

**Nebraska Supreme Court
Attorney Licensing & MCLE System**

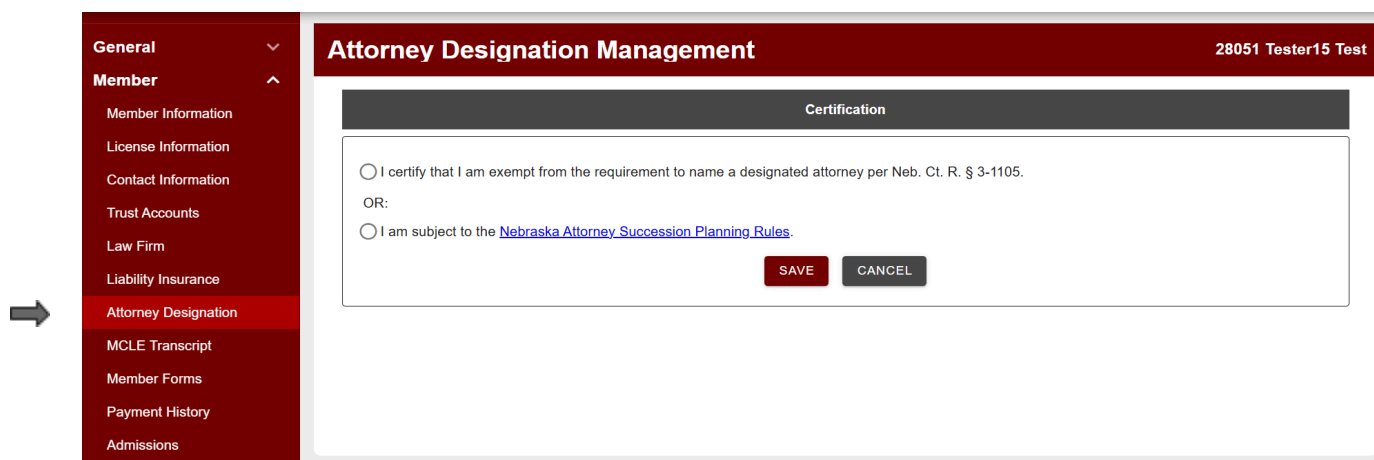
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**Member Guide:
Designated Attorney**

The following are instructions on how to select a designated attorney. If you need instructions on how to accept or deny a request to be someone's designated attorney, please jump to Page 6.

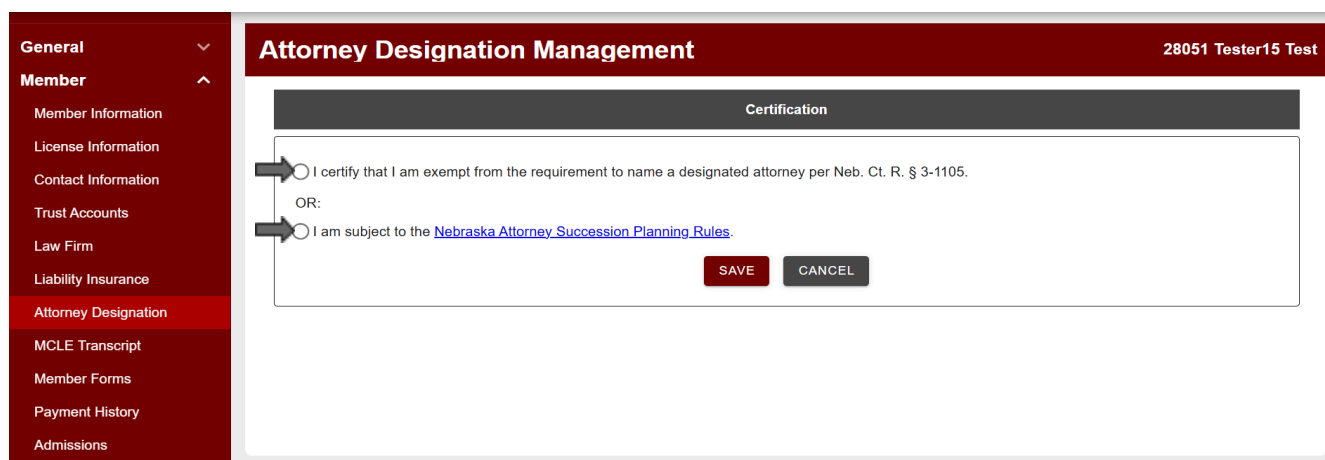
Each attorney needs to complete the Attorney Designation found in their Member navigation.

