



### **Overview**

The Minnesota State Bar Association (MSBA) makes certain membership information available to organizations that align with the mission and goals of the MSBA on the condition the promotional information is deemed useful or relevant to our members. Please note that all mailing list sales are subject to approval and the MSBA reserves the right to deny any list request. Since the MSBA is a voluntary association, not all licensed attorneys are members, but a majority of licensed attorneys do belong to the MSBA. Your promotional materials have the potential to reach approximately 17,000 legal professionals. Our database is updated daily to ensure member information is correct and up to date. Due to the daily update the actual number of names on each list may differ from the number listed under the approximate number of records.

### **Mailing List Selections**

Because list sales are not a primary objective of our nonprofit organization, we do not have staff time to process rush orders, special requests, key code labels, provide technical support, submit files via a web upload, create special merge files, or remove duplicate names. For example, if you request a list of lawyers by several practice areas and a lawyer practices in more than one area, a lawyer may be on several lists. *We only offer printed address labels or excel files containing physical addresses, so please make sure you have the technical staff available to accept one of these formats before placing your order. We do not sell email addresses.*

**The following pages provide details on the pre-defined lists available. These lists are sold “as is” and are priced accordingly.**

### **Format Options**

1. Excel file, sent via e-mail.

### **Delivery Time Options**

Standard Delivery – Allow five business days for processing after payment has been received and promotional materials have been approved. Rush orders are not available so please plan accordingly.

### **How to Order**

1. Review the mailing list selection and determine which list or lists you would like to purchase.
2. Complete the MSBA Membership List Order Form.
3. Review and sign terms and conditions listed on page four.
4. Mail order form, **sample of what is being mailed to members on the list**, signed terms and conditions form and payment to:

**MSBA, Sale of Mailing Lists  
600 Nicollet Mall Suite 380  
Minneapolis, MN 55402  
or fax to 612-333-4927.**



## Membership List Order Form

Please check your selections below. All prices are subject to change.

<u>List#</u>	<u>List Options</u>	<u>Approx # Of Records</u>	<u>Standard Price</u>	<u>Affiliate Price*</u>
<b>Individual Names By Practice Area of Interest</b>				
1.	<input type="checkbox"/> Administrative Law	132	\$125	\$125
2.	<input type="checkbox"/> Agricultural Law	145	\$125	\$125
3.	<input type="checkbox"/> Alternative Dispute Resolution	342	\$125	\$125
4.	<input type="checkbox"/> Animal Law	86	\$125	\$125
5.	<input type="checkbox"/> Antitrust	175	\$125	\$125
6.	<input type="checkbox"/> Appellate Practice	240	\$125	\$125
7.	<input type="checkbox"/> Art & Entertainment Law	119	\$125	\$125
8.	<input type="checkbox"/> Bankruptcy	474	\$125	\$125
9.	<input type="checkbox"/> Business Law	1119	\$250	\$125
10.	<input type="checkbox"/> Children & the Law	138	\$125	\$125
11.	<input type="checkbox"/> Civil Litigation	1446	\$250	\$125
12.	<input type="checkbox"/> Communications Law	78	\$125	\$125
13.	<input type="checkbox"/> Computer Law	224	\$125	\$125
14.	<input type="checkbox"/> Construction Law	373	\$125	\$125
15.	<input type="checkbox"/> Corporate Counsel	393	\$125	\$125
16.	<input type="checkbox"/> Criminal Law	551	\$125	\$125
17.	<input type="checkbox"/> Elder Law	454	\$125	\$125
18.	<input type="checkbox"/> Employee Benefits	226	\$125	\$125
19.	<input type="checkbox"/> Environmental & Natural Resources Law	249	\$125	\$125
20.	<input type="checkbox"/> Family Law	931	\$125	\$125
21.	<input type="checkbox"/> Food & Drug Law	83	\$125	\$125
22.	<input type="checkbox"/> General Practice, Solo & Small Firm	311	\$125	\$125
23.	<input type="checkbox"/> Health Law	463	\$125	\$125
24.	<input type="checkbox"/> Immigration Law	149	\$125	\$125
25.	<input type="checkbox"/> International Business Law	174	\$125	\$125
26.	<input type="checkbox"/> Labor & Employment Law	754	\$125	\$125
27.	<input type="checkbox"/> Outstate Practice (members outside Twin Cities Metro)	140	\$125	\$125
28.	<input type="checkbox"/> Practice Management & Marketing	200	\$125	\$125
29.	<input type="checkbox"/> Probate & Trust Law	1046	\$250	\$125
30.	<input type="checkbox"/> Public Law	536	\$125	\$125
31.	<input type="checkbox"/> Public Utilities Law	115	\$125	\$125
32.	<input type="checkbox"/> Real Property Law	1800	\$350	\$175
33.	<input type="checkbox"/> Tax Law	496	\$125	\$125

