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[LOGO]  
Bordeaux  
Bar Association

Internal Regulations of the Bordeaux Bar Association

*Consolidated version dated 16 December 2025*



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PART I

NATIONAL INTERNAL REGULATIONS  
OF THE LEGAL PROFESSION

The National Internal Regulation (RIN) can be found on the website of the National Council of Bar Associations at the following link:

[LINK]



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## PART II

### INTERNAL REGULATIONS OF THE BORDEAUX BAR ASSOCIATION

which completes the provisions of the National Internal Regulations

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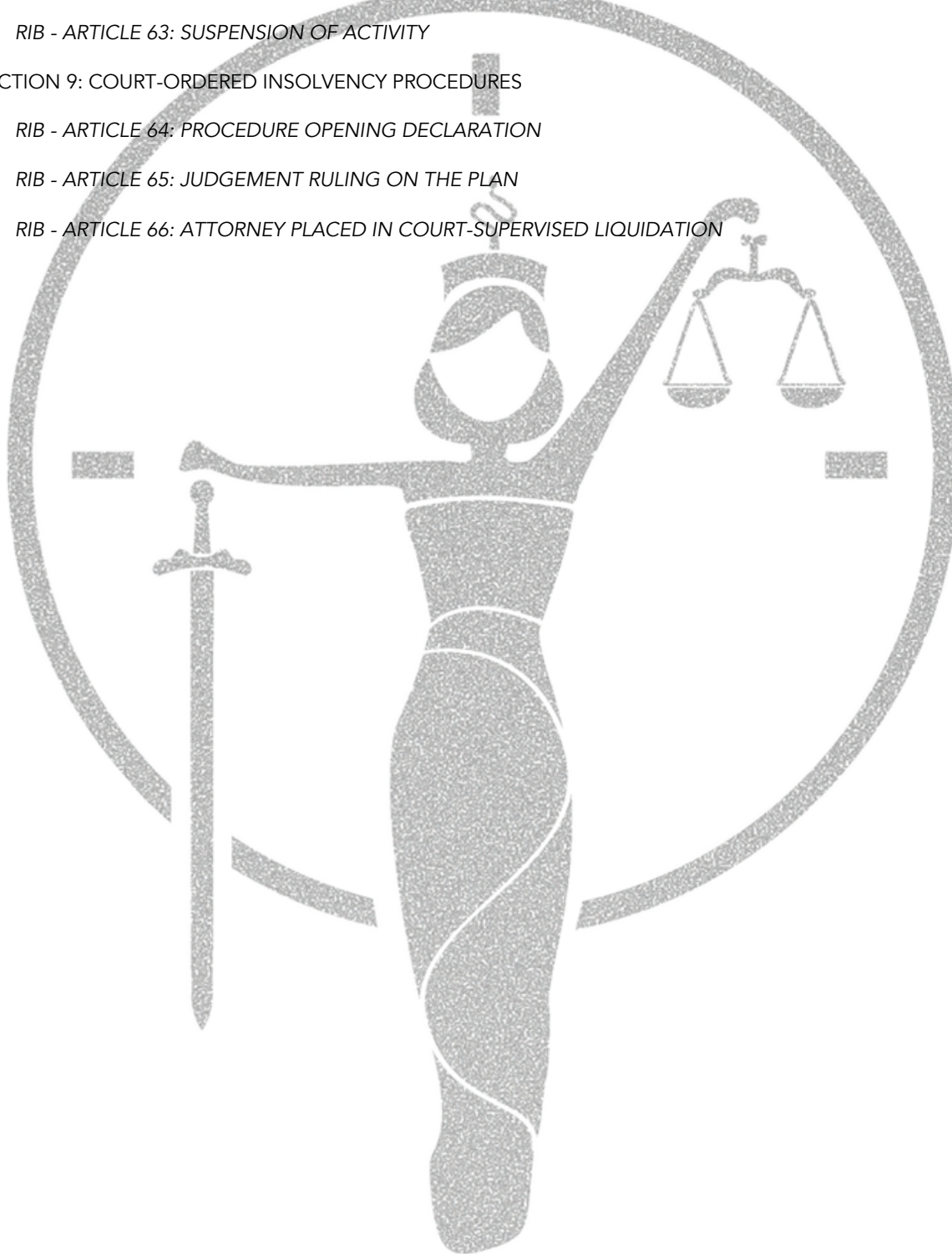
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## SECTION 1: GENERAL PROVISIONS

### RIB - ARTICLE 1

All attorneys registered with the BORDEAUX Bar Association, just like any attorney registered with another bar association who is called to exercise his or her professional activity in the jurisdiction of the Combined Court of BORDEAUX, must respect the provisions of the national internal regulation (RIN) as adopted by nominal decision No. 2005-003 of the National Council of Bar Associations and its subsequent modifications, supplemented by the customs and traditions of the BORDEAUX Bar Association which are found in this internal regulation maintained by the President and the Board of Directors of the bar association.

### RIB - ARTICLE 1 BIS: THE ESSENTIAL PRINCIPLES OF THE PROFESSION

**1 bis-1** - The essential principles of the profession shall guide an attorney's behavior in all circumstances. Attorneys shall practice with dignity, integrity, conscientiousness, independence and humanity while respecting the terms of their oath. Also, they shall respect the duties of honor, loyalty, disinterest, confraternity, decorum and courtesy.

**1 bis-2** - Attorneys shall act prudently, both when giving counsel and when following procedures.

**1 bis-3** - Attorneys must not discriminate against anyone.

All acts of moral or sexual harassment, especially in relationships with associates or collaborators, also constitute a severe violation of their obligations.

### RIB - ARTICLE 2: OATH SWEARING

**2-1** - Holders of CAPA (attorney professional aptitude certificates) shall transmit all documents necessary to the bar association's enforcement officials.

The oath swearing of the group of CAPA holders shall be organized by the bar association once per year.

The oath swearing date shall be determined by the president and the vice-president, if applicable, in agreement with the court of appeals.

The oath swearing shall be organized by the bar association's enforcement officials.

Apart from this annual oath swearing, admitted individuals shall be invited to swear the oath based on the date established by the court of appeals.

Individuals invited to swear the oath by the president and vice-president, if applicable, shall comply with the instructions given to them by the bar association for swearing the oath.



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## 2 - 2 - Admissions:

Any individual who requests registration with the bar association must submit the documentation that justifies that he or she fulfills the legal and regulatory conditions for this to the secretariat of the bar association and pay the registration fee in advance which corresponds to application processing fees set by the board of directors.

If the application is accepted, the recipient, presented by the president, shall swear an oath before the court of appeals.

### RIB - ARTICLE 3: PROFESSIONAL DESIGNATION AND DOMICILE

**3-1** - An attorney registered on the bar association's roll shall be called an "attorney registered with the Bordeaux Bar Association" and may use the designation "attorney admitted to the Bordeaux Bar Association."

If the interested party so desires, he or she may use the term "attorney."

**3-2** - Attorneys admitted to the Bordeaux Bar Association must effectively practice their profession in the bar association's jurisdiction and have an office in keeping with customs which allows for professional practice while respecting essential principles.

All attorneys must inform the president of his or her registration with a foreign bar association with proof of professional address with said bar association, and his or her possible withdrawal from said bar association.

All attorneys must inform the president when they open a secondary office or an establishment to practice in the Bordeaux Bar Association's jurisdiction or in the jurisdiction of another bar association with proof of professional address.

All attorneys must have a professional, individual email address which has security and confidentiality guarantees and where he or she can be individually contacted. Said email address must appear on the roll.

The email registered on the roll shall be the only address used for communications with the bar association's enforcement officials and the attorney payment fund.

### RIB - ARTICLE 4: ROLL OF THE BAR ASSOCIATION

The bar association's roll shall be decreed and published at the start of each calendar year.

It shall primarily include practicing attorneys. The order of registrations shall be determined by the date of oath taking and, for members of old legal counsel professions and appellate attorneys, by the date they entered the profession by application of relevant legal provisions.

In addition to the main office address, the roll shall mention the addresses of secondary offices, establishments to practice and email addresses per art. 3-2.



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The name of attorneys who are members of an association, a professional civil partnership or a multidisciplinary practice shall be registered in their bar association and followed by the name or registered name of the company he or she is associated with.

Likewise, if applicable, the attorney's name shall be followed by the phrase "old legal counsel, old appellate attorney" and, if applicable, his or her specializations.

The roll shall also include a section for legal entities and the list of attorneys who were authorized to open a secondary office or an establishment to practice in the Bordeaux Bar Association's jurisdiction.

Additionally, it shall include a list of attorneys who are EU or non-EU citizens and who have been authorized to practice in the Bordeaux Bar Association's jurisdiction under the professional title of his or her country of origin and the list of law firms.

The list of honorary attorneys shall also be added to it.

#### RIB - ARTICLE 5: DUES

**5-1** - To be registered with the Bordeaux Bar Association, all attorneys must pay the registration fee mentioned in art. 2.2.

This also applies for any attorney who is not registered with the Bordeaux Bar Association and who wishes to open a secondary office or establishment to practice in the Bordeaux Bar Association's jurisdiction.

