

## Specialist Recertification Application

## GENERAL INFORMATION

- Standards and Policies.** Before completing this Recertification Application, please read the Standards and Requirements for Certification and Recertification of Lawyers that govern the Criminal Law Specialist Certification Program [http://www.mnbar.org/docs/default-source/certification/standard-\(crim-100\).pdf](http://www.mnbar.org/docs/default-source/certification/standard-(crim-100).pdf).
- Professionalism and Ethics.** The Standards include consideration of character, ethics, and reputation for professionalism. The application requires disclosure of disciplinary history. If there are any changes in the information you provided on your Recertification Application, after you submit it, advise our office in writing.
- Application Processing and Review.** Processing applications can take several months, depending on receipt of information from third parties. Submit your application by January 1, 2019.
- Fees.** The application fee must accompany the Application. Checks made payable to MSBA.

Private Attorney		Public Attorney <i>(Lawyer employed exclusively by a government agency full- or part-time, includes faculty at public universities and colleges.)</i>	
MSBA Member	not a MSBA Member	MSBA Member	not a MSBA Member
<input type="checkbox"/> \$225	<input type="checkbox"/> \$240	<input type="checkbox"/> \$150	<input type="checkbox"/> \$165

Applicant Lawyer Full Name

 YES  NO

Name as it should appear on Specialist Certificate

*I would like a certificate mailed to me.*

Firm Name

Business Address

City

State

Zip

Business Phone

Website

eMail

 My information has changed since submitting my last Annual Audit.

Recertification Applications 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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Minnesota State Bar Association

**Certified ▲ Specialist**

600 Nicollet Mall, Suite 380  
 Minneapolis, MN 55402-1039  
 612-278-6318 | [www.mnbar.org](http://www.mnbar.org)

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

CONFIDENTIAL

RETAIN A COPY FOR YOUR FILES

Every six (6) years MSBA Certified Legal Specialists must complete a Recertification Application to maintain the specialist credential. The purpose of this is to assure the public that the expertise of a certified specialist is current and the credential is not merely historical.

- I agree to abide by all Rules and Regulations of the Minnesota State Board of Legal Certification (MBLC) and the Certification Board and to furnish the MBLC and the Certification Board with the information required to determine my entitlement to specialist certification.

**License Information**

- I am admitted to practice law in the following state(s):

State	Date Admitted	License No.	Status (Active/Inactive)
MN			

**Former or Pending Application(s).**

- I have former or pending application(s) for certification:  
 Not applicable

State or Agency	National	Date certified	Pending	Specialty area
	<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>	

**Substantial Involvement**

I have been engaged continuously for five (5) years immediately preceding  YES  NO application and I have spent at least 25% of a full-time practice of law (or its equivalent) in active participation in criminal law.

If you check NO, you must explain your response below.

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### Employment Information

The following is a complete statement of my employment since my most recent application: List most recent employment first.  Check here if additional sheets are attached.

\_\_\_\_\_  
*Employer Name* *Date employed from*   *Date employed to*

\_\_\_\_\_  
*Business Address*

\_\_\_\_\_  
*Nature of Employment (summarize nature of work performed)*

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\_\_\_\_\_  
*Employer Name* *Date employed from*   *Date employed to*

\_\_\_\_\_  
*Business Address*

\_\_\_\_\_  
*Nature of Employment (summarize nature of work performed)*

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\_\_\_\_\_  
*Employer Name* *Date employed from*   *Date employed to*

\_\_\_\_\_  
*Business Address*

\_\_\_\_\_  
*Nature of Employment (summarize nature of work performed)*

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\_\_\_\_\_  
*Employer Name* *Date employed from*   *Date employed to*

\_\_\_\_\_  
*Business Address*

\_\_\_\_\_  
*Nature of Employment (summarize nature of work performed)*

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### Disclosure of Conduct

During the current certification term (the five years immediately preceding this Application):

Have you been convicted of a crime (excluding misdemeanor traffic offenses)?  YES  NO

Has any District or Appellate Court entered a Finding or Determination of Ineffective Assistance of Counsel against you?  YES  NO

Has any District or Appellate Court entered a finding or Determination of Prosecutorial Misconduct against you?  YES  NO

Have you been formally admonished by any court?  YES  NO

Have you been disbarred, suspended or publicly reprimanded, sanctioned or disciplined by the Lawyers Board of Professional Responsibility in Minnesota or in another state or jurisdiction in which you are licensed?  YES  NO

If you answer YES to any of the questions above, you must complete and attach the Disclosure of Conduct.

<https://www.mnbar.org/docs/default-source/certification/cert-crim-107-conduct78031a3df80b4cbb9bec182b41ec052d.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.

