

Kansas Attorney Registration

Status Change Procedures

[Supreme Court Rule 206: Attorney Registration](#)

Change to Active - From Retired Status or Have Been Inactive More Than Two Years

If you have been inactive more than two years or you are currently on retired status, contact the Attorney Registration office for instructions and forms to complete. Be sure to include your bar number in your request. registration@kscourts.org

Reinstate from Suspension

To reinstate your license from an administrative suspension, contact the Attorney Registration office for instructions and forms to complete. Be sure to include your bar number in your request. registration@kscourts.org

Change to Active From Inactive Status Less Than Two Years

To change your status to active and you have been inactive less than two years, log on to the [Attorney Registration Portal](#) and submit a request to change your status online. The licensing period in Kansas begins July 1 and ends on June 30 each year.

- Choose “View/Update My Profile” and then click on the “Request Status Change” button.
- Select the new status of active and pay the fee of \$185. Review all profile information to be sure that it is current.
- After you submit the change, a confirmation page will be displayed and you will also receive an email confirming the status change. The change will be effective immediately upon submission. The attorney registration office will mail you a new bar card.

Change to Inactive or Retired status

To change to inactive or retired status during the current licensing period, log on to the [Attorney Registration Portal](#) and submit a request to change your status online. The licensing period in Kansas begins July 1 and ends on June 30 each year.

- Choose “View/Update My Profile” and then click on the “Request Status Change” button.
- Select the new status and input the effective date desired for the change. You must be age 65, on or before the effective date, and have retired from the practice of law, in order to change to retired status. If you do not meet the age requirement, that option will not be available to you.
- After you submit the change, a confirmation page will be displayed and you will also receive an email confirming the status change and the effective date.

Please note: The age requirement to change to retired status has been changed.

- You must be age 65 before July 1;
- You must be retired from the practice of law.
- Only attorneys on active status may practice law in Kansas except as allowed under [Rule 1404](#).

To be relieved of the CLE requirement for the current year and pay the lower fee for inactive or no fee for retired status for the next licensing period, your request must be submitted no later than June 30.

You can also change to inactive or retired status when you submit your annual registration online. The change **will not be effective until July 1**, and you will still be required to complete the annual CLE requirement for the current year by June 30 if you are currently on active status. Status changes submitted online when registering must be **completed** by June 30. If you complete your annual registration online after June 30, you will have to pay the registration fee and late fee based on your status as of July 1.

Voluntarily Surrender License

To request to voluntarily surrender your license and be removed from the roll of attorneys in Kansas, contact the Attorney Registration office for instructions and forms to complete. Be sure to include your bar number in your request. registration@kscourts.org

You must be in good standing to request to surrender your license which means that your request must be received by June 30 (prior to the start of the next licensing period) in order to avoid payment of the registration fee for the next licensing period. If the request is not received by June 30, you are still required to pay the fees for the next licensing period in order to remain in good standing. Then you can request to surrender your license and will be relieved of paying any future registration fees.

Please be aware that by choosing to surrender your license, if you should seek reinstatement to the Kansas Bar under Rule 230(c)(2), you would be subject to any conditions imposed by the Kansas Supreme Court for reinstatement, including but not limited to payment of the active attorney registration fee for each year since the voluntary surrender, payment of the current continuing legal education fee, and completion of the continuing legal education hours for each year since the voluntary surrender.