**5-2** - All attorneys registered with the Bordeaux Bar Association must pay their dues annually. This includes their participation in the civil liability insurance taken out by the bar association.

The sum of these professional fees and dues shall be set annually through deliberations of the board of directors.

When the sum of these fees and dues refers to the "youth bar association", years of seniority shall be calculated starting on the date of oath swearing.

The due to the National Council of Bar Associations shall be collected at the same time as the due to the bar association.

All attorneys registered with the Bordeaux Bar Association shall pay the due established by the Sud-Ouest attorney payment fund.

Attorneys registered during the year or who have resigned during the year must make this payment as follows:

- The bar association due shall be for an amount that is proportional to the months of registration, both for memberships of attorneys who register during the year and for the possible return of dues paid by attorneys who leave the bar association during the year.



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- The civil liability insurance premium shall not be required for attorneys who register during the year after the initial call. Nor shall it be required for attorneys who opted for civil liability insurance covered by art. 6 below.
- Dues to the National Council of Bar Associations shall be required based on the number of attorneys registered as of the past 1 January at the same time as the dues to the bar association.
- Dues to the attorney payment fund shall be required based on the amount determined each year by said fund during the general assembly. For attorneys who register during the year, a proportional due shall be required.

Dues are payable during the 2 months following their announcement by the president or his or her representative or within 2 months of a registration during the year. Payment can be made in monthly installments.

A due whose amount is set by the board of directors must also be paid within 2 months of registration by any attorney who is not a member of the Bordeaux Bar Association and who has established a secondary office or establishment to practice in its jurisdiction.

Attorneys who fail to pay dues or make late payments shall be responsible for collections fees including formal notifications.

Each year the board of directors shall draft a statement of how the dues are used.

**5-3** - All attorneys registered with the Bordeaux Bar Association shall pay the ordinal due subject to the following:

- Automatic exemption of a year of dues for attorneys who started their professional practice in Bordeaux as associate attorneys or employees for the first establishment.
- Automatic exemption for attorneys who have been on sick leave for over 1 month. This exemption shall be applied proportionally to the number of months of sick leave.

#### RIB - ARTICLE 6: INSURANCE

The bar association took out a group insurance policy covering the civil professional liability of its members. All attorneys who have not signed onto the group insurance policy must demonstrate that they have taken out civil liability insurance for at least an equivalent coverage by 1 January of each year. They must be up to date on premium payments.

The group contract taken out by the bar association shall be available to each attorney.



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All attorneys responsible for a case whose risks exceed the coverage ceiling provided for by the group insurance policy taken out by the bar association must immediately take out supplementary insurance which fully insures his or her civil professional liability and present this to the president.

For accident declaration information, attorneys who may be liable must immediately let the president know this and transmit to him or her any procedural documents and answer any request for information or documentation.

RIB - ARTICLE 7: PROFESSIONAL IDENTITY CARD

A professional identity card in compliance with the model adapted from the national plan by the legal profession shall be delivered to all attorneys registered with the Bordeaux Bar Association. If lost or stolen, attorneys must let the president of the bar association know immediately.

In the event of temporary suspension of activity due to a decision from the board of directors or the court of appeals, the card must be left in the secretariat during that time.

In the event of resignation or removal, the identity card shall be taken back.

RIB - ARTICLE 8: PROFESSIONAL INSTALLATION

**8-1 - Professional domicile:**

Attorneys shall freely establish their professional domicile within the jurisdiction of the Combined Court of Bordeaux. However, in accordance with the law, the board of directors is responsible for the choice of installation and how the profession will be practiced.

Professional legal offices, such as those which are made available to collaborators, must be designed to always ensure professional secrecy and dignity.

It is possible for 2 associate attorneys or 2 attorneys practicing individually to share the same office as long as each attorney has his or her own locker and access to a meeting room.

Associate attorneys and attorneys who hire them may not share an office.

In business centers or similar facilities, attorneys must permanently maintain an office with a lock that he or she can access 24/7 and whose internet connection is separate from those of other non-attorney professionals in said center.

Attorneys may set up their professional practice in a coworking space as long as said space only hosts attorneys and said attorneys permanently maintain an office space that can be accessed 24/7, a personal locker and access to a meeting room.

Before opening a law firm, offices must be visited by the president or a member of the board of directors together with the requesting attorney.



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Other visits may take place in the same conditions when necessary.

The above rules apply to the main office, secondary office and establishments to practice.

### 8-2 Temporary physical address:

Attorneys may use the physical address of another attorney or a law firm for at most 12 consecutive months in the jurisdiction of the Combined Court of Bordeaux. However, in accordance with the law, the board of directors is responsible for the choice of installation and how the profession will be practiced.

A physical address must allow for the permanent use of an office which may be shared on the condition of having access to a meeting room.

Attorneys must show proof of a physical address agreement that includes the above conditions.

Before opening a law firm, offices must be visited by the president or a member of the board of directors together with the requesting attorney.

Other visits may take place in the same conditions when necessary.

Upon justification, the Bordeaux Bar Association may grant an attorney a physical address for 6 months, renewable one time, in the bar association's facilities.

The above rules only apply to the main office or the establishment to practice. It does not apply to secondary offices which may not be granted a temporary physical address.

In any event, both for a professional domicile and a temporary physical address, if the attorney is not the owner of the facilities where he or she practices, said attorney must justify that he or she can use it for professional purposes.

For practices, attorneys must show proof of authorization from the owner to establish the company's headquarters in the facilities.

## SECTION 2: BAR ASSOCIATION ORGANIZATION

### RIB - ARTICLE 9: THE PRESIDENT AND VICE-PRESIDENT

The president and vice-president are the directors of the bar association.

The president and vice-president shall direct the bar association's services and take all decisions concerning the bar association's employees, including hiring and firing.

The president and vice-president shall preside over the board of directors and call for assembly and end the agenda.



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Attorneys registered with the Bordeaux Bar Association must respond to all requests from the president or vice-president on first request.

The president is the only disciplinary authority.

The president shall manage the escrow account.

The president shall preside over the institutions of the Bordeaux Bar Association and all ordinal commissions.

The president and vice-president shall represent the bar association before the attorney payment fund, the school of attorneys and any local or national professional institution.

The president and vice-president are the only individuals who can express themselves publicly in the name of the Bordeaux Bar Association.

The president shall represent the bar association in all civil proceedings, in particular before legal authorities when the bar association is deemed an interested party or deems it necessary to participate in discussions.

Only the president and vice-president, or their representative, may appear before public authorities to handle issues concerning the bar association's interests.

RIB - ARTICLE 10: THE BAR ASSOCIATION BOARD OF DIRECTORS

**10-1 - The objectives of the board of directors:**

The board of directors, comprised of elected attorneys, is the bar association's deliberative body. Its functions are administrative, regulatory and disciplinary per the rules that govern the legal profession.

The board of directors shall also defend and promote the profession by any appropriate means.

It shall handle all issues concerning professional practice, ensure that attorneys fulfill their duties and protect their rights.

In particular, it shall ensure that attorneys respect the ethics they are subject to.

It shall vote on the bar association's budget and close the books.

It is the only authority for approving an agreement with third parties, partners or jurisdictions and shall authorize the president to sign said agreement, whether or not said agreement includes a financial commitment.

This authority shall not include service contracts or contracts for odd jobs necessary for the Bordeaux Bar Association's operations, facilities or employees.



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The board of directors shall designate one or more secretaries tasked with drafting meeting reports.

The board of directors shall designate a treasurer and deputy treasurer who shall draft and oversee the budget and accounts and validate the bar association's expenses.

This authority shall not include the president's escrow account unless he or she specifies otherwise.

#### **10-2 - Board of director summons, meetings and deliberations**

The board of directors shall meet upon summons by the president or vice-president or upon request of the majority of its members addressed to the president and vice-president.

The meeting agenda of the board of directors shall be established by those who called the summons.

Except in an emergency, the summons for the agenda shall be addressed to members of the board of directors at least 5 days before the meeting. In case of emergency, it may be completed by a supplementary agenda before the start of the meeting.

The agenda addressed to the members of the board of directors shall apply to the confidential and public parts of the meeting of the board of directors.

The agenda of the public part of the meeting of the board of directors shall be addressed to the presidents of the institutions of the Bordeaux Bar Association, to the presidents of local attorney's unions and shall be provided to the attorneys registered with the Bordeaux Bar Association by any means before the meeting.

The elected representative of the youth bar association shall sit on the board of directors and have a consultative voice.

The elected representative of the honorary attorneys shall sit on the board of directors and have a consultative voice.

The president or president-elect and the vice-president or the vice-president-elect shall sit on the board of directors and have a consultative voice starting on the day of their election if they are not members of said board of directors.

The board of directors may be assisted by bar association employees during the meeting for administrative purposes.

The board of directors meeting shall be divided into 2 parts: a confidential part and a public part.

The confidential part of the board of directors shall deal with roll, discipline, scope, individual communication and any issue that impacts the individual situation of an attorney or which requires confidentiality.

The members of the board of directors and anyone sitting on the board with a consultative voice must respect the strict confidentiality of the dialog and decisions of the board of directors taken during the confidential part.