To select or change your designated attorney, please click the Attorney Designation option in the navigation menu.



The screenshot shows the 'Attorney Designation Management' page. On the left, a dark red navigation menu lists various options: General, Member, Member Information, License Information, Contact Information, Trust Accounts, Law Firm, Liability Insurance, Attorney Designation (highlighted with a red bar and a grey arrow pointing to it), MCLE Transcript, Member Forms, Payment History, and Admissions. The main content area has a dark red header with the title 'Attorney Designation Management' and the text '28051 Tester15 Test' on the right. Below the header is a 'Certification' section with two radio button options: 'I certify that I am exempt from the requirement to name a designated attorney per Neb. Ct. R. § 3-1105.' and 'OR: I am subject to the [Nebraska Attorney Succession Planning Rules](#)'. At the bottom of the certification section are 'SAVE' and 'CANCEL' buttons.

You will then select one of the two options shown and click "Save."



This screenshot is identical to the previous one, but with the first radio button option selected. A grey arrow points to the selected radio button. The 'SAVE' and 'CANCEL' buttons remain at the bottom of the certification section.

If you choose the option that you are exempt from the requirement to name a designated attorney, you are finished with the process.

If you choose the option that you are subject to the Nebraska Attorney Succession Planning Rules, you will see the following appear and you will click "Designate New Attorney."

Current Information			
My current designated attorney is:		I am currently designated attorney for:	
None selected yet		Bar Number	Name Start Date Remove Designation
DESIGNATE NEW ATTORNEY		None found	

History			
My previous designated attorney(s):		I was previously designated attorney for:	
Bar Number	Name	Start Date	End Date
None found		None found	

Please certify (a), (b), and (c) and then enter in the attorney you are searching for either by bar number and/or first name and/or last name, and select them from the list.

Your selection will then appear under “Designated Attorney” in the “Attorney Information” section.

Click “Submit” once you have confirmed your selection.

Certification	
Please click here to review the Nebraska Attorney Succession Planning Rules .	
☒ (a) I certify that I have named a designated attorney per Neb. Ct. R. § 3-1102. ☒ (b) I certify that the attorney I have named as my designated attorney has agreed to perform the duties and responsibilities required by Neb. Ct. R. § 3-1103. ☒ (c) I certify that my designation is current as required by Neb. Ct. R. § 3-1106.	

Attorney Information	
Requesting/Planning Attorney: 28051 Tester15 Test	Designated Attorney: 15911 Rtest N. Btest

Select Designated Attorney			
Search for Member			
Bar Number	First Name	Last Name test	SEARCH
Bar Number	Name		Select
20042	ATest L. BTest		☐
15911	Rtest N. Btest		☒
18581	Ttest Michael Htest		☐
25639	Dtest Jeffrey Mtest		☐

SUBMIT

Please Note: If you are a member of a law firm in the Nebraska Licensing and & MCLE system (this can be determined from the Law Firm section of your member profile), then you will have the option to choose a designated attorney from your firm who has been marked as eligible to serve as a Designated Attorney.

Select Designated Attorney			
Search for Member			Firm Members Available for Selection
Bar Number	First Name	Last Name	SEARCH
Bar Number	Name		Select
No results			
Bar Number	Name	Select	
0001	Alice Alvarez	☐	
30030	Lester Q Tester	☐	
0004	Dan Dale	☐	
10000	Lawyer Doe Test	☐	

SUBMIT

After making a selection and clicking “Submit,” you will be redirected to the Attorney Designation Management page where you will see that your current designated attorney is in a “Pending Approval” status.

