)(6) of this Rule;
 - (E) the applicant will remain an active member in good standing at the bar of a court as required by Rule 55.1(a)(1); and
 - (F) the affiant or a successor will notify the Clerk of the Court upon the termination of the applicant's employment or upon becoming aware of any change in circumstances affecting the applicant's eligibility for a Rule 55.1 Certificate; and
- (3) Payment of an application fee in the amount of \$250.

While the application is pending, the applicant may provide legal services to the Employer in this jurisdiction as

if a Certificate had been obtained.

(c) *Review Procedure.*

- (1) The Clerk of the Court, with the assistance of a Supreme Court staff attorney, will conduct an initial review of the application and accompanying documents.
- (2) If the applicant's eligibility for a Rule 55.1 Certificate cannot be determined upon the initial review, the Clerk shall refer the matter to the Board of Bar Examiners (the "Board") for a recommendation on the applicant's eligibility. The Board may request from the applicant any additional information or documents reasonably necessary to determine the applicant's eligibility under this Rule.
- (3) The Board shall submit a written report to the Court with its recommendation and the basis for that recommendation regarding the applicant's eligibility for a Rule 55.1 Certificate. Within 15 days of the submission of that report, the applicant may submit a written response of no more than 5,000 words. Based on the application and accompanying documents, the Board's recommendation, and the applicant's response, the Court shall approve or deny the application.
- (4) If it is determined upon review under Rule 55.1(c)(1) or (3) that the applicant is eligible for a Rule 55.1 Certificate, the Clerk of the Court shall notify the applicant, and the applicant shall take and subscribe to the following oath or affirmation:

I will support the Constitution of the United States and the Constitution of the State of Delaware; I shall conduct myself strictly in accordance with the provisions of the Rules of the Delaware Supreme Court, including Rule 55.1; I will behave myself in the office of an In-House Counsel according to the best of my learning and ability and with all good fidelity as well to the Court as to the client; and I will use no falsehood nor delay any person's cause through lucre or malice.

After the applicant has taken and subscribed to the foregoing oath or affirmation and returned it to the Clerk, the Clerk shall issue a Rule 55.1 Certificate to the applicant. Such Certificate will authorize the lawyer to practice law as in-house counsel in Delaware as provided in this Rule.

(d) *Privileges and Responsibilities.* A lawyer holding a valid Rule 55.1 Certificate (an "Authorized In-House Counsel") is not a Member of the Delaware Bar but shall have some of the privileges and responsibilities otherwise applicable to Members of the Delaware Bar. Specifically, but without limitation, an Authorized In-House Counsel:

- (1) Is subject to (A) all rules governing the practice of law in Delaware and (B) the jurisdiction of the Supreme Court with respect to the lawyer's conduct in this or another jurisdiction to the same extent as members of the Delaware Bar. Jurisdiction of the Supreme Court shall continue whether or not the lawyer retains the Rule 55.1 Certificate and irrespective of the lawyer's continued presence in the state;
- (2) Shall fulfill the Supreme Court's requirements for continuing legal education or the requirements for continuing legal education of the jurisdictions in which the Authorized In-House Counsel is admitted to the bar;
- (3) Shall not appear in a Delaware court or otherwise engage in activities that would require a lawyer who is not admitted to the Delaware Bar to be admitted pro hac vice, unless permission to appear pro hac vice is granted;
- (4) Is authorized to provide legal services only to the Employer and its subsidiaries and affiliates, and not to its employees, directors, or officers;
- (5) May not hold out to the public that the lawyer is a member of the Delaware Bar or otherwise authorized

to practice law in Delaware, other than on behalf of the Employer and as a Rule 55.1 Certificate holder;

(6) Notwithstanding subsections (d)(3)-(5) of this Rule, an Authorized In-House Counsel may participate in the provision of legal services pro bono publico in Delaware offered under the auspices of organized legal aid societies or state/local bar association projects, or provided under the supervision of a Member of the Delaware Bar who is also working on the pro bono representation.

