

## STATE OF WEST VIRGINIA

At a Regular Term of the Supreme Court of Appeals continued and held at Charleston, Kanawha County, on May 9, 2025, the following order was made and entered:

**RE: APPROVAL OF AMENDMENTS TO BYLAW 3.04 OF THE BYLAWS OF  
THE WEST VIRGINIA STATE BAR, No. 21-Rules-05**

Under Article VIII, §§ 1 and 3 of the West Virginia Constitution, this Court has jurisdiction to promulgate court rules. By that authority, the Court has considered amendments to Bylaw 3.04 of the Bylaws of the West Virginia State Bar regarding the authority to set other fees.

On October 21, 2024, the Court published the proposed amendments for public comment for a period of 30 days. Upon consideration of the proposed amendments, the Court is of the opinion that the following amendments should be adopted. The amendments are adopted as set forth below by underscoring and strike-through.

### **Bylaws of the West Virginia State Bar**

\* \* \*

#### **Bylaw 3.04. Authority to set other fees.**

The fees for administrative items such as late payments, penalties, legal entity registration, applications for mandatory continuing legal education accreditation, and requests for continuing legal education credit hours must be approved by no fewer than two-thirds of the Board and shall be approved by the Supreme Court of Appeals of West Virginia and take effect upon such approval. Transaction processing fees or convenience fees may be applied to any credit card, debit card, or other similar payment/transaction method. Fees may also be applied to any check returned for insufficient funds. An approved schedule of fees must be posted to the State Bar website and distributed electronically to all members in good standing on an annual basis.

\* \* \* \*

A True Copy

Attest: /s/ C. Casey Forbes  
Clerk of Court