### Attorneys Within 7-County Metro Area: Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, Washington

34.	<input type="checkbox"/> All Metro Attorneys	10973	\$1000	\$500
35.	<input type="checkbox"/> Business Law	905	\$125	\$125
36.	<input type="checkbox"/> Civil Litigation	1081	\$250	\$125
37.	<input type="checkbox"/> Criminal Law	301	\$125	\$125
38.	<input type="checkbox"/> Family Law	574	\$125	\$125
39.	<input type="checkbox"/> Labor & Employment Law	583	\$125	\$125
40.	<input type="checkbox"/> Probate & Trust Law	660	\$125	\$125
41.	<input type="checkbox"/> Real Property Law	1094	\$250	\$250

\*Affiliate Associations are MSBA Districts, Programs, Committees, MSBA Advantage Vendors, MCLE, MVAP, Corporate Counsel Association, Law Schools, and Law Associations.

***District lists are on following page***

**Members by District (Membership List Order Form cont)**

<b><u>District</u></b>	<b><u>Counties</u></b>	<b><u>Approx # Of Records</u></b>	<b><u>Standard Price</u></b>	<b><u>Affiliate Price*</u></b>
<input type="checkbox"/> D1	Dakota, Goodhue	995	\$125.00	\$125.00
<input type="checkbox"/> D2	Ramsey	2562	\$250.00	\$250.00
<input type="checkbox"/> D3	Houston, Olmsted, Wabasha, Winona	378	\$125.00	\$125.00
<input type="checkbox"/> D4	Hennepin	8425	\$1000.00	\$1000.00
<input type="checkbox"/> D5	Dodge, Rice, Steele, Waseca	183	\$125.00	\$125.00
<input type="checkbox"/> D6	Blue Earth, Nicollet, Watonwan	173	\$125.00	\$125.00
<input type="checkbox"/> D7	Becker, Benton, Clay, Douglas, Mille Lacs Morrison, Otter Tail, Stearns, Todd, Wadena	729	\$125.00	\$125.00
<input type="checkbox"/> D8	Carver, LeSuer, McLeod, Scott, Sibley	306	\$125.00	\$125.00
<input type="checkbox"/> D9	Brown, Lincoln, Lyon, Redwood	127	\$125.00	\$125.00
<input type="checkbox"/> D10	Freeborn, Fillmore, Mower	143	\$125.00	\$125.00
<input type="checkbox"/> D11	Carlton, Cook, Lake, Southern St Louis	354	\$125.00	\$125.00
<input type="checkbox"/> D12	Chippewa, Kandiyohi, Lac Qui Parle, Meeker Renville, Swift, Yellow Medicine	125	\$125.00	\$125.00
<input type="checkbox"/> D13	Cottonwood, Murray, Nobles, Pipestone, Rock	83	\$125.00	\$125.00
<input type="checkbox"/> D14	Kittson, Mahnommen, Marshall, Norman, Pennington, Polk, Red Lake, Roseau	760	\$125.00	\$125.00
<input type="checkbox"/> D15	Aitkin, Beltrami, Cass, Clearwater, Crow Wing Hubbard, Itasca, Koochiching, Lake of the Woods	301	\$125.00	\$125.00
<input type="checkbox"/> D16	Big Stone, Grant, Pope, Stevens, Traverse, Wilkin	47	\$125.00	\$125.00
<input type="checkbox"/> D17	Faribault, Martin, Jackson	74	\$125.00	\$125.00
<input type="checkbox"/> D18	Isanti, Sherburne, Wright	205	\$125.00	\$125.00
<input type="checkbox"/> D19	Chisago, Kanabec, Pine, Washington	742	\$125.00	\$125.00
<input type="checkbox"/> D20	Northern St. Louis (Range)	84	\$125.00	\$125.00
<input type="checkbox"/> D21	Anoka	410	\$125.00	\$125.00

