

<b>HUMAN RESOURCES MEMORANDUM 18-011</b>	DATE ISSUED: 7/3/2018
SUBJECT: <b>ATTORNEY FINGERPRINTING RULE</b>	REFERENCE: CalHR 2007
TO: DGS Managers, Supervisors, Employee Resource Liaisons and Attendance Clerks	SUPERCEDES: None

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**PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES**

**Purpose**

The purpose of this memo is to inform employees of California Rules of Court rule 9.9.5 issued by the California Supreme Court.

**Administrative Time Off (ATO) During State of Emergency**

Under California Rules of Court rule 9.9.5, effective June 1, 2018, active attorneys licensed in California and multijurisdictional practitioners must be re-fingerprinted by April 20, 2019.

[View the penalty schedule and fingerprinting rule requirements.](#)

**Reimbursement for Fingerprinting**

Departments shall provide reimbursement of the \$49 processing fee for the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) review, and up to \$35 for vendor fees incurred due to the requirements of California Rules of Court, rule 9.9.5, for employees in Bargaining Unit 2 and affiliated excluded employees if State Bar membership is required as a condition of employment.

**Questions**

If you have further questions, please direct them to your assigned [Labor Relations Consultant](#).

**AMY APPLGATE**, Personnel Officer  
Office of Human Resources

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