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The public part of the board of directors shall include public debates that any attorney registered with the Bordeaux Bar Association, any honorary attorney registered with the Bordeaux Bar Association, any student attending the Alienor law school or any individual with authorization from the president and vice-president may attend without participating, unless otherwise specified by the president and vice-president.

The president and vice-president may decide to broadcast the public part of the board of directors meeting by any appropriate means, specifically by video conference for the individuals mentioned above.

Issues concerning general policy and administration of the bar association, professional practice conditions, defense of the general interest of the profession and professional training shall be debated in the public part of the board of directors meeting.

In all cases, the president and vice-president may examine any issue in the above areas behind closed doors.

The majority of the members of the board of directors may request a vote when the agenda is received or during the board of directors meeting.

Unless in an emergency, if the vote deals with a general interest question it shall be scheduled for the next meeting of the board of directors so that attorneys registered with the bar association may be notified.

Professional unions who wish to request assistance or subsidies from the bar association per the legal and regulatory provisions must send a request to the bar association by 31 January at the latest. Said request must include an estimated budget of expenses and revenue as an attachment, as well as all supplementary documentation which shall be requested for the service.

The board of directors shall convene in its meeting room or in any appropriate location by decision from the president and vice-president.

The board of directors may also totally or partially convene via video conference and conduct electronic voting by timely decision from the president and vice-president.

In this case, the debates of the public part shall be made public by any means.

The board of directors can only deliberate validly if the quorum is reached.

All members of the board of directors and all individuals sitting on the board of directors with a consultative voice must recuse themselves from decision making for any debate and vote dealing with an issue on which they have a conflict of interest. They must inform the president and vice-president of this beforehand as soon as they become aware of it.

Decisions shall be taken by a majority vote through show of hands or by an electronic voting urn where names are collected.

In exceptional circumstances, members of the board of directors may decide to vote via secret ballot.



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In case of emergency and in extraordinary circumstances, the president and vice-president may organize a debate and electronic vote for members of the board of directors by any appropriate means.

The report from every confidential and public meeting of the board of directors shall be drafted by the meeting secretary (the secretary of the board of directors) or any member of the board of directors designated at the start of the meeting if the secretary is unable to do so.

Decisions taken by the board of directors shall be enforceable starting on the day of the vote.

The report is only finalized after approval by the board of directors.

The report of the public meeting shall be provided to attorneys registered with the bar association by any means. Attorneys registered with the bar association may only request a copy or certified excerpt of it to file an appeal allowed by in-force texts.

Special information shall be provided to attorneys registered with the bar association concerning the budget, account approval and dues.

### **10-3 Duties and prerogatives of members of the board of directors:**

Members of the board of directors shall participate in its meetings, unless genuinely unable to do so. In this case, they shall inform the president and vice-president of this beforehand by addressing this information to the appropriate bar association department.

They shall carry out their assignments diligently and quickly and shall report on this to the president and vice-president.

They shall participate in general assemblies, representations and manifestations of the bar association.

They may not assist an attorney who is appearing or who must appear before the president, vice-president, a group of members of the board of directors or the disciplinary council.

This prohibition shall not include the support that the attorneys of the confraternal center, the representative or members of the youth bar association or the equality point of contact may provide to an attorney before the president and vice president.

Current and former members of the board of directors, presidents, vice-presidents, acting vice-presidents, elected or former presidents and vice-presidents may mention their current or former capacity by any means of communication.

Members of the board of directors, presidents, vice-presidents, acting vice-presidents and elected presidents or vice-presidents may abstain from mentioning the nature of the assignments that they carry out for the bar association in communications from their office.

### **10-4 Restricted information of the board of directors**

Per art. 17-1 dated 31 December 1971, a select committee of 5 members of the board of directors shall be established.



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These members shall be chosen from a list drafted by the board of directors each year of its members or former members that have been off the board for less than 8 years.

The select committee shall be presided over by the president or vice-president or a former president.

The select committee of the board of directors may be asked to rule on the following:

- Registration on the bar association roll
- Exemption requests per arts. 97 and 98 of the decree dated 27 November 1991
- Disbarment
- Authorization to open a secondary office
- Withdrawal of this authorization

The select committee can only validly convene if over 2/3 of its members are present.

RIB - ARTICLE 11: MINUTE BOOK

The minutes of the board of directors shall be numbered and signed by the president and the secretary of the board of directors.

The first set of minutes, which may be consulted in the office of the secretary of the president by any attorney registered with the Bordeaux Bar Association, shall include the debates and deliberations of the board of directors but not disciplinary issues or issues that directly or indirectly affect the activities of a nominally designated attorney.

The second, non-public, set of minutes shall include the debates and deliberations of the board of directors concerning disciplinary issues, the activities of any nominally designated attorney or any individual who requests registration on the bar association's roll.

Minutes may be maintained electronically.

RIB - ARTICLE 12: ELECTIONS OF PRESIDENT, VICE PRESIDENT AND MEMBERS OF THE BOARD OF DIRECTORS

**12-1** - Per legislative and regulatory provisions, the election of president and vice-president, if applicable, shall be organized at least 6 months before the end of the acting president's term. The election of members of the board of directors shall be organized each year on a date set by the board of directors within the 3 months before the end of the calendar year.

**12-2** - Campaigns by candidates for these roles must be carried out while respecting the essential principles of the profession, the operations of the bar association's departments and the tranquility of said bar association.



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RIB - ARTICLE 13: ELECTION OF THE REPRESENTATIVE FROM THE YOUTH BAR ASSOCIATION AND MEMBERS OF THE YOUTH BAR ASSOCIATION COMMISSION

**13-1 - Election of the representative of the youth bar association:**

Attorneys ineligible to be president or a member of the board of directors due to the date on which they swore the oath may however participate in designating a representative of the youth bar association to sit on the board of directors.

Any attorney who is regularly registered and who does not have the seniority required to be a candidate for president or member of the board of directors as of 1 January of the year on which the election will take place may be a candidate to be representative of the youth bar association on the board of directors.

The election of representative from the youth bar association shall be a 2-round, majority vote and shall take place at the same time as the elections for the members of the board of directors and shall be organized in the same way.

However, the representative of the youth bar association shall be elected for a 1-year term that can be renewed once. When for any reason the representative of the youth bar association resigns, he or she shall not be replaced while the term is in-force.

The elected representative of the youth bar association shall sit on the board of directors with a consultative voice.

**13-2 Election of members of the youth bar association commission:**

The youth bar association commission shall be comprised of 4 members and presided over by its representative.

Attorneys ineligible to be president or a member of the board of directors due to the date on which they swore the oath may however participate in designating the 4 members of the youth bar association commission to sit on the board of directors.

Any attorney who is regularly registered and who does not have the seniority required to be a candidate for president or member of the board of directors as of 1 January of the year in which the election will take place may be a candidate to be a member of the youth bar association commission.

The election of members of the youth bar association commission shall be a 2-round, majority vote and shall take place at the same time as the elections for the members of the board of directors and shall be organized in the same way.

However, the members of the youth bar association commission shall be elected for a 1-year term that can be renewed once.

When for any reason a member of the youth bar association commission resigns, he or she shall not be replaced while the term is in-force.

When a member of the youth bar association commission reaches the seniority required to be candidate for president or a member of the board of directors during the term, he or she shall keep his or her term until it ends.



[LOGO: Bordeaux Bar Association]

The president or board of directors may task members of the youth bar association commission with any assignment or activity in connection with the bar association administration or the general interest of the profession.

The youth bar association commission may take up any issue it wants the board of directors to touch upon.

The youth bar association commission may associate one or more members of the board of directors with its work.

### **13-3 - Conflicts of interest:**

The roles of representative of the youth bar association and member of the youth bar association commission cannot be held by the same individual.

In the event that an attorney is elected as representative of the youth bar association and a member of the youth bar association commission, he or she shall be automatically replaced on the commission by the attorney who finished second in the elections.

### **RIB - ARTICLE 13 BIS: ELECTION OF THE REPRESENTATIVE OF HONORARY BAR ASSOCIATION ATTORNEYS**

Any attorney registered and in good standing on the roll of honorary attorneys on the date of opening of candidate registration may be candidate for representative of honorary attorneys on the board of directors.

The election of representative of the honorary bar association attorneys shall be a 2-round, majority vote and shall take place at the same time as the elections for the members of the board of directors and shall be organized in the same way.

The representative of honorary bar association attorneys shall be elected by the honorary attorneys registered on the roll of honorary attorneys.

The representative of the honorary bar association attorneys shall be elected for a 1-year term that can be renewed once. When for any reason the representative of the honorary bar association attorneys resigns, he or she shall not be replaced while the term is in-force.

The elected representative of the honorary bar association attorneys shall sit on the board of directors with a consultative voice.

### **RIB - ARTICLE 14: ELEGIBILITY AND CANDIDACY**

Electoral candidates shall inform the president and vice-president of their candidacies.

The appropriate bar association departments shall verify that the eligibility conditions are met, that the candidate is not subject to any disciplinary measure that would prevent him or her from running for



[LOGO: Bordeaux Bar Association]

professional elections, that the candidate has the necessary seniority and that the candidate is up to date on his or her professional dues.