**Instructions: Pre-payment is required. The MSBA does not send invoices.**

**Complete the order form and send it with a sample of promotion, a signed copy of the term and conditions, and payment to: Sale of Mailing Labels, MSBA, 600 Nicollet Mall, Suite 380, Minneapolis MN 55402, or fax to 612-333-4927.**

Organization Name \_\_\_\_\_ Date \_\_\_\_\_

Street \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Email \_\_\_\_\_

Contact Phone \_\_\_\_\_

### Terms and Conditions

By submitting your order you agree to the following terms and conditions:

1. List sales are at the discretion of the MSBA and *typically take up five business days to process* after payment has been received and approval has been granted. .
2. **Pre-payment is required. The MSBA does not send invoices or accept purchase orders. The MSBA accepts only Visa, MasterCard, or checks as forms of payment .**
3. All list sales are sold on a one-time basis and only for the purpose of the mailing materials included in the order. Purchaser will not duplicate, copy, store, or retain the information in any manner nor resell the information to another entity. Those found in violation of the one-time use condition will be charged six times the total amount of the original order. The individual signing the contract AND the organization will be held liable. The MSBA will charge and prosecute violators.
4. The MSBA does not provide technical support including processing rush orders, special requests, key coding labels, customizing lists, submitting files via a web upload, sending files to multiple email addresses, creating special merge files, or removing duplicate names. **All lists are sold as is.** *(Please see page 1 under mailing list selections for more information)*
5. The MSBA makes membership information available on the condition that the promotional material is deemed relevant and useful to members and does not conflict with the programs and services offered by the MSBA. The MSBA will deny any requests which are questionable and maintains the right to decline the sale of lists at the sole discretion of the association based on the perceived value of the materials to our members.
6. All sales are final.

### Agreement to Terms and Conditions

By signing this order form, you and your organization agree to the above terms and conditions. Brokers must make sure clients abide by the one-time use policy or the broker is held liable.

Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

### Mailing List Format

All lists are sent via email in Excel format.

Order Amount	\$ _____	(If ordering 2 or more lists please take a 25% discount)
	\$ _____	(w/discount if applicable)
Applicable Taxes*	\$ _____	(please see page 5 to figure current tax rates)
Total	\$ _____	

\* If tax exempt please include a current copy of certificate of exempt status and enter Tax Id \_\_\_\_\_

### Payment Method

Check made payable the Minnesota State Bar Association.  Call me for my credit card information

**Note: The MSBA no longer accepts credit card payments via mail, fax or email.**

### Tax Rates

Please figure applicable taxes by using the chart below. Calculations can be made by adding the state tax of 6.875% with any applicable local county or city taxes. A sample calculation is provided below.

*If your business address is not in Minnesota please disregard these tax rates and enter 0 in the tax line on page 3*

**1. State Tax = 6.875%**

**2. Local City/County Taxes**

<u>County Tax</u>	<u>Rate</u>
Anoka County	0.25%
Dakota County	0.25
Hennepin County	0.4%
Ramsey County	0.25%
Washington County	0.25%
Cook County	1.0%
<u>City Tax</u>	<u>Rate</u>
Albert Lea	0.5%
Austin	0.5%
Baxter	0.5%
Bemidji	0.5%
Clearwater	0.5%
Hermantown	0.5%
Mankato	0.5%
Minneapolis	0.5%
Duluth	1.0%
New Ulm	0.5%
North Mankato	0.5%
Owatonna	0.5%
Proctor	0.5%
Rochester	0.5%
St Cloud	0.5%
St. Joseph	0.5%
Sartell	0.5%
Sauk Rapids	0.5%
St Augusta	0.5%
St. Paul	0.5%
Two Harbors	0.5%
Waite Park	0.5%
Willmar	0.5%
Worthington	0.5%

#### SAMPLE TAX CALCULATION

**Address in Minneapolis**

1. State Tax = 6.875%
2. Hennepin Co Tax = 0.4%
3. Minneapolis Tax = 0.5%
4.  $6.875 + 0.4 + 0.5 = 7.775\%$