



## Access one of the most comprehensive lists of Minnesota Legal Professionals

### 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 14,000 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 excel files containing physical addresses, so please make sure you have the technical staff available to accept this format 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

Excel file, sent via email.

### Delivery Time

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 Mailing List Order Form.
3. Review and sign Terms and Conditions listed on Page 5.
4. Mail order form, **sample of what is being mailed to members on the list**, signed Terms and Conditions form and payment to:

**Minnesota State Bar Association**

**Mailing List Sales**

**600 Nicollet Mall, Suite 380**

**Minneapolis, MN 55402**

**Or fax to 612-333-4927**

## Mailing List Order Form

Please check the box next to the mailing list you wish to order.

### List Type: Attorneys by Practice Area/Section Membership

<u>List #</u>		<u>Practice Area</u>	<u>Approx. # of Records</u>	<u>Standard Price</u>	<u>Affiliate Price*</u>
1	<input type="checkbox"/>	Administrative Law	86	\$125.00	\$125.00
2	<input type="checkbox"/>	Agricultural and Rural Law	110	\$125.00	\$125.00
3	<input type="checkbox"/>	Alternative Dispute Resolution	180	\$125.00	\$125.00
4	<input type="checkbox"/>	Animal Law	21	\$125.00	\$125.00
5	<input type="checkbox"/>	Antitrust Law	83	\$125.00	\$125.00
6	<input type="checkbox"/>	Appellate Practice	181	\$125.00	\$125.00
7	<input type="checkbox"/>	Bankruptcy Law	218	\$125.00	\$125.00
8	<input type="checkbox"/>	Business Law	568	\$125.00	\$125.00
9	<input type="checkbox"/>	Children and the Law	46	\$125.00	\$125.00
10	<input type="checkbox"/>	Civil Litigation	783	\$250.00	\$125.00
11	<input type="checkbox"/>	Communications Law	33	\$125.00	\$125.00
12	<input type="checkbox"/>	Construction Law	206	\$125.00	\$125.00
13	<input type="checkbox"/>	Consumer Litigation	79	\$125.00	\$125.00
14	<input type="checkbox"/>	Corporate Counsel	259	\$125.00	\$125.00
15	<input type="checkbox"/>	Criminal Law	263	\$125.00	\$125.00
16	<input type="checkbox"/>	Elder Law	276	\$125.00	\$125.00
17	<input type="checkbox"/>	Employee Benefits	96	\$125.00	\$125.00
18	<input type="checkbox"/>	Environmental Law	144	\$125.00	\$125.00
19	<input type="checkbox"/>	Family Law	552	\$125.00	\$125.00
20	<input type="checkbox"/>	Food, Drug & Device Law	89	\$125.00	\$125.00
21	<input type="checkbox"/>	Health Law	272	\$125.00	\$125.00
22	<input type="checkbox"/>	Immigration Law	72	\$125.00	\$125.00
23	<input type="checkbox"/>	International Business Law	69	\$125.00	\$125.00
24	<input type="checkbox"/>	Labor & Employment Law	463	\$125.00	\$125.00
25	<input type="checkbox"/>	Military & Veterans Affairs	41	\$125.00	\$125.00
26	<input type="checkbox"/>	New Lawyers	1,305	\$250.00	\$125.00
27	<input type="checkbox"/>	Outstate Practice (members outside TC Metro)	60	\$125.00	\$125.00
28	<input type="checkbox"/>	Practice Mgmt. and Marketing	77	\$125.00	\$125.00
29	<input type="checkbox"/>	Probate and Trust Law	716	\$125.00	\$125.00
30	<input type="checkbox"/>	Public Law	219	\$125.00	\$125.00

(Practice Area order form continued on next page)

**Mailing List Order Form**

Please check the box next to the mailing list you wish to order.

**List Type: Attorneys by Practice Area/Section Membership** *(Continued)*

<b>List #</b>	<b>Practice Area</b>	<b>Approx. # of Records</b>	<b>Standard Price</b>	<b>Affiliate Price*</b>
31	<input type="checkbox"/> Public Utilities Law	109	\$125.00	\$125.00
32	<input type="checkbox"/> Real Property Law	969	\$250.00	\$125.00
33	<input type="checkbox"/> Social Security Disability Law	42	\$125.00	\$125.00
34	<input type="checkbox"/> Sports, Art, & Entertainment Law	47	\$125.00	\$125.00
35	<input type="checkbox"/> Tax Law	244	\$125.00	\$125.00
36	<input type="checkbox"/> Tech Law	122	\$125.00	\$125.00

**List Type: Attorney Members within the 7-County Twin Cities Metro Area**

*(Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington)*

<b>List #</b>	<b>Practice Area</b>	<b>Approx. # of Records</b>	<b>Standard Price</b>	<b>Affiliate Price*</b>
37	<input type="checkbox"/> All Metro Attorneys	7,184	\$1,250.00	\$625.00
38	<input type="checkbox"/> Business Law	472	\$125.00	\$125.00
39	<input type="checkbox"/> Civil Litigation	679	\$125.00	\$125.00
40	<input type="checkbox"/> Criminal Law	179	\$125.00	\$125.00
41	<input type="checkbox"/> Family Law	383	\$125.00	\$125.00
42	<input type="checkbox"/> Labor & Employment Law	399	\$125.00	\$125.00
43	<input type="checkbox"/> Probate and Trust Law	491	\$125.00	\$125.00
44	<input type="checkbox"/> Real Property Law	654	\$125.00	\$125.00

\*Affiliate Associations: MSBA Districts, MSBA Programs, MSBA Committees, MSBAdvantage vendors, MCLE, MVAP, Corporate Counsel Association, Law Schools, and Law Associations.