Candidates shall respect the bar association's traditions by informing the members of the board of directors, former presidents, former vice-presidents, the current president and the current vice-president of their candidacies.

Candidates may ask the president and vice-president to inform attorneys of their candidacy, statement of intent, program and events linked to their campaign.

This supporting documentation must respect the essential principles of the profession, the operations of the bar association's departments and the tranquility of said bar association.

Candidates may request from the president and vice-president digital copies of the bar association roll which shall include practicing and honorary attorneys.

Candidates may request from the president and vice-president use of the bar association's facilities for a campaign event subject to their availability. This does not include the meeting room of the board of directors.

The president and vice-president shall ensure strict equality between all candidates.

In the event that one or more candidates for the presidency and vice-presidency have professional connections with the president or vice-president, the chairperson of the board of directors shall replace the president and vice-president in carrying out the above to ensure complete objectivity.

In any case, the president and vice-president shall abstain from providing support to a candidate.

A registry shall be opened in the secretariat of the bar association and in the *Maison de l'Avocat* 15 days before the election.

This registry shall mention the names of candidates for the presidency, vice-presidency, board of directors, representative of the youth bar association, members of the youth bar association commission and representative of the honorary bar association attorneys.

Registrations shall be received up to 8 days before the election.

Closure of registration shall be noted in a report drafted by the bailiff.

Only attorneys who declared their candidacy in compliance with the above may run for office.

3 days before the election at the latest, a notice on which the names of the attorneys who are candidates for the presidency, vice-presidency, board of directors, representative of the youth bar association, members of the youth bar association commission and representative of the honorary bar association attorneys shall be placed in the facilities of the bar association and the *Maison de l'Avocat* in locations indicated by the president and vice-president.



[LOGO: Bordeaux Bar Association]

Attorneys shall be registered according to their order on the roll. For elections to the board of directors, attorneys' names shall be followed with the note "*retiring member eligible for re-election.*"

RIB - ARTICLE 15: HOW THE VOTE IS CARRIED OUT: ELECTRONIC VOTING

Unless otherwise decided by the board of directors, electronic voting shall be used, and a secret ballot shall be guaranteed.

A polling station shall be organized and supervised by the president and 2 advisors who shall be the only individuals responsible for the regularity of the elections.

A workstation shall be made available in the bar association facilities for attorneys to vote if they choose to not vote from their office.

The specific organization of the electronic vote and the declaration of results shall be notified to voters by a memorandum from the president of the bar association 30 days before the effective election date.

RIB - ARTICLE 16: VOTE COUNT

When polls are declared closed, the votes shall be counted by the voting office using automated vote counting. The vote count report shall be immediately sent in a closed envelope to the current president or his or her representative who shall tally the votes, determine if an absolute majority was won and announce the results.

RIB - ARTICLE 17: ROUNDS OF ELECTIONS

If necessary, a second round can only take place at least 15 minutes after the announcement of the first-round results.

During this time, attorneys who won votes in the first round may inform the president or his or her representative that they no longer wish to participate.

RIB - ARTICLE 18: DISPUTES

In the event of difficulties or disputes during the vote count, the president, aided by members of the voting office, shall decide, unless the board of directors convenes immediately to deliberate, before continuing electoral operations.

The vote count report shall be archived in the secretariat of the bar association until the deadline for appeals by attorneys who have the right to vote and the public prosecutor is reached.



[LOGO: Bordeaux Bar Association]

RIB - ARTICLE 19: GENERAL ASSEMBLY OF THE BAR ASSOCIATION

The general assembly of the bar association shall be comprised of attorneys who have the right to vote, attorneys who are recorded on the roll and honorary attorneys.

The president shall convene the attorneys who have the right to vote in a general assembly before the elections subject to the electronic voting operations.

The president may also convene the assembly to submit one or more issues from the board of directors or from an attorney who has the right to vote. In this case, the attorney must inform the board of directors of this 15 days beforehand.

The general assembly shall issue views and resolutions on which the board of directors must deliberate within 3 months.

RIB - ARTICLE 20: ELECTIONS AND DESIGNATION OF THE CARPA (ATTORNEY PAYMENT FUND)

Candidates for election or designation shall notify the president, vice-president and the president of the attorney payment fund of their candidacies.

The bar association departments shall verify that the eligibility conditions are met, that the candidate is not subject to any disciplinary measure that would prevent him or her from running for office and that the candidate is up to date on his or her professional dues.

Unless otherwise decided by the board of directors, electronic voting shall be used, and a secret ballot shall be guaranteed.

Elections shall be carried out in the same way as in arts. 15, 16, 17 and 18 of this regulation.

RIB - ARTICLE 21: DESIGNATION OF THE DIRECTOR AND ALTERNATE DIRECTOR OF THE SCHOOL OF ATTORNEYS

The president and vice-president shall inform attorneys who are members of the board of directors of their designations by any means necessary.

Candidates shall notify the president and vice-president.

The bar association departments shall verify that the designation conditions are met, that the candidate is not subject to any disciplinary measure that would prevent him or her from running for professional elections, that the candidate has the necessary seniority and that the candidate is up to date on his or her professional dues.



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SECTION 3: BORDEAUX BAR ASSOCIATION "CONFERENCE DU STAGE"

RIB - ARTICLE 22: "CONFERENCE DU STAGE" COMPETITION

The annual "Conference du Stage" competition shall be organized between attorneys registered with the Bordeaux and Libourne bar associations. Attorneys who wish to participate must have at least 5 years of seniority, except those who have been subject to disciplinary proceedings.

The organization of the competition shall be delegated to the *Association des Secretaires de la Conference du Barreau de Bordeaux* [BORDEAUX BAR ASSOCIATION SECRETARIES ASSOCIATION] which shall define its organization per a regulation verified by the president, vice-president and the board of directors.

The presidency of each session and the finals of the competition shall be exercised by the president or the vice-president of the Bordeaux Bar Association or, if unable to do so, by a former conference secretary designated by the president and vice-president.

The jury of each session and the finals shall be comprised of official and former conference secretaries. The finals jury shall be presided over by the president and vice-president, including presidents-elect and vice-presidents elect.

The acting president, acting vice-president, president-elect and vice-president-elect shall have a consultative voice.

After the competition, the board of directors shall confirm the designation of the 2 secretaries and, if applicable, a 3rd secretary.

The acting secretaries shall deliver a speech during the Solemn Reassembly of the Bordeaux Bar Association.

Upon authorization from the president and vice-president, they shall represent the Bordeaux Bar Association during the reassemblies of the French and foreign bar associations and any event linked to the profession.

Acting secretaries shall represent the Bordeaux Bar Association in speaking competitions organized by French and foreign bar associations and in the *Grand Serment* national competition.

Acting secretaries shall be the representatives of the president and vice-president. In this respect, the bar association shall cover their travel expenses upon validation by the treasurer or deputy treasurer and by the president or vice-president.

Participation in a conference competition gives required continuing education credits as follows:

- 10 continuing education hours for all participants
- 12 continuing education hours for finalists
- 15 continuing education hours for the 2 secretaries



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Candidates who participated in the competition exams shall be designated by the president to be involved with the legal aid or an *ex-officio* assignment.

Acting secretaries shall be state appointed by the president in criminal cases as a priority, both as defense and in the civil portion. If unable to do so, former secretaries shall be state appointed based on the same rules.

#### SECTION 4: BORDEAUX BAR ASSOCIATION INSTITUTIONS

##### RIB - ARTICLE 23: BORDEAUX BAR ASSOCIATION INSTITUTIONS

Institutions shall be created, merged or eliminated by the board of directors upon proposal from the president and vice-president and from any attorney registered with the Bordeaux Bar Association.

The institutions shall assemble attorneys registered with the Bordeaux Bar Association and shall have no legal personality.

Their objective shall be to promote the ordinal institutional communication defined by the president and vice-president in a specific area and, in certain cases, to organize obligatory information sessions to be exclusively managed by the president.

Upon agreement from the president and vice-president, institutional communication shall only take place on social media, the website and the bar association's communication materials.

Upon agreement and together with the school of attorneys, they shall organize events, demonstrations or training sessions under the oversight of the president and vice-president.

The institutions shall not have access to the Bordeaux Bar Association logo and must request its use from the president or vice-president before sending correspondence to a partner.

The bar association's budget shall finance the activities of institutions subject to any specific subsidy or grant, all the while respecting the budget voted upon by the board of directors.

Institutions shall be *de jure* presided over by the president and an attorney registered with the Bordeaux Bar Association who has been elected by the institution's general assembly for a term of 2 years. Said attorney shall be the president's representative.

Should difficulties, conflicts of interest or impediments arise, the president shall convene a general assembly of the institution to elect a new president.

Institutional statutes, conventions, charters and their modifications shall be approved by the board of directors.



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Any attorney registered with the Bordeaux Bar Association may join an institution if he or she has fulfilled said institution's training obligations. He or she shall remain a member of the institution as long as the institution's continuing education requirements are satisfied.

These conditions shall be verified by the bar association departments overseen by the president.