Current Information											
My current designated attorney is:		I am currently designated attorney for:									
None selected yet 15911 Rtest N. Btest: PENDING APPROVAL		<table border="1"> <thead> <tr> <th>Bar Number</th> <th>Name</th> <th>Start Date</th> <th>Remove Designation</th> </tr> </thead> <tbody> <tr> <td colspan="4">None found</td> </tr> </tbody> </table>		Bar Number	Name	Start Date	Remove Designation	None found			
Bar Number	Name	Start Date	Remove Designation								
None found											
DESIGNATE NEW ATTORNEY											

History			
My previous designated attorney(s):		I was previously designated attorney for:	
Bar Number	Name	Start Date	End Date
None found			

You will receive an email letting you know if the attorney approved or denied your request. If they approved it, you will see the following update/change on the Attorney Designation page:

Current Information											
My current designated attorney is:		I am currently designated attorney for:									
15911 Rtest N. Btest since 06/12/2025		<table border="1"> <thead> <tr> <th>Bar Number</th> <th>Name</th> <th>Start Date</th> <th>Remove Designation</th> </tr> </thead> <tbody> <tr> <td colspan="4">None found</td> </tr> </tbody> </table>		Bar Number	Name	Start Date	Remove Designation	None found			
Bar Number	Name	Start Date	Remove Designation								
None found											
DESIGNATE NEW ATTORNEY											

History			
My previous designated attorney(s):		I was previously designated attorney for:	
Bar Number	Name	Start Date	End Date
None found			

If they denied it, you can navigate back to “Designate New Attorney” and make a new selection. You can change your Designated Attorney at any time through this process.

If you have been chosen to serve as someone's Designated Attorney, you will see this task on your task list. It shows who the requesting attorney is and that it is in a "Pending Approval" status. Click the magnifying glass to view the request.

Tester15 Test	Designated Attorney Selection	Pending Approval	06/12/2025 12:23 PM MDT	 
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You will see who the Requesting/Planning Attorney is, as well as yourself under Designated Attorney. Scroll to the Workflow Status section and either accept or reject the request, then click "Submit."

Designated Attorney Selection28051 Tester15 Test

Designated Attorney Selection Form

Current Status: Pending Approval

Certification

Please click here to review the [Nebraska Attorney Succession Planning Rules](#).

☒ (a) I certify that I have named a designated attorney per Neb. Ct. R. § 3-1102.

☒ (b) I certify that the attorney I have named as my designated attorney has agreed to perform the duties and responsibilities required by Neb. Ct. R. § 3-1103.

☒ (c) I certify that my designation is current as required by Neb. Ct. R. § 3-1106.

Attorney Information

Requesting/Planning Attorney:

28051 Tester15 Test

Designated Attorney:

15911 Rtest N. Btest

SAVE

Workflow Status

Select Next Applicable Status

Approve Request

Reject Request

Notes



SUBMIT

Workflow History

Status	User	Date	Note
Pending Approval	Tester15 Test	06/12/2025 12:23 PM MDT	

The Requesting/Planning Attorney who sent you the request will receive an email letting them know of your decision, and you will be redirected to the Attorney Designation Management page where you can review your who you are Designated Attorney for and who your Designated Attorney is, as well as the history of those designations. You also have the option to remove yourself as someone's Designated Attorney.

If you have not yet chosen a Designated Attorney, you will have the option to do so. Please see the instructions starting on Page 2 to guide you through that process.

Attorney Designation Management15911 Rtest Btest

Certification

☐ I certify that I am exempt from the requirement to name a designated attorney per Neb. Ct. R. § 3-1105.

OR:

☒ I am subject to the [Nebraska Attorney Succession Planning Rules](#).

EDIT

Current Information

My current designated attorney is:

None selected yet

DESIGNATE NEW ATTORNEY

I am currently designated attorney for:

Bar Number	Name	Start Date	Remove Designation
28051	Tester15 Test	06/12/2025	

History

My previous designated attorney(s):

Bar Number	Name	Start Date	End Date
None found			

I was previously designated attorney for:

Bar Number	Name	Start Date	End Date
None found			