

**Initial Application Attachment C—Itemization of Experience Units:  
Specialist Certification**

*Print or type information. Check all boxes that apply.*

*Lawyer Applicant Name*

Section II.A.2.c. of the Standards and Requirements for Specialist Certification and Recertification requires that you provide evidence that you have had primary responsibility for various proceedings equal to seventy-five (75) experience units. Any questions about the experience unit value of a proceeding that you have conducted may be directed to the Certified Legal Specialists Manager.

**JURY TRIALS**

Two (2) experience units may be claimed for each completed jury trial for which you have had primary responsibility. A completed jury trial is defined as a contested civil proceeding in state or federal court, tried from opening statement to submission to jury, involving the presentation of testimony lasting in total two (2) full days or more.

One (1) experience unit may be claimed for any other jury trial lasting at least two (2) days, whether or not tried to a verdict, where you conducted one or more of the following: presentation of evidence; arguments to the court; jury selection; opening statement; and/or, final argument.

In addition, one (1) experience unit may be claimed for each three (3) days of a jury trial in excess of the initial two (2) days of trials, whether or not tried ultimately to a verdict.

Three-fourths (3/4) of an experience unit may be claimed for handling a jury trial lasting at least one (1) day but less than two (2) days, whether or not tried to a verdict.

One-half (1/2) of an experience unit may be claimed for handling a jury trial lasting less than one (1) day, whether or not tried to a verdict.

**Any trials you list here may not also be listed on Attachment A or Attachment B.**

*Provide requested information for each case listed. Check box  if additional sheets are attached.*

*Title of Case*

*Judge*

*Court*

*Date (Year)*

***Experience Unit(s) Claimed***

YES  NO

*Number of Days in Trial*

*Submitted to a Jury*

*Opposing Counsel*

*Nature of Proceeding*

## Civil Trial Law Certified Specialist Initial Application: Itemization of Experience Units

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Title of Case

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Judge	Court	Date (Year)	<b>Experience Unit(s) Claimed</b>
	<input type="checkbox"/> YES <input type="checkbox"/> NO		

Number of Days in Trial	Submitted to a Jury	Opposing Counsel
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Nature of Proceeding

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Title of Case

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Judge	Court	Date (Year)	<b>Experience Unit(s) Claimed</b>
	<input type="checkbox"/> YES <input type="checkbox"/> NO		

Number of Days in Trial	Submitted to a Jury	Opposing Counsel
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Nature of Proceeding

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Title of Case

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Judge	Court	Date (Year)	<b>Experience Unit(s) Claimed</b>
	<input type="checkbox"/> YES <input type="checkbox"/> NO		

Number of Days in Trial	Submitted to a Jury	Opposing Counsel
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Nature of Proceeding

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Title of Case

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Judge	Court	Date (Year)	<b>Experience Unit(s) Claimed</b>
	<input type="checkbox"/> YES <input type="checkbox"/> NO		

Number of Days in Trial	Submitted to a Jury	Opposing Counsel
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Nature of Proceeding

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**Civil Trial Law Certified Specialist Initial Application: Itemization of Experience Units**

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**COURT TRIALS**

One (1) experience unit may be claimed for each completed court trial for which you had primary responsibility. A completed court trial is defined as a contested civil proceeding in state or federal court, tried to a judge from opening statement through closing argument, lasting in total three (3) full days or more.

In addition, one (1) experience unit may be claimed for each three (3) days of a court trial in excess of the initial three (3) days of trials, whether or not tried ultimately to a verdict.

Three-fourths (3/4) of an experience unit may be claimed for handling a court trial lasting at least one (1) day but less than three (3) days, whether or not tried to a verdict.

One-half (1/2) of an experience unit may be claimed for handling a court trial lasting less than one (1) day.

**Any trials you list here may not also be listed on Attachment A or Attachment B.**

*Provide requested information for each case listed. Check box  if additional sheets are attached.*

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*Title of Case*

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<i>Judge</i>	<i>Court</i>	<i>Date (Year)</i>	<b><i>Experience Unit(s) Claimed</i></b>
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<i>Number of Days in Trial</i>	<i>Opposing Counsel</i>
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*Nature of Proceeding*

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*Title of Case*

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<i>Judge</i>	<i>Court</i>	<i>Date (Year)</i>	<b><i>Experience Unit(s) Claimed</i></b>
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<i>Number of Days in Trial</i>	<i>Opposing Counsel</i>
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*Nature of Proceeding*

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## Civil Trial Law Certified Specialist Initial Application: Itemization of Experience Units