The request to join an institution shall be addressed to the bar association departments.

Members of institutions shall abstain from all personal communications via institutional channels.

Acting presidents and members of institutions may mention this capacity on the header of their personal stationary and in the footnotes of their email.

They may not mention a role formerly occupied.

Presidents of criminal defense institutions, child protection institutions, institutions for the protection of foreigners, sectioning institutions and housing rights institutions shall be the representatives of the president and coordinators of obligatory information sessions.

Whenever necessary, they shall report information, issues and difficulties in the exercise of their role to the president.

If he or she so chooses, the president shall assign them to represent him or her in meetings with jurisdictional authorities.

They shall abstain from adopting a position or taking a decision before jurisdictions unless expressly assigned to do so by the president.

This rule shall apply to all presidents of institution, all partners from the bar association and third parties.

#### SECTION 5: PARTICULAR RULES FOR CERTAIN ASPECTS OF PROFESSIONAL PRACTICE

##### RIB - ARTICLE 24: HEARINGS

Pleas shall have no territorial limitation.

Attorneys must wear their hearing clothes before all administrative or disciplinary authorities and jurisdictions. They must wear appropriate clothing all things considered.

The hearing clothes shall consist of a robe without any distinguishing feature.

Attorneys must arrive on-time to hearings and behave as loyal court officers.

They may terminate their assignment on condition of informing their client in due time to allow him or her to make sure his or her interests are defended.



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However, litigating attorneys in compulsory representation procedures shall be obligated to represent their clients until a new attorney is retained. Lacking thereof, the president may commit any attorney to replace the original attorney upon request of said attorney or the defendant.

RIB - ARTICLE 25: PRIORITY IN COURT

Subject to the priority given to external attorneys, attorneys of the Bordeaux Bar Association shall observe the following customs when pleading:

- The acting president and vice-president have a priority which allows them to plead at the timeliest moment based on the limitations of their assignment,
- Pregnant attorneys always have priority,
- If present together in court at the start of the hearing, attorneys shall plea based on their seniority on the roll, subject to the priority given to pregnant attorneys,
- During the hearing, attorneys shall plead based on when they arrived unless otherwise agreed-to for courtesy reasons,
- In immediate appearances, duty attorneys shall plead as a priority no matter their seniority when required elsewhere in fulfillment of their assignment.

RIB - ARTICLE 26: DISPUTES BETWEEN ATTORNEYS OR BETWEEN ATTORNEYS AND MAGISTRATES OR THE CLERK DURING HEARINGS

Any dispute between attorneys must be submitted to the president before the court hears it.

Should an incident in a hearing arise, no matter its nature, attorneys must immediately notify the president, his or her representative or the vice-president of this or have a colleague present in the hearing notify him or her of this.

RIB - ARTICLE 27: PRESIDENTIAL AUTHORIZATION - PROCEDURE AGAINST AN ATTORNEY, MAGISTRATE, NOTARY PUBLIC OR COURT ENFORCEMENT OFFICER

No attorney may personally, professionally or as counsel serve notice or any correspondence fulfilling the same, lodge a complaint or initiate legal action against another attorney, group of attorneys, magistrate, notary public or court enforcement officer, even as an elected representative, without having requested authorization from the president.

Likewise, any attorney involved in a procedure which endangers the interests of the bar association or how the profession is practiced must immediately notify the president of this.



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In the event of a claim addressed to the president against a colleague, a copy of the letter of referral must be sent simultaneously to the attorney targeted by the claim.

RIB - ARTICLE 28: LITIGATION BETWEEN ATTORNEYS

The president and vice-president must be informed of any existing or future litigation between attorneys.

The referral from the president and vice-president shall summon the attorneys to mediation.

In the event of litigation between an attorney registered with the Bordeaux Bar Association and one or more attorneys from another bar association, the attorneys shall be summoned to mediation administered jointly by the presidents or their representatives using any appropriate means including video conference, subject to decision from the president of the involved bar association.

The agreement reached at the end of the mediation shall be a mediation report, transaction or protocol signed by all parties.

In any case, the document shall be signed by the president or vice-president and added to the records of the attorney or attorneys. The agreement shall be considered recorded by the bar association.

The lack of an agreement shall be formalized by a report signed by the parties and the president.

If one or both parties fail to appear at mediation, a statement of deficiency shall be drafted and signed by the president.

RIB - ARTICLE 29: ATTORNEY COMMUNICATIONS

**29-1 - Provisions for all communications:**

In all communications, attorneys must ensure the respect of the essential principles of the profession, mention their capacity and provide contact information for his or her bar association, professional practice and network, if applicable, no matter the means of communication used.

They may mention the following:

- Their specializations and specific qualifications that were legally earned and not invalidated;
- Their main fields of activity;
- Their assignments per art. 6 of this regulation. When they act within the strict framework of such an assignment, this must be explicitly indicated.

When attorneys communicate on the nature of the services they offer, they must provide true and correct information. The following information is prohibited:

- All false or deceptive advertising;
- All comparisons or libel;
- All information that may give the public the idea of a nonexistent professional practice and/or an unrecognized professional qualification;



[LOGO: Bordeaux Bar Association]

- Any reference to functions or activities that have nothing to do with practicing the legal profession and any reference to judicial roles.

Only attorneys with one or more specialization certificates and specific qualifications legally earned and not invalidated may use the words "specialist", "specialized", "specialty" or "specialization" and the distinctive sign established by the National Council of Bar Associations to symbolize specialized attorneys in their communications, no matter the means of communication.

When more than 3 fields are mentioned, information concerning said main fields of activity must be based on the attorney's effective and customary professional practice in the corresponding fields.

Information concerning specializations, specific qualifications, main fields of activities and/or assignments per art. 6 of this regulation must correspond to an individual attorney within a professional practice, no matter the means of communication.

Attorneys who provide communication concerning their specializations, specific qualifications and/or main fields of activity and/or assignments per art. 6 of this regulation, or those who substantially modify this communication, no matter the means of said communication, must immediately transmit the terms of this communication to the board of directors.

Attorneys may appear in their robe in their means of communication as long as they respect essential principles.

#### **29-2 - Provisions concerning online publicity (website and social networks):**

Attorneys who work on or substantially modify a website must immediately notify the board of directors of this and provide the domain names.

The domain name must include the full and unabridged name of the attorney or practice. This may be preceded or followed by the word "attorney."

Domain names which use the term "attorney" generically or another term that may cause confusion, a legal field or legal activity are prohibited.

An attorney's website may not include any advertising banner or sidebar for any product or service besides the profession.

It may not include any link that gives direct or indirect access to websites or pages whose content is contrary to the essential principles of the legal profession, jurisdictional sites or the bar association website.

Attorneys must regularly visit linked websites and pages to make sure this remains the case and to immediately take any measure to delete said links if the content of the linked website is contrary to the essential principles of the profession.

Attorneys who participate in a blog or online social network must respect the essential principles of the profession.



[LOGO: Bordeaux Bar Association]

The denominations are understood to be the trade name, logo name, brand name, business name or any other name by which an attorney or professional practice are identified or recognized.

No matter the form, the denomination is a mode of communication.

The use of denominations which use the term "attorney" generically or another term that may cause confusion, a legal field, a specialization or legal activity is prohibited.

The plural term "attorneys" and the term "law firm" obligate a professional practice to have at least 2 attorneys.

Likewise, the plural term "associates" obligates a professional practice to have at least 2 associates.

### **29-3 - Provisions on attorney public communications and involvement:**

Attorneys must observe the duties imposed upon them by professional rules, customs and traditions, especially towards magistrates, members of the bar association and clients.

The president is the only individual who can express himself publicly in the name of the Bordeaux Bar Association and in the general interest of the profession.

Subject to paragraph 2 above, attorneys may express themselves freely in the areas of their choosing and use the methods they deem appropriate.

In all circumstances, they must show decorum, especially when it is known that they are attorneys.

If attorneys make statements concerning ongoing cases or general issues related to the professional activity, they must indicate the capacity in which they are expressing themselves and demonstrate particular vigilance.

#### **RIB - ARTICLE 30: USE OF AI BY ATTORNEYS**

Attorneys who use software or search tools that incorporate AI must demonstrate care and respect professional secrecy.

They must strictly abstain from disseminating information on a client, case or opponent, especially when transmitting documents including consultations, legal submittals and protocols.

Attorneys who use an AI recording and transcription tool for their consultations or meetings must obtain authorization from their client and from anybody who may be recorded.

They must conserve the recording and/or transcription while keeping professional secrecy.



[LOGO: Bordeaux Bar Association]

RIB - ARTICLE 31: EX-OFFICIO ASSIGNMENT

All individuals subject to criminal or disciplinary proceedings have the right to an attorney.

If they cannot or do not want to choose an attorney, the president shall provide one upon request via *ex-officio* assignment.

The court-appointed attorney may receive fees at the discretion of the president and subject to legal aid rules.

When an individual subject to criminal proceedings only has resources less than or equal to the threshold that allows him or her to benefit from total or partial legal aid, the attorney's compensation shall be paid *ex-officio* at the end of his or her assignment per legal and regulatory provisions.