(e) *Changes in Circumstances.*

(1) The Employer shall promptly provide written notification in the form prescribed by Rule 55.1 Form 3 to the Clerk of the Court upon the termination of the Authorized In-House Counsel's employment or upon becoming aware of any change in circumstances affecting the lawyer's eligibility for a Rule 55.1 Certificate.

(2) Each Authorized In-House Counsel shall promptly provide written notification in the form prescribed by Rule 55.1 Form 4 Part A to the Clerk of the Court of:

(A) any change in employment;

(B) any change in other circumstances affecting the lawyer's eligibility under this Rule;
and

(C) the imposition of any public or private disciplinary sanction in any jurisdiction in which the lawyer has been admitted to the bar or otherwise authorized to practice.

(3) An Authorized In-House Counsel who has become employed by a different Employer, but who remains eligible under this Rule, may seek to transfer the certificate by filing with the Clerk of the Court within 90 days of their departure from the former Employer a Rule 55.1 Form 4 Part B accompanied by an affidavit from the new Employer that complies with Rule 55.1(b)(2).

(f) *Annual Registration.* On or before November 16, each Authorized In-House Counsel who received a Rule 55.1 Certificate before the preceding April 1 shall register with the Clerk's office, certify that the Authorized In-House Counsel continues to satisfy the requirements of Rule 55.1, and pay an annual registration fee of \$100.

(g) *Suspension and Termination.*

(1) A lawyer's Rule 55.1 Certificate shall be automatically terminated when:

(A) the lawyer fails to complete the registration and certification process as provided in subsection (f);

(B) the lawyer's employment by the Employer furnishing the affidavit required by this Rule is terminated, unless the lawyer's Certificate is transferred under Rule 55.1(e)(3);

(C) the lawyer is no longer an active member in good standing at the bar as provided in Rule 55.1(a)(1);

(D) the lawyer is suspended or disbarred for disciplinary reasons in any jurisdiction in which the lawyer has been admitted to practice; or

(E) the lawyer is admitted to the Delaware Bar.

(2) A lawyer whose Rule 55.1 Certificate has been terminated under subsections (g)(1)(A)-(C), but who is eligible for a Rule 55.1 Certificate, may reapply as provided in subsection (b). A lawyer whose Rule 55.1 Certificate has been terminated under subsection (g)(1)(D) may be considered for reinstatement in accordance with Rule 22 of the Delaware Lawyers' Rules of Disciplinary Procedure.

(3) The Court may suspend a lawyer's authorization to practice under Rule 55.1 if the lawyer fails to comply

with any other provision of this Rule. After such suspension, the Court may terminate the Certificate after providing the lawyer with notice and an opportunity to show cause why the Certificate should not be terminated.

(h) The Court may adopt such additional regulations or procedures as needed to implement this Rule.

2025 Comment

In 2003, the Court amended Rule 5.5 of the Delaware Lawyers' Rules of Professional Conduct ("DLRPC"), which governs the unauthorized practice of law, to adopt standards for multijurisdictional practice as set forth in Rule 5.5 of the Model Rules of Professional Conduct. DLRPC 5.5(b)(1) prohibits a non-Delaware lawyer—that is, a person who is licensed to practice law in another jurisdiction but not in Delaware—from establishing an office or other systematic and continuous presence in Delaware for the practice of law, except as authorized by the DLRPC or other law. DLRPC 5.5(d) provides two exceptions to that prohibition. One of those exceptions, set forth in DLRPC 5.5(d)(1), permits a non-Delaware lawyer, who is not disbarred or suspended from practice in any jurisdiction, to provide legal services in Delaware to the lawyer's employer or its organizational affiliates, if the lawyer obtains a Delaware Certificate of Limited Practice as In-House Counsel (a "Rule 55.1 Certificate") under Supreme Court Rule 55.1. The Court adopted Rule 55.1 in 2005 after considering the Model Rule for Registration of In-House Counsel drafted by the Council of the Section of Legal Education and Admission to the Bar of the American Bar Association.