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Title of Case

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Judge

Court

Date (Year)

**Experience Unit(s) Claimed**

---

Number of Days in Trial

Opposing Counsel

---

Nature of Proceeding

---

Title of Case

---

Judge

Court

Date (Year)

**Experience Unit(s) Claimed**

---

Number of Days in Trial

Opposing Counsel

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Nature of Proceeding

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Title of Case

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Judge

Court

Date (Year)

**Experience Unit(s) Claimed**

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Number of Days in Trial

Opposing Counsel

---

Nature of Proceeding

---

Title of Case

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Judge

Court

Date (Year)

**Experience Unit(s) Claimed**

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Number of Days in Trial

Opposing Counsel

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Nature of Proceeding

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**Civil Trial Law Certified Specialist Initial Application: Itemization of Experience Units**

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**ADVANCED EDUCATION**

Two (2) experience units may be claimed for each program of advanced, intensive, trial skills education and demonstration that you have completed. Organizations that often sponsor such courses are the National Institute of Trial Advocacy (NITA) and the Minnesota Advocacy Institute (MAI). If you are unsure whether a course you have attended will qualify for this credit, please call the Certified Legal Specialists Manager.

*Provide requested information for each program listed. Check box  if additional sheets are attached.*

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*Name of Advanced Trial Advocacy Program*

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*Sponsor* ***Experience Unit(s) Claimed***

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*Location* *Dates Attended*

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*Name of Advanced Trial Advocacy Program*

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*Sponsor* ***Experience Unit(s) Claimed***

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*Location* *Dates Attended*

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*Name of Advanced Trial Advocacy Program*

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*Sponsor* ***Experience Unit(s) Claimed***

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*Location* *Dates Attended*

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*Name of Advanced Trial Advocacy Program*

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*Sponsor* ***Experience Unit(s) Claimed***

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*Location* *Dates Attended*

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*Name of Advanced Trial Advocacy Program*

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*Sponsor* ***Experience Unit(s) Claimed***

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*Location* *Dates Attended*

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**Civil Trial Law Certified Specialist Initial Application: Itemization of Experience Units**

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**Contested Matters, Arbitrations and Administration Hearings**

Three-fourths (3/4) of an experience unit may be claimed for each arbitration or administrative hearing for which you have had primary responsibility that lasted at least one (1) full day.

One-half (1/2) of an experience unit may be claimed for each contested matter which you have personally handled. Contested matters are defined as: evidentiary hearings lasting less than one (1) day; depositions, appeals, arbitration and administrative hearings lasting less than one (1) day; and motions heard before or after trial.

Provide requested information for each contested matter, arbitration or administrative hearing listed. Check box  if additional sheets are attached.

Check one box     Case     Hearing     Other

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Title of Case

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Type of Contested Matter

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Agency and/or Department (if applicable)

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Judge/Officer (if applicable)

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Number of Days

---

Date (Year)

---

**Experience Unit(s) Claimed**

---

Nature of Proceeding

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Check one box     Case     Hearing     Other

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Title of Case

---

Type of Contested Matter

---

Agency and/or Department (if applicable)

---

Judge/Officer (if applicable)

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Number of Days

---

Date (Year)

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**Experience Unit(s) Claimed**

---

Nature of Proceeding

---

Check one box     Case     Hearing     Other

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Title of Case

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Type of Contested Matter

---

Agency and/or Department (if applicable)

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Judge/Officer (if applicable)

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Number of Days

---

Date (Year)

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**Experience Unit(s) Claimed**

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Nature of Proceeding

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Check one box     Case     Hearing     Other

Title of Case

Type of Contested Matter

Agency and/or Department (if applicable)

Judge/Officer (if applicable)

Number of Days

Date (Year)

**Experience Unit(s) Claimed**

Nature of Proceeding

Check one box     Case     Hearing     Other

Title of Case

Type of Contested Matter

Agency and/or Department (if applicable)

Judge/Officer (if applicable)

Number of Days

Date (Year)

**Experience Unit(s) Claimed**

Nature of Proceeding

Check one box     Case     Hearing     Other

Title of Case

Type of Contested Matter

Agency and/or Department (if applicable)

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Number of Days

Date (Year)

**Experience Unit(s) Claimed**

Nature of Proceeding

Check one box     Case     Hearing     Other

Title of Case

Type of Contested Matter

Agency and/or Department (if applicable)

Judge/Officer (if applicable)

Number of Days

Date (Year)

**Experience Unit(s) Claimed**

Nature of Proceeding