Attorneys who have signed an agreement with the bar association may receive supplementary compensation based on the terms and conditions established annually by the board of directors.

RIB - ARTICLE 32: LEGAL AID

Attorneys must inform clients when they can benefit from legal aid.

Attorneys must comply with legal aid assignments and may only refuse said assignments after having had their excuses or grounds for impediment approved by the designated authority.

In no case may an attorney who is assigned legal aid relinquish the file. He or she must refer this to the president who shall evaluate.

In cases for which legal aid was granted, attorneys can only receive the indemnities and contributions provided for in the governing texts. All other requests for or acceptance of fees are strictly prohibited, except in cases where the office of legal aid has previously declared that this aid is being withdrawn.

In the event of difficulties, the procedure established by the texts that govern fee disputes shall apply.

Attorneys who accepted a file before legal aid was granted to their client cannot refuse to continue the defense of their interests without having grounds for their decision approved by the president who is the only individual that can take away their assignment.

Attorneys who, assigned by a client, take part in legal aid and who become aware that the president has designated another attorney must immediately inform the president of this.



[LOGO: Bordeaux Bar Association]

RIB - ARTICLE 33: CONSULTATIONS AND INFORMATION SESSIONS ORGANIZED BY THE BAR ASSOCIATION

All attorneys must comply with designations from the president for participating in information sessions organized by the bar association and which he or she manages.

These consultations may result in compensation. The board of directors shall determine its terms and conditions.

Attorneys may also participate in consultations organized by the bar association.

RIB - ARTICLE 34: ASSOCIATE ATTORNEYS

Per art. 14 of the national internal regulation, retrocession fees paid by a law firm to an associate attorney may be fixed or variable.

For their first 2 years of professional practice, associate attorneys must receive retrocession fees which must be at least the minimum established by deliberations from the board of directors.

Starting in the 3rd year of professional practice, associate attorneys must receive retrocession fees which must be at least what they received in the 2nd year of practice.

Associate attorneys who work part time shall receive retrocession fees of at least 50% of the minimum established by deliberations from the board of directors.

Associate attorney agreements may not mention how long rest periods are nor a notice period to set them.

All associate attorneys must have an office and the elements mentioned in art. 14 of the national internal regulation.

They may share their office with another associate attorney as long as they have their own locker and access to a meeting room

Associate attorneys and attorneys who hire them may not share an office.

These rules shall also apply to the attorneys registered with the Bordeaux Bar Association who hire associate attorneys registered with another bar association.

Attorneys registered with the Bordeaux Bar Association who hire an associate attorney registered with another bar association must send the collaboration agreement to the board of directors and to the board of directors of the external attorney's bar association for informational purposes.



[LOGO: Bordeaux Bar Association]

RIB - ARTICLE 35: CONTINUING EDUCATION OBLIGATION

All practicing attorneys must justify with the board of directors that they have finished their continuing education requirement for the previous year by 31 January of each year at the latest.

Attorneys registered in institutions and who attended required information sessions must justify their obligatory training hours for these sessions before 31 December of each year.

If they do not finish the training hours required each year for information sessions, or if they have not justified this with the bar association, they will no longer be part of the institution and will no longer be designated by the president.

RIB - ARTICLE 36: SPECIALLY REGULATED ACTIVITIES

**36-1 - TRUST (article 6-2-1 of the National Internal Regulation)**

Attorneys participating in a trust transaction as determined by arts. 2011 et al of the Civil Code must declare this beforehand to the bar association.

Trust attorneys who establish the trust contract must recall the provisions of art. 2029, paragraph 2 of the Civil Code.

If the trust attorney did not draft the trust contract, he or she must demonstrate that he or she informed the settlor and beneficiary of the contents of the provisions of art. 2029, paragraph 2 of the Civil Code.

**36-2 - Other assignments (article 6-3 of the National Internal Regulation)**

Attorneys who exercise the following specific assignments must declare this beforehand to the bar association which shall record this declaration in a special registry

- powers of attorney for real-estate transactions
- legal trustee for the protection of adults
- enduring powers of attorney
- sports representative
- data protection officer



[LOGO: Bordeaux Bar Association]

SECTION 6: PARTICIPATION IN PROFESSIONAL PRACTICE OR IN A NON-TRADING PRIVATE COMPANY

RIB - ARTICLE 37: GENERAL RULES OF PARTICIPATING IN A PRACTICE OF COMPANY

Practices can only have a civil purpose. All practices must be incorporated in writing, either articles of incorporation or convention. Lack of a deed constitutes a violation of the essential principles of the profession, without prejudice to any more restrictive legislative or regulatory provision and as such is liable for disciplinary sanctions.

All articles of incorporation or conventions used for organizing a practice, and all modifications thereof must be submitted to the board of directors. After their ruling is received, a copy of the convention or the articles of incorporation (updated if modified) as well as any supporting documentation for compliance with legal and publication formalities must be immediately delivered to the secretariat of the bar association.

The board of directors must be notified of any modification to the list of associates or members of the practice.

The secretariat of the bar association must be notified of all terminations of conventions which establish practices or dissolutions or liquidations thereof.

The articles of incorporation of a practice shall precisely and completely determine the powers granted to the individuals tasked with its administration.

While respecting legal and regulatory provisions, the parties must set up the procedure (summons, majority and quorum conditions...) required to approve transactions that the practice is not prohibited to conduct if such transactions exceed the powers of the administrators.

The increase of commitments of practice members (especially the granting of all payment guarantees) can only be accepted by unanimous decision of its members.

RIB - ARTICLE 38: INFORMATION IN THE PRACTICE

Before being accepted in the practice by any means, new members must receive all important information concerning said practice, especially concerning its legal and administrative conditions, financial status, facilities and commitments.

All members of a practice may review and make copies of applicable documents at any moment.



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RIB - ARTICLE 39: VOLUNTARY WITHDRAWAL FROM A PRACTICE

Without prejudice to the application of legal or regulatory rules that may be applicable to the practice, retirements from said practice by a member can only take place with notice given 6 months in advance, unless otherwise agreed-to by its members or by majority decision per the articles of incorporation or in application of a convention clause on a shorter timeframe.

During the notice period the individual who is retiring from the practice shall remain subject to all (especially financial) obligations with the practice, unless otherwise agreed to in writing by all practice members. These obligations shall be limited to current commitments.

RIB - ARTICLE 40: RENTAL AND SUBLETTING

Exclusive to all shared services, the rental or subletting of a portion of a professional office of which one attorney is the owner or lessee to another attorney is authorized in keeping with civil law rules and the principles of decorum.

In any event, the contract that formalizes this agreement must be transmitted to the secretariat of the bar association and, in the event of subletting, must be accompanied by the main contract.

RIB - ARTICLE 41: FIRMS AND COMPANIES

Firm and company agreements are those by which attorneys agree to share professional offices and set up their reciprocal rights and obligations concerning the common property and ancillary office services.

If, for a legitimate reason, several firm and company agreements are signed between individuals who practice in the same office, each signatory must receive a copy of all other agreements. The agreement must specify the common and private areas, determine common expenses, establish how much each signatory contributes and anticipate conditions for their review.

The status and the powers of the individual(s) tasked with administering the property and common service and the organization rules must be determined by the agreement. The signatories of the firm and company agreement must maintain special accounting of their common expenses. These expenses shall be paid by debit from the joint account which must be opened in the name of all agreement signatories.

Payment of how much each signatory contributes to common expenses shall be made by transfer from the joint account which must always have an adequate balance.

How the accounting is maintained, designation of the individual responsible for the accounts and designation of the individual responsible for information on other members of the firm must be included in the agreement. Likewise, said agreement must stipulate how funds will be transferred (amounts, advance payments, timeframe, etc.)



[LOGO: Bordeaux Bar Association]

The account administrator shall receive the assignment to fulfill the firm or company's tax obligations, in particular the VAT. The designated agent shall not be subjected to an increase in his or her personal financial or tax burden due to carrying out this role.

Failure to respect the commitments by a signatory, especially failure to pay his or her contributive share may subject said individual to disciplinary sanctions.

Attorneys who are members of a firm or company are prohibited from creating common visual presentations.

RIB - ARTICLE 42: ASSOCIATION

Associations shall have no legal personality. They shall have a headquarters instead of a place for its members to practice. No attorney may belong to several attorney associations nor work in another professional practice.

Actions prohibited to attorneys subject to conflicts of interest due to legal and regulatory provisions, the internal regulations and customs may not be carried out for him or her by his or her associates.

Attorneys who practice in an association shall be registered on the roll based on their seniority.

One or more members of the association opening a secondary office shall be decided upon based on the association's articles of incorporation.

The rights of attorneys in associations are personal and cannot be transferred.

RIB - ARTICLE 43: AGREEMENTS ON NATIONAL CORRESPONDENT LAW FIRMS

Every time that an attorney registered with the bar association wishes to make regular professional relationships with another attorney registered on the roll of another French bar association official, he or she must draft a "national correspondent law firm" agreement subject to prior authorization by the president. Such an agreement can consider cooperation that implies mutual free client referrals and the indication of the name and address of the correspondent on the co-signer's stationary. The word "correspondent" must precede or immediately follow the name of the interested party.