**Mailing List Order Form***Please check the box next to the mailing list you wish to order.***List Type: Attorneys by MSBA District Membership**

<b>List #</b>	<b>Practice Area</b>	<b>Approx. # of Records</b>	<b>Standard Price</b>	<b>Affiliate Price*</b>
D1	<input type="checkbox"/> Dakota, Goodhue	747	\$250.00	\$250.00
D2	<input type="checkbox"/> Ramsey	1,937	\$500.00	\$500.00
D3	<input type="checkbox"/> Houston, Olmsted, Wabasha, Winona	242	\$125.00	\$125.00
D4	<input type="checkbox"/> Hennepin	5,631	\$1,000.00	\$1,000.00
D5	<input type="checkbox"/> Dodge, Rice, Steele, Waseca	138	\$125.00	\$125.00
D6	<input type="checkbox"/> Blue Earth, Nicollet, Watonwan	141	\$125.00	\$125.00
D7	<input type="checkbox"/> Becker, Benton, Clay, Douglas, Mille Lacs, Morrison, Otter Tail, Stearns, Todd, Wadena	555	\$125.00	\$125.00
D8	<input type="checkbox"/> Carver, LeSuer, McLeod, Scott, Sibley	262	\$125.00	\$125.00
D9	<input type="checkbox"/> Brown, Lincoln, Lyon, Redwood	109	\$125.00	\$125.00
D10	<input type="checkbox"/> Freeborn, Fillmore, Mower	102	\$125.00	\$125.00
D11	<input type="checkbox"/> Carlton, Cook, Lake, So. St Louis	235	\$125.00	\$125.00
D12	<input type="checkbox"/> Chippewa, Kandiyohi, Lac Qui Parle, Meeker, Renville, Swift, Yellow Medicine	101	\$125.00	\$125.00
D13	<input type="checkbox"/> Cottonwood, Murray, Nobles, Pipestone, Rock	58	\$125.00	\$125.00
D14	<input type="checkbox"/> Kittson, Mahnommen, Marshall, Norman, Pennington, Polk, Red Lake, Roseau	707	\$125.00	\$125.00
D15	<input type="checkbox"/> Aitkin, Beltrami, Cass, Clearwater, Crow Wing, Hubbard, Itasca, Koochiching, Lake of the Woods	193	\$125.00	\$125.00
D16	<input type="checkbox"/> Big Stone, Grant, Pope, Stevens, Traverse, Wilkin	44	\$125.00	\$125.00
D17	<input type="checkbox"/> Faribault, Martin, Jackson	61	\$125.00	\$125.00
D18	<input type="checkbox"/> Isanti, Sherburne, Wright	160	\$125.00	\$125.00
D19	<input type="checkbox"/> Chisago, Kanabec, Pine, Washington	562	\$125.00	\$125.00
D20	<input type="checkbox"/> Northern St. Louis (Range)	72	\$125.00	\$125.00
D21	<input type="checkbox"/> Anoka	364	\$125.00	\$125.00

## Mailing List Order Form

**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: Mailing List Sales, Minnesota State Bar Association, 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 daytime 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, American Express, Discover, or checks as forms of payment. No credit card payments are accepted via mail, fax, or email.
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. (See Page 1 under Mailing List Selections for more information.) All lists are sent via email in Excel format.
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** \_\_\_\_\_

**Order Amount** \$ \_\_\_\_\_ (If ordering 2 or more lists, take a 25% discount)

\$ \_\_\_\_\_ (With discount, if applicable)

**Applicable Taxes\*** \$ \_\_\_\_\_ (Refer to Page 6 to compute taxes)

**Total** \$ \_\_\_\_\_

\* If tax exempt, please include a current copy of your Certificate of Exempt Status and enter your Tax ID \_\_\_\_\_

### Payment Method:

- Check enclosed, made payable to the Minnesota State Bar Association
- Call me for my credit card information

## Minnesota Tax Rates

Please figure applicable taxes by using the chart below. Calculations can be made by adding the state sales tax of 6.875% in addition to any local county or city taxes. A sample calculation is provided below.  
 \*If your business is not in Minnesota disregard all tax rates and enter "0" on the tax line on the order form.

<b>Minnesota State Sales Tax = 6.875%</b>
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<b>County Transit Tax</b>			
Anoka County	0.25%	Hennepin County	0.25%
Cook County	0.50%	Ramsey County	0.25%
Dakota County	0.25%	Washington County	0.25%

<b>County Non-transit Tax</b>			
Cook County	1.00%	Hennepin County	0.15%

<b>City Tax</b>			
Albert Lea	0.50%	New Ulm	0.50%
Austin	0.50%	North Mankato	0.50%
Baxter	0.50%	Owatonna	0.50%
Bemidji	0.50%	Proctor	0.50%
Brainerd	0.50%	Rochester	0.75%
Clearwater	0.50%	St. Augusta	0.50%
Cloquet	0.50%	St. Cloud	0.50%
Duluth	0.50%	St. Joseph	0.50%
Hermantown	1.00%	St. Paul	0.50%
Hutchinson	0.50%	Sartell	0.50%
Lanesboro	0.50%	Sauk Rapids	0.50%
Mankato	0.50%	Two Harbors	0.50%
Marshall	0.50%	Waite Park	0.50%
Medford	0.50%	Willmar	0.50%
Minneapolis	0.50%	Worthington	0.50%

### Sample tax calculation

For an address in Minneapolis:

1. Minnesota State tax = 6.875%
2. Hennepin County Transit Tax = 0.25%
3. Hennepin County (Non-Transit) Tax = 0.15%
4. Minneapolis City Tax = 0.5%
5. Total Tax: 6.875% + 0.25% + 0.15% + 0.5% = 7.775%