By 2024, it became apparent that, although Rule 55.1 required a Certificate holder and the Certificate holder's employer to notify the Court Clerk if the Certificate holder's employment or other circumstances affecting eligibility under Rule 55.1 had changed, many had failed to do so. There were also an increasing number of applications for which the applicant and employer had no apparent connection to Delaware other than (1) the employer's status as an entity organized under Delaware law and (2) the employer's retention of a third-party registered agent located in Delaware. The Court confronted some of these issues in three cases relating to the termination or denial of Rule 55.1 Certificates in 2024. Thus, in November 2024, the Court appointed an advisory committee to examine Rule 55.1 and DLRPC 5.5 and consider whether any amendments to those rules were advisable.

The Court considered the advisory committee's recommendations and determined that the rules should be amended. The amendments restructure Rule 55.1 to reinforce the eligibility criteria for a Rule 55.1 Certificate and specify the procedure by which applications are reviewed. Consistent with DLRPC 5.5(b)(2), which prohibits a non-Delaware lawyer from holding out to the public or otherwise representing that the lawyer is admitted to practice law in Delaware, *see also* DLRPC 5.5 cmts. 4, 20-21, Rule 55.1(d)(5) provides that a Certificate holder "[m]ay not hold out to the public that the lawyer is a member of the Delaware Bar or otherwise authorized to practice law in Delaware, other than on behalf of the Employer and as a Rule 55.1 Certificate holder." To address the apparent failure of some Rule 55.1 Certificate holders to report changes in circumstances as required, the amendments add an annual registration requirement. Failure to complete the annual registration process will result in automatic termination of the Certificate.

Rule 55.1(a) sets forth the eligibility criteria for a Rule 55.1 Certificate. Subsections (a)(1) and (a)(2) address the status of the lawyer's non-Delaware licensure. The other eligibility criteria address the nature of the employer's business in Delaware; the lawyer's systematic and continuous presence in Delaware; and the relationship between the lawyer and the employer.

DLRPC Rule 5.5(d)(1) applies to lawyers who are employed to render legal services to an organizational client. As explained in comment 16 to that rule, in-house counsel's provision of legal services to the employer,

without passing the Delaware Bar examination and submitting to the other requirements for admission to the Delaware Bar, “does not create an unreasonable risk to the client and others because the employer is well situated to assess the lawyer’s qualifications and the quality of the lawyer’s work.” To ensure that an in-house counsel’s practice remains within that limited and protected scope, Rule 55.1(a)(3) and (5) require that the non-Delaware lawyer is employed by the organizational client and, except in certain limited circumstances set forth in Rule 55.1(d)(6), provides legal services solely to the organizational employer. Thus, to be eligible for and to maintain a Rule 55.1 Certificate, the lawyer may not have clients other than the organizational employer and its affiliates, with the limited exception set forth in Rule 55.1(d)(6). The rule does not prohibit the lawyer from having other employment that does not constitute the practice of law or the provision of legal services.

Under Rule 55.1(a)(3), the employer’s business must be lawful and may not constitute the practice of law or the provision of legal services. The employer must also have a place of business in Delaware where employees of the entity regularly work. A third-party registered agent or a mail drop or other location that is not regularly staffed by employees of the entity does not satisfy this requirement.