Such an agreement may not contain provisions that would allow it to be added to a professional practice or to open a secondary office.

RIB - ARTICLE 44: MULTIDISCIPLINARY PRACTICE

Multidisciplinary practices shall themselves practice the legal profession per the law.

An associate providing funds to a multidisciplinary practice shall be limited and regulated by decree No. 92 704 dated 23 July 1992.



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Whether or not they work in the professional practice, associates of multidisciplinary practices shall be subject to the applicable conflict of interest rules.

RIB - ARTICLE 45: DISPUTES

Any dispute between attorneys, between an attorney and a professional practice or a non-trading private company, or between professional practices shall be subject to the president's jurisdiction.

The president shall summon the attorneys to mediation.

The same process for litigation between attorneys shall be followed.

RIB - ARTICLE 46: SINGLE OWNER LIMITED LIABILITY COMPANIES

After being admitted to the bar, attorneys who opt to open single owner limited liability companies must provide the bar association with a copy of the capital deposit certificate archived in the single owner limited liability company special registry and all supplementary certificates recorded in said registry.

The secretariat of the bar association authorized to receive capital deposit certificates must also be notified of renunciation of the company capital or the death of the entrepreneur whose special registry is reported when the event occurs. Likewise, when applying to the bar, attorneys who opened single owner limited liability companies must present a copy of the capital deposit certificate archived in the single owner limited liability company special registry and all supplementary certificates recorded in said registry.

Attorneys who opt to open single owner limited liability companies must add the note "sole proprietor with limited liability" or the acronym "EIRL" by their name on all correspondence.

Attorneys who opt to open single owner limited liability companies shall be included on the roll and the bar association's directories with the note "sole proprietor with limited liability" or the acronym "EIRL" by their names.



[LOGO: Bordeaux Bar Association]

SECTION 7: ACCOUNTING OBLIGATIONS / LBCFT (FIGHT AGAINST MONEY LAUNDERING AND FINANCING TERRORISM) / FUND MANAGEMENT / ATTORNEY PAYMENT FUND

RIB - ARTICLE 47: LAW FIRM ACCOUNTING AUDITS

The board of directors shall audit the accounting of attorneys, be they individuals or legal entities, the provision of a bond or security instrument required by law and the regulations and compliance with obligations for the fight against money laundering and financing terrorism.

Audited law firms shall be immediately informed beforehand of any oversight activities.

To conduct these audits, the president shall designate one or more inspectors. In this respect, one or more statutory auditors may be designated inspectors by the board of directors.

Audited law firms shall provide to designated inspectors all accounting and tax documents except annexes which must be kept by law and per applicable regulations. If needed, original copies or photocopies of these documents may be requested.

This audit may be digital.

Based on the audit report, the board of directors may initiate supplementary investigations and potentially request the personal accounts of audited attorneys by hiring a CPA, if applicable.

The bar association shall pay the CPA's fees except for fees for recovery from colleagues whose bad accounting or irregularities caused the audit.

In the event of professional accounting audits, colleagues or designated professionals may investigate the regularity of payments made by the interested party in accordance with regulatory provisions.

RIB - ARTICLE 48: PAYMENT

Attorneys shall be authorized to make payments directly linked to their professional activity. These transactions shall be subject to professional secrecy.

RIB - ARTICLE 49: ATTORNEY PAYMENT FUND

Payments must be made through the Sud-Ouest attorney payment fund. How to do this shall be established by the board of



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directors and provided for in the fund's articles of incorporation and internal regulations per arts. 236 *et al* of the decree dated 27 November 1991 which is attached to this regulation.

The president of the payment fund shall send the results of the member attorney account audits to the board of directors.

The board of directors may designate inspectors for supplementary audits.

RIB - ARTICLE 50: FUND MANAGEMENT

Payment must never be made through an account apart from the attorney's sub-account at the Sud-Ouest attorney payment fund. Attorneys must immediately transfer to this account the funds or money received to process a payment.

Withdrawals can only be made by check, bank transfer or by postal order, never in cash.

Fees may only be withdrawn from accounts at the Sud-Ouest attorney payment fund upon prior, written authorization from the client.

All requests for withdrawals of fees from accounts at the Sud-Ouest attorney payment fund must include the prior, written authorization from the client per the above paragraph in this article.

RIB - ARTICLE 51: SPECIAL FUND MANAGEMENT AUDITS

In the event of professional accounting audits, colleagues or designated professionals may investigate the regularity of payments made by the interested party in accordance with regulatory provisions.

Based on the audit report, the board of directors may initiate supplementary investigations and potentially request the personal accounts of audited attorneys by hiring a CPA, if applicable.

The bar association shall pay the CPA's fees except for fees for recovery from colleagues whose bad accounting or irregularities caused the audit.



[LOGO: Bordeaux Bar Association]

SECTION 8: DISBARMENT / REPLACEMENT / PROVISIONAL ADMINISTRATION / SUSPENSION OF ACTIVITY

RIB - ARTICLE 52: DISBARMENT AND LEAVE

Either *ex-officio*, upon request of the public prosecutor, or upon request of the interested party, the board of directors shall pronounce disbarment per the conditions provided for in the texts.

Disbarment constitutes an administrative measure taken in the same way and gives the right to the same appeals as registration with the bar association.

Attorneys subject to this measure must provide all information and supporting documentation that the decision to be taken entails to the president or his or her representative.

RIB - ARTICLE 53: PROCEDURE FOR AN EX-OFFICIO DISBARMENT

When one of the conditions required for an attorney to be disbarred is fulfilled, he or she is understood to be designated for this by the board of directors.

The interested party shall be summoned at least 15 days beforehand by registered mail with return service requested.

If applicable, this summons shall specify amounts owed to the bar association, the National Council of Bar Associations and the CNBF [NATIONAL FUND OF FRENCH BAR ASSOCIATIONS].

Summoned attorneys may retain any colleague they choose.

If no solution can be found, for example when the attorney does not appear, a report shall be drafted indicating the reasons for the summons and describing how the audit was carried out. The file shall be sent to the board of directors for inspection.

Likewise, if an attorney does not respect the agreed-to payment deadlines, the file may be sent to the board of directors for inspection without a new audit.

Attorneys shall be summoned before the board of directors in plenary session or a select committee of the same confidentially through registered mail with return service requested at least 15 days beforehand. Said correspondence shall include the following:

- the reasons justifying the proposed disbarment
- a note indicating that the drafted report shall be made available at the secretariat of the bar association for the interested attorney and his or her counsel to review at least 8 days before the date on which he or she is summoned to appear

The attorney or his or her counsel, if present, shall be heard.



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RIB - ARTICLE 54: VOLUNTARY DISBARMENT OR DISBARMENT UPON REQUEST OF A THIRD PARTY

Disbarment may be requested by attorneys or any registered professional practice.

If the interested party cannot request disbarment him or herself, said request may be presented by a family member, acquaintance or the president.

Disbarment shall be pronounced confidentially by the board of directors in plenary session or a select committee. The interested party does not need to be summoned.

However, should the board of directors find a difficulty or obstruction, the attorney must be summoned to the next possible meeting considering availability on the calendar and inevitable summons delays.

RIB - ARTICLE 55: EFFECTS OF DISBARMENT

Pronounced and enforceable disbarments shall have the following consequences:

The names of disbarred attorneys shall be deleted from the roll. Disbarred attorneys must abstain from all professional activities and may not use the profession's clothes.

The use of the term "attorney" shall also be prohibited unless otherwise decided upon in the disbarment decision.

If not already revoked, disbarment implies revocation of the assignment by which the president authorizes attorneys to receive, deposit or withdraw funds from the Sud-Ouest attorney payment fund.

Disbarred attorneys no longer owe professional practice dues.

However, they must still pay dues to the National Fund of French Bar Associations and insurance premiums paid for them by the bar association for the current calendar year. This shall be payable on the day on which the disbarment decision becomes enforceable.

Although disbarred attorneys do not enjoy the rights associated with being attorneys, they are still entitled to acquired benefits at the moment in which the disbarment is finalized.

Disbarred attorneys who are members of a professional civil partnership shall remain associates with all the rights and obligations pertaining thereto, except for professional benefits.

Disbarred attorneys shall maintain a connection with the bar association, but they shall cease to be subject to its oversight and authority, except for events prior to the disbarment decree.

Disbarred attorneys may address their resignation to the president.



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In all disbarment cases, the president shall designate one or more replacements for the disbarred attorney in compliance with the texts.

To ensure third party information, the disbarment decision shall be sent to the public prosecutor, and a note shall be added to the list maintained by the secretariat of the bar association which shall be made available to attorneys and third parties.

In the event of *ex-officio* disbarment, the publicity measures specified in the above paragraph shall be carried out once the disbarment decision is finalized and once the legal right to appeal has expired.

In the event of voluntary disbarment or disbarment for personal convenience, the publicity measures shall be carried out once the disbarment decision is taken by the board of directors.

RIB - ARTICLE 56: DURATION OF DISBARMENT AND RE-ENROLLMENT

The board of directors shall pronounce disbarment for an undetermined amount of time.

