



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 and available at no additional charge.
2. Adhesive labels laser printed on Avery stock template 5160, with 30 labels per page. *There is an additional cost of \$35 for laser printed labels.*

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 Labels
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>Code</u>	<u>List Options</u>	<u>Approx # Of Records</u>	<u>Standard Price</u>	<u>Affiliate Price*</u>
<input type="checkbox"/> 101	Law Firms - firm name and addresses	3,564	\$3,000	\$1,500
Individual Names - Information includes member name and physical address for the following selections				
<input type="checkbox"/> 102	All Members (attorneys, paralegals, students, legal administrators)	16,037	\$2,000	\$1,000
<input type="checkbox"/> 103	Attorney Members	15,257	\$1,400	\$700
<input type="checkbox"/> 104	Attorney Members with Hennepin County mailing address	7,470	\$1000	\$500
<input type="checkbox"/> 105	Female Attorney Members	3,593	\$500	\$250
<input type="checkbox"/> 106	New Attorney Members member admitted to any bar within the last 6 years	4,055	\$500	\$250
<input type="checkbox"/> 107	New members admitted Jan 1- June 30 of current year	197	\$125	\$125
<input type="checkbox"/> 108	New members admitted July1 - Dec 31 of previous year	773	\$125	\$125
<input type="checkbox"/> 110	Corporate Counsel Association of Minnesota	426	\$125	\$125
Individual Names By Practice Area of Interest				
<input type="checkbox"/> 111	Administrative Law	133	\$125	\$125
<input type="checkbox"/> 112	Agricultural Law	121	\$125	\$125
<input type="checkbox"/> 113	Alternative Dispute Resolution	294	\$125	\$125
<input type="checkbox"/> 114	Animal Law	85	\$125	\$125
<input type="checkbox"/> 115	Antitrust	162	\$125	\$125
<input type="checkbox"/> 116	Appellate Practice	186	\$125	\$125
<input type="checkbox"/> 117	Art & Entertainment Law	147	\$125	\$125
<input type="checkbox"/> 118	Bankruptcy	352	\$125	\$125
<input type="checkbox"/> 119	Business Law	1214	\$250	\$125
<input type="checkbox"/> 120	Children & the Law	138	\$125	\$125
<input type="checkbox"/> 121	Civil Litigation	1446	\$250	\$125
<input type="checkbox"/> 122	Communications Law	78	\$125	\$125
<input type="checkbox"/> 123	Computer Law	224	\$125	\$125
<input type="checkbox"/> 124	Construction Law	373	\$125	\$125
<input type="checkbox"/> 125	Criminal Law	551	\$125	\$125
<input type="checkbox"/> 126	Elder Law	454	\$125	\$125
<input type="checkbox"/> 127	Employee Benefits	226	\$125	\$125
<input type="checkbox"/> 128	Environmental & Natural Resources Law	249	\$125	\$125
<input type="checkbox"/> 129	Family Law	931	\$125	\$125
<input type="checkbox"/> 130	Food & Drug Law	83	\$125	\$125
<input type="checkbox"/> 131	General Practice, Solo & Small Firm	311	\$125	\$125
<input type="checkbox"/> 132	Health Law	463	\$125	\$125
<input type="checkbox"/> 133	Immigration Law	149	\$125	\$125
<input type="checkbox"/> 134	International Business Law	174	\$125	\$125
<input type="checkbox"/> 135	Labor & Employment Law	754	\$125	\$125
<input type="checkbox"/> 136	Outstate Practice (members practicing outside Twin Cities Metro)	140	\$125	\$125
<input type="checkbox"/> 137	Practice Management & Marketing	200	\$125	\$125
<input type="checkbox"/> 138	Probate & Trust Law	1046	\$250	\$125
<input type="checkbox"/> 139	Public Law	536	\$125	\$125
<input type="checkbox"/> 140	Public Utilities Law	115	\$125	\$125
<input type="checkbox"/> 141	Real Property Law	1800	\$350	\$175
<input type="checkbox"/> 142	Tax Law	496	\$125	\$125
<input type="checkbox"/> 143	Non-Hennepin County Bar Members by Practice Area (codes 110-140)		Per Practice Area	\$125
Attorneys Within 7-County Metro Area: Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, Washington				
<input type="checkbox"/> 144	All Metro Attorneys	10973	\$1000	\$500
<input type="checkbox"/> 145	Business Law	905	\$125	\$125
<input type="checkbox"/> 146	Civil Litigation	1081	\$250	\$125
<input type="checkbox"/> 147	Criminal Law	301	\$125	\$125
<input type="checkbox"/> 148	Family Law	574	\$125	\$125
<input type="checkbox"/> 149	Labor & Employment Law	583	\$125	\$125
<input type="checkbox"/> 150	Probate & Trust Law	660	\$125	\$125
<input type="checkbox"/> 151	Real Property Law	1094	\$250	\$250