Because DLRPC 5.5(d)(1) does not apply to a lawyer who does not have an office or other systematic and continuous presence in Delaware for the practice of law, Rule 55.1(a)(4) requires that the lawyer has an office or other systematic and continuous presence in Delaware for the practice of law for the lawyer’s employer. This requirement relates to the lawyer’s presence in Delaware for the practice of law. The lawyer is not required to reside in Delaware. Moreover, merely working at home in Delaware—whether in the lawyer’s principal or secondary residence—for a company that does not have a place of business in Delaware does not constitute a “systematic and continuous presence in Delaware for the practice of law” for purposes of Rule 55.1, unless the lawyer meets in person with others at the home in the course of practicing law. An in-house counsel who does not have a systematic and continuous presence in Delaware is not required to obtain a Rule 55.1 Certificate merely because the employer is organized under Delaware law and has a registered agent in Delaware. Rather, such lawyer should consider whether the lawyer’s practice is authorized by some other provision of the DLRPC, such as DLRPC 5.5(c)(1)-(4). If the employer’s sole place of business is in Delaware, the non-Delaware lawyer must obtain a Rule 55.1 Certificate, regardless of where the lawyer regularly works.

Delaware Supreme Court Rule 55.1 - Form 1.

APPLICATION FOR A CERTIFICATE OF LIMITED PRACTICE

Personal Information		Employer Information	
Name As It Will Appear on Certificate		Employer Name	Date of Hire
Residential Address		Address of Location Satisfying Rule 55.1(a)(3)	
Home or Mobile Telephone Number		Work Telephone Number	
Personal Email Address		Work Email Address	

Employer Contact if Supreme Court is Unable to Reach Applicant/Certificate Holder

Contact Name	Title
Telephone Number	Email Address

Bar Admissions

Court or Jurisdiction	Bar ID Number	Active?	Good Standing?

Attach additional pages if necessary to provide all required information or to explain any responses. For each jurisdiction in which you are admitted to practice law, submit a certificate signed by the licensing authority and dated within the 30 days preceding submission of the application, stating that you are: (a) licensed to practice law, (b) in good standing, and (c) with respect to at least one jurisdiction, an active member in good standing as required by Rule 55.1(a)(1).

Delaware Supreme Court Rule 55.1 - Form 1.

By signing below, I _____, certify the following:

- The information provided on this form is true and complete;
- I am employed as in-house counsel for the Employer identified above, the business of which is lawful and other than the practice of law or the provision of legal services;
- I have an office or other continuous and systematic presence in Delaware for the practice of law for the Employer;
- I will provide legal services solely to the Employer and its subsidiaries and affiliates except as permitted by Rule 55.1(d)(6);
- I have read, and am familiar with, the Delaware Lawyers' Rules of Professional Conduct; and
- I will promptly notify the Clerk of the Supreme Court if: (a) I am no longer employed by the Employer; (b) I am no longer an active member in good standing of the bar as provided in Rule 55.1(a)(1); (c) I am subject to any disciplinary sanction in any jurisdiction in which I have been admitted to practice law; or (d) there is any other change in circumstance affecting my ability to receive or maintain a Certificate under Rule 55.1.

SIGNATURE: _____

DATE: _____

SWORN TO AND SUBSCRIBED before me this ____ day of _____, 20__

Notary Public

Delaware Supreme Court Rule 55.1. - Form 2.

EMPLOYER AFFIDAVIT

STATE OF: _____

COUNTY OF: _____

By signing below, I _____, certify the following:

1. I am the _____ of _____ (the “Employer”), an entity organized and existing under the laws of the State of _____ and having a place of business in Delaware at _____ where employees of the Employer regularly work.
2. My work address is _____, my work phone number is _____, and my work email address is _____.
3. _____, hereinafter the Applicant, is employed as a lawyer by the Employer and has an office or other systematic and continuous presence in Delaware for the practice of law for the Employer, and the nature of the Applicant’s employment conforms to the requirements of Delaware Supreme Court Rule 55.1.
4. The Applicant provides legal services solely to the Employer or one or more of its subsidiaries or affiliates, the business of which is other than the practice of law or the provision of legal services.
5. The Applicant will remain an active member in good standing of the bar of the _____ during the entire course of the Applicant’s employment.
6. I, or my successors, will promptly notify the Clerk of the Supreme Court if the Applicant’s employment is terminated, or if any other conditions affecting the Applicant’s eligibility under Rule 55.1 change.