Upon request of the interested party or the public prosecutor, the board of directors shall note that the reason for disbarment no longer applies and shall pronounce the re-enrollment of the interested party to the roll.

In the case provided for in art. 105-2 of the decree dated 27 November 1991, the board of directors shall only revoke a disbarment and pronounce the attorney's re-enrollment on the roll when he or she has paid his or her dues to the bar association, the National Fund of French Bar Associations and the National Council of Bar Associations.

No refusal to re-enroll may be pronounced by the board of directors without hearing the interested party or summoning him or her to be heard within 2 weeks by registered mail with return service requested.

RIB - ARTICLE 57: MANAGEMENT INVESTIGATIONS AND ASSISTANCE

At any time, the president may designate a practicing attorney or attorney who works on a project-by-project basis who has the qualifications, abilities and guarantees necessary to verify the status of attorneys who have committed repeated errors in their professional practice.

After having heard the interested party and gathered all useful information, the attorney directing the investigation shall draft a report of his or her work and send it to the president who may use it to take any appropriate measure.

Presidents may also call for technical management assistance and may designate any practicing attorney or attorney who works on a project-by-project basis for this purpose.

The fees for this work shall be paid by the attorney who is subject to the investigation as established by the president, lacking a specific agreement submitted for his or her approval.



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RIB - ARTICLE 58: REPLACEMENT

When an attorney is either disbarred or impeded to practice due to *force majeure*, he or she shall be provisionally replaced by one or more substitutes that he or she shall select from among the attorneys registered on the roll after informing the president of this. The president may make another decision.

When disbarred attorneys or attorneys who cannot practice cannot make a decision, the substitute or substitutes shall be designated by the president.

Substitutes shall be responsible for expenses up to the amount paid by the substituted attorney's law firm.

The scope of his or her assignment and his or her compensation shall be set by the president unless an agreement exists between the substitute and the substituted attorney.

The substitution term shall be set by the president in compliance with the texts.

The president shall end the substitution either *ex-officio* or upon request of the substituted attorney or the public prosecutor.

RIB - ARTICLE 59: DISBARMENT DECISION EFFECTIVE DATE

The disbarment decision shall become effective on the date on which the request was received by the board of directors.

However, upon request of the interested party, if justified and if termination of activity is established, the board of directors may decide that it will take effect on the date on which the event that caused it occurred.

When the request is based on the termination of the contract of a salaried employee, it must be submitted within 3 months of the end of the employment contract.

RIB - ARTICLE 60: PROVISIONAL ADMINISTRATION

Provisional administration may be procedural in the event of death, disagreement between associates, an enforceable provisional administration decision, prohibition, removal and replacement extending beyond the timeframe provided for in the texts.

The decision to place a practice under provisional administration may be made public by any means defined by the authority who took said decision or the president.

The provisional administrator or administrators who replace attorneys subject to provisional administration shall manage their law firm and take all professional practice decisions for them and, for this purpose, they may terminate the professional lease, lay off personnel, and terminate collaboration contracts, employment contracts and any contract that cannot be fulfilled considering the normal administration of the law firm and the status of the attorney subject to provisional administration.



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Administrators shall receive income from attorneys subject to provisional administration and payment for expenses. They shall not be personally responsible for payments above and beyond what they receive.

Administrators shall maintain the accounting records of their administrative transactions and report on this to the president. Under the oversight of the president, they can take their own compensation from the income if the operations of the law firm subject to provisional administration are not the beneficiary.

Whenever the interest of clients and the status of the attorney subject to provisional administration so merits, the administrator may invite the clients of the attorney subject to provisional administration to change attorneys. The new attorney cannot be the administrator unless approved by the president. This can be done 30 days after giving formal notice to the attorney subject to provisional administration or his or her beneficiaries who would possibly receive his or her clients.

The provisional administration shall end as of right once the provisional suspension or prohibition ends.

In all other cases, the president shall terminate a provisional administration upon order from the board of directors or a disciplinary committee.

#### RIB - ARTICLE 61: LIQUIDATION AND OTHER MEASURES

The president may liquidate a law firm based on the report of one or more provisional administrators when the sanction pronounced is removal and whenever the interest of the clients and the status of the law firm subject to provisional administration merits it.

This decision grants the designated liquidator the broadest powers, subject to the rights of third parties, to liquidate and manage the law firm during its liquidation, sell all assets, pay all debts, pay or distribute, if applicable, the proceeds of the liquidation among the owner of the liquidated law firm or his or her possible beneficiaries after deducting the fees and compensation for these transactions which may be taken charge of by the bar association if there are insufficient assets.

The liquidator must be an attorney or aided by an attorney.

The liquidator shall send a report of his or her transactions to the president who shall terminate his or her assignment.

In any case, especially when the interested party's personal and professional accounts have been comingled, the president may take any other decision he or she deems appropriate, including the decision to designate an expert tasked with establishing the debtor's assets and liabilities or a legal administrator tasked with administering his or her assets, pay debts and liquidate his or her property if applicable. The president may also have a presiding judge task said expert.

Ongoing cases shall be placed under the control of a representative of the president or a substitute or administrator designated as described above. Said individual shall be tasked with administering the cases and ensure that professional secrecy is respected.

Substitute administrators or liquidators are also obligated to maintain professional secrecy.



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Expert and legal administrator fees shall be withdrawn from the debtor's assets.

The decisions taken in virtue of the above provisions may give rise to any information or publicity measure that the president deems appropriate.

The nominations of the substitute, administrator and liquidator shall be noted in the registry that may be reviewed at the bar association.

In no case may the substitute (administrator or liquidator) be retained by a client of the attorney who was replaced (subject to provisional administration or liquidated) without authorization from the president.

RIB - ARTICLE 62: EXERCISE OF A REPLACEMENT ATTORNEY IN A PROFESSIONAL PRACTICE

If attorneys who are temporarily prevented from practicing due to one of the reasons provided for in the texts on conflict of interest are associates of a professional practice, their associates shall replace them unless otherwise provided for by the president.

If all the associates of the same professional practice are simultaneously prevented from practicing, the substitutes shall be designated as described in art. RIB 52.

In the event of prohibition of a professional practice and all its associates, the president shall designate one or more administrators to manage said professional practice.

In the event of suspension of a professional practice but not of all its associates, the unsuspended associates may be tasked with managing said professional practice.

In the event of suspension of all the associates, the president shall designate one or more attorneys to replace them.

In the event of suspension of one or more associates, but not all of them, a substitute will not be designated.

Except in the event of invalidity and dissolution following the removal of the professional practice, the liquidator shall be designated based on its articles of incorporation.

Lacking thereof, the liquidator shall be designated either after a legal ruling following an opinion from the president pronouncing the invalidity or dissolution of the professional practice or after deliberation of the associates who shall contest or accept this dissolution.

Liquidators shall be chosen from among the attorneys or associates themselves, unless they have been removed, suspended or temporarily prohibited from doing so.

The legal decision taken after receiving the opinion of the president, the assembly of associates or the president who nominates the liquidator shall set his or her compensation.

This may be funded by a share of the professional practice's resources.



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RIB - ARTICLE 63: SUSPENSION OF ACTIVITY

An attorney who suspends professional practice may request another attorney registered with the Bordeaux Bar Association to assume responsibility for all or part of his or her cases, subject to approval from the clients.

The president shall be notified of the identities of the successor or successors.

Successor attorneys may compensate their predecessors or their beneficiaries.

Before signing, the president must be notified of all agreements of this nature. He or she shall ensure that said agreements respect the rules of fellowship and decorum that all attorneys are subject to and shall refer to the president's jurisdiction.

If the attorney who is suspending his or her activity has not chosen a successor, the president shall designate a successor who shall be the same assignments as an administrator.

SECTION 9: COURT-ORDERED INSOLVENCY PROCEDURES

RIB - ARTICLE 64: PROCEDURE OPENING DECLARATION

All attorneys or professional legal practices subject to one of the procedures governed by arts. L.611-4 et al of the Commercial Code must notify the president of the bar association of this once started.

RIB - ARTICLE 65: JUDGEMENT RULING ON THE PLAN

Attorneys or professional practices subject to a ruling that adopts or rejects a court-supervised reorganization plan must personally notify the president of this in the framework of said procedures.

RIB - ARTICLE 66: ATTORNEY PLACED IN COURT-SUPERVISED LIQUIDATION

Attorneys subject to a court-supervised liquidation procedure governed by arts. L.641-1 et al of the Commercial Code and specifically art. L.641-9 of said code on the principle of disqualification may not independently practice the profession until a definitive legal decision closes said procedure.

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-----End of the Translation N°Y094529

I, Dr Benjamin Aguilar Laguerce, in my capacity as forensic translator n° 742 of 9h05 International (Translation Agency N°164024, ATA member n° 264890), competent for this purpose, do hereby certify that, to the best of my knowledge and beliefs, this document is a true, complete, and accurate translation to English from the document originally written in French.

**Benjamin AGUILAR  
LAGUERCE**

Digitally signed by Benjamin AGUILAR LAGUERCE

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Bordeaux (France), 16 July 2026

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