

Minnesota State Bar Association
Certified ▲ Specialist
Civil Trial Law

Annual Audit: Specialist Certification

Applicant Lawyer Full Name

Firm Name

Business Address

City

State

Zip

Business Phone

Website

eMail

Check box to indicate you have revised contact information.

To maintain your specialist certification you must:

1. Complete this Annual Audit form.
2. Include a check for annual fee. Check made payable to MSBA.

Standards and Requirements for Certification and Recertification (“Standards”) require disclosure of conduct. A record of discipline or failure to make accurate disclosures may constitute grounds for decertification. View Standards at <http://www.mnbar.org/docs/default-source/certification/cert-civ-100-standards.pdf>.

MSBA Member Attorney
\$ 155

Not a MSBA Member Attorney
\$ 170

Annual Audits received after January 1, 2019 will be subject to a \$15 late fee.

Office Use Only	Application No.	Payment	Date Filed	Date Notified
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Mail this form along with the annual audit fee to the following address no later than Jan. 1, 2019:

Minnesota State Bar Association
Certified ▲ Specialist

600 Nicollet Mall, Suite 380
Minneapolis, MN 55402-1039
612-278-6318 | www.mnbar.org

If you have any questions, please contact Susan Koplin, Certified Legal Specialists Director, (612) 278-6318 or skoplin@mnbar.org.

AUDIT QUESTIONS

Good Standing.

Are you currently licensed and on active status as a Minnesota attorney? YES NO

If you check NO, please explain below.

Substantial Involvement.

Since your last application, annual audit or recertification application, have you devoted at least 50% of a full-time practice (or its equivalent) to the practice of civil trial law (representing parties in non-criminal matters in federal and state courts)? YES NO

If you check NO, please explain below.

Disclosure of Conduct.

Since your last application, annual audit or recertification application, have you been convicted of a serious crime whether or not the conviction resulted from a plea agreement, nolo contendere, or a guilty verdict? (Serious crimes include felonies or any lesser offense involving dishonesty or improper attorney conduct.) YES NO

Since your last application, annual audit or recertification application, have you been formally admonished by any court? YES NO

Since your last application, annual audit or recertification application, have any complaints about you been presented to the Lawyers Board of Professional Responsibility in Minnesota, or to any attorney licensing or disciplinary authority in any other state or jurisdiction? YES NO

Since your last application, annual audit or recertification application, have you been the subject of any proceedings to suspend, reprimand, sanction, or discipline you in Minnesota or in any other state or jurisdiction in which you are licensed? YES NO

Since your last application, annual audit or recertification application, has any sanction, admonition or other discipline of any kind, private or public, been imposed on you by any court, attorney licensing or disciplinary authority in Minnesota or any other jurisdiction? YES NO

If you check YES to any of the questions above, you must complete a Disclosure of Conduct Statement and submit it with this audit. (<http://www.mnbar.org/docs/default-source/certification/cert-civ-107-disclosure-of-conducte280e4182f7c4a6ab3cf9766155fbeb1.pdf>).

A record of discipline or failure to disclose any of the information requested above may constitute grounds for denial of your application or subsequent decertification.

Continuing Legal Education.

Board Certified Specialists must complete thirty (30) approved CLE credit hours in Civil Trial Law per three (3)-year reporting period. Any ethics credits counted toward the Certified Legal Specialists CLE requirements must be specifically intended for civil trial practitioners.

2018 was NOT my CLE reporting year. My next reporting year is: _____

2018 was my CLE reporting year.

Download the CLE Requirements and attach the completed form or your OASIS CLE report.

VERIFICATION AND RELEASE

I have carefully read the foregoing and certify that the information is true. I fully understand that failure to make a truthful disclosure of any fact or item of information required may result in decertification. Further, I authorize all persons, firms, officers, corporations, associations, organizations, educational institutions, governmental agencies and instrumentalities (including bar associations, bar examiners, and boards of professional responsibility), employers, references, business and professional associates (past and present) to release to the Minnesota State Bar Association Civil Trial Certification Board, the Minnesota State Bar Association staff, and the Minnesota State Board of Legal Certification, all relevant documents, records or other information that may be requested in the investigation of my continuing satisfaction of the standards for certification.

Date: _____

Signature of Board Certified Specialist

Printed Name of Board Certified Specialist