SIGNATURE: _____

DATE: _____

SWORN TO AND SUBSCRIBED before me this ____ day of _____, 20__

Notary Public

Delaware Supreme Court Rule 55.1. - Form 3.

EMPLOYER REPORT OF CHANGE IN CIRCUMSTANCES

Name of Holder of Certificate of Limited Practice: _____

Name of Employer: _____

Address of Employer: _____

In accordance with Rule 55.1(e)(1), the above-named Employer reports the following change in circumstances:

☐ Holder's employment with Employer ended effective _____.
Date

☐ Holder is no longer an active member of the bar of _____.
Jurisdiction

☐ Holder was the subject of disciplinary measures imposed by the bar of _____.
Jurisdiction

☐ Any other change in circumstances affecting the Holder's eligibility for Certificate.
(Please describe below)

Date: _____

Signature of Employer Representative

Printed Name: _____

Title: _____

Telephone Number: _____

Email Address: _____

**CERTIFICATE HOLDER REPORT OF CHANGE IN CIRCUMSTANCES
AND APPLICATION TO TRANSFER**

Rule 55.1 Certificate Holder Name: _____ ID Number: _____

Name of Employer with affidavit on file: _____

PART A. In accordance with Rule 55.1(e)(2), I report the following change in circumstances:

☐ My employment with the above-named Employer ended effective _____.
Date

☐ I seek to transfer the Certificate to the Employer identified in Part B of this form.

☐ I intend to seek to transfer the Certificate and acknowledge that if I do not submit Part B of this form within 90 days of the above date, the Certificate will be terminated.

☐ I do not intend to seek to transfer the Certificate and acknowledge that the Certificate will be terminated.

☐ I am no longer an active member in good standing of the bar of _____,
Jurisdiction
effective _____.
Date

☐ The bar of _____ imposed the following disciplinary sanction on me,
Jurisdiction
effective _____ : _____.
Date

☐ The following other change in circumstances affecting my eligibility for a Rule 55.1
Certificate has occurred (please describe below):

SIGNATURE: _____

DATE: _____

Delaware Supreme Court Rule 55.1. - Form 4. Part B. Page 1

PART B. Application for a Certificate transfer under Rule 55.1(e)(3). Attach affidavit from new employer that complies with Rule 55.1(b)(2).

Rule 55.1 Certificate Holder Name: _____ ID Number: _____

Name of New Employer	Date of Hire
Address of Location Satisfying Rule 55.1(a)(3)	New Work Telephone Number
New Work Email Address	Mobile Telephone Number

Employer Contact if Supreme Court Clerk is Unable to Reach Applicant/Certificate Holder

Contact Name	Title
Telephone Number	Email Address

By signing below, I _____, certify the following:

- The information provided on this form is true and complete;
- Since receiving the Certificate, I have not been subject to any disciplinary sanction in any jurisdiction in which I have been admitted to practice law;
- I am employed as in-house counsel for the New Employer identified above, the business of which is lawful and other than the practice of law or the provision of legal services;
- I have an office or other continuous and systematic presence in Delaware for the practice of law for the New Employer;
- I have read, and am familiar with, the Delaware Lawyers' Rules of Professional Conduct; and
- I will promptly notify the Clerk of the Supreme Court if: (a) I am no longer employed by the New Employer; (b) I am no longer an active member in good standing of the bar as provided in Rule 55.1(a)(1); (c) I am subject to any disciplinary sanction in any jurisdiction in which I have been admitted to practice law; or (d) there is any other change in circumstance affecting my ability to receive or maintain a Certificate under Rule 55.1.

SIGNATURE: _____

DATE: _____

SWORN TO AND SUBSCRIBED before me this ____ day of _____, 20__

Notary Public