District lists are on following page

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

Members by District (Membership List Order Form cont)

<u>District</u>	<u>Counties</u>	<u>Approx # Of Records</u>	<u>Standard Price</u>	<u>Affiliate Price*</u>
<input type="checkbox"/> 1	Dakota, Goodhue	995	\$125.00	\$125.00
<input type="checkbox"/> 2	Ramsey	2562	\$250.00	\$250.00
<input type="checkbox"/> 3	Houston, Olmsted, Wabasha, Winona	378	\$125.00	\$125.00
<input type="checkbox"/> 4	Hennepin	8425	\$1000.00	\$1000.00
<input type="checkbox"/> 5	Dodge, Rice, Steele, Waseca	183	\$125.00	\$125.00
<input type="checkbox"/> 6	Blue Earth, Nicollet, Watonwan	173	\$125.00	\$125.00
<input type="checkbox"/> 7	Becker, Benton, Clay, Douglas, Mille Lacs Morrison, Otter Tail, Stearns, Todd, Wadena	729	\$125.00	\$125.00
<input type="checkbox"/> 8	Carver, LeSuer, McLeod, Scott, Sibley	306	\$125.00	\$125.00
<input type="checkbox"/> 9	Brown, Lincoln, Lyon, Redwood	127	\$125.00	\$125.00
<input type="checkbox"/> 10	Freeborn, Fillmore, Mower	143	\$125.00	\$125.00
<input type="checkbox"/> 11	Carlton, Cook, Lake, Southern St Louis	354	\$125.00	\$125.00
<input type="checkbox"/> 12	Chippewa, Kandiyohi, Lac Qui Parle, Meeker Renville, Swift, Yellow Medicine	125	\$125.00	\$125.00
<input type="checkbox"/> 13	Cottonwood, Murray, Nobles, Pipestone, Rock	83	\$125.00	\$125.00
<input type="checkbox"/> 14	Kittson, Mahnommen, Marshall, Norman, Pennington, Polk, Red Lake, Roseau	760	\$125.00	\$125.00
<input type="checkbox"/> 15	Aitkin, Beltrami, Cass, Clearwater, Crow Wing Hubbard, Itasca, Koochiching, Lake of the Woods	301	\$125.00	\$125.00
<input type="checkbox"/> 16	Big Stone, Grant, Pope, Stevens, Traverse, Wilkin	47	\$125.00	\$125.00
<input type="checkbox"/> 17	Faribault, Martin, Jackson	74	\$125.00	\$125.00
<input type="checkbox"/> 18	Isanti, Sherburne, Wright	205	\$125.00	\$125.00
<input type="checkbox"/> 19	Chisago, Kanabec, Pine, Washington	742	\$125.00	\$125.00
<input type="checkbox"/> Range	Northern St. Louis	84	\$125.00	\$125.00
<input type="checkbox"/> 21	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

Excel file sent via e-mail Excel - Alpha Order (last name) Excel - City Order Adhesive Labels - additional \$35 (not available for orders of 1000 or more names)

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.

Note: The MSBA no longer accepts credit card payments via mail, fax or email. To pay using a Visa, Mastercard or American Express, call Kameena Anderson at 612-278-6326 after you have sent in the order form and supporting materials.

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. $6.875 + 0.4 + 0.5 = 7.775\%$