**CLE Requirements.**

If this was your CLE reporting year, please attach a copy of your report to the MN Board of Continuing Legal Education or OASIS printout. (Specialists must complete no less than thirty (30) hours of continuing legal education in the area of criminal law or trial skills every three years).

- 2018 was NOT my CLE reporting year. My next reporting year is: \_\_\_\_\_
- 2018 was my CLE reporting year. I have attached my list of courses.

**Notification Agreement**

- I agree to notify the Director of the MSBA Certified Criminal Law Specialist Program in writing, in the event of any change in my status that relates to Standards and Requirements for Certification and Recertification of Lawyers prior to my recertification, including:
- Matters requiring disclosure
  - Change in my employment status

**Law School and Legal Organizations**

Upon recertification we issue a press release on your behalf. If you would like us to include your law school and other legal organizations to which you belong, please list them below.

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*Name of Law School*

*Legal Organization(s)*

Section IV of the Standards and Requirements for Specialist Certification and Recertification that govern the Criminal Law Certification program requires that you provide documentation for substantial involvement in the practice of criminal law:

- Trial and Experience List
- Reference List
- Narrative
- Advocacy

View the Standards at [http://www.mnbar.org/docs/default-source/certification/standard-\(crim-100\).pdf](http://www.mnbar.org/docs/default-source/certification/standard-(crim-100).pdf).

**Trial and Experience Requirement**

Choose either 'A. Jury Trial' OR 'B. Equivalence Alternative'.

**Jury Trial**

- Within the five years immediately preceding submission of this application, I was principal counsel in criminal proceedings for at least one jury trial in Minnesota, or in any U.S. District Court, lasting a minimum of three (3) days in the last five (5) years preceding this application, which was submitted to the jury for decision:

Case Title, Nature of Case and Charges	Court /Judge	Year	Trial Days

**Equivalence Alternative**

- I certify that I have had criminal law experience equivalent to the following requirement: that within the five (5) years immediately preceding submission of this application, I was principal counsel in criminal proceedings for at least one jury trial in Minnesota, or in any U.S. District Court, lasting a minimum of three (3) days in the last five (5) years preceding this application, which was submitted to the jury for decision; the experience requiring skills similar to criminal trial practice as described below.

- I certify that, in addition, I have had primary responsibility for at least 25 contested criminal law matters.

**Narrative.**

Since your last certification, has the nature of your practice changed in any significant way?  
If yes, explain.  **NO**

Since your last certification, has your focus in the criminal law field changed?  
If yes, explain.  **NO**

Please describe contributions you believe you have made to criminal law practice and to the legal profession since your last certification that have bearing on your reapplication for certification as a Criminal Law Specialist. These contributions may have, but are not required to have, garnered outside recognition or acknowledgment. They may be internally motivated actions and values regarding your criminal law practice that you feel have contributed to the overall good of the profession.

Identify any honors or other recognition you have received in the criminal law area since your last certification.

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Identify teaching/speaking/writing/other instruction you have offered in the field since your last certification.

**Advocacy Programs.**

List any advocacy program you have attended such as the National College of Criminal Defense, programs sponsored by the National Institute of Trial Advocacy or Gerry Spence’s Trial Lawyer’s College:

**Reference List.**

I understand that two (2) positive references, one from a Judge and one from opposing counsel, are necessary for Recertification as a Certified Criminal Law Specialist.

I submit the names and addresses of the following who can attest to my competence and involvement in the practice of criminal law: one Judge of a State District Court, or a U.S. District Court, before whom I have appeared as a criminal law advocate within the five (5) years immediately preceding application; and two (2) lawyers who have been opposing counsel in a contested criminal matter within the five (5) years immediately preceding application. None of these individuals are related to me or engaged in legal practice with me.

All references, communications, reference forms, and information gathered pertaining to the applicant are confidential and neither the forms nor any information concerning them shall be provided to applicant.

<i>Judge Name</i>	<i>Court</i>	<i>Address</i>
<i>Opposing Counsel Name</i>	<i>Firm</i>	<i>Address</i>
<i>Opposing Counsel Name</i>	<i>Firm</i>	<i>Address</i>

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**VERIFICATION**

I, \_\_\_\_\_,  
being duly sworn, certify that I have carefully read the foregoing application and that all information contained therein is true. I fully understand that failure to make a truthful disclosure of any required fact or item of information may result in the denial of my application, or revocation of my Specialist Certification if granted.

Date: \_\_\_\_\_  
Signature of Applicant Lawyer

State of Minnesota, County of \_\_\_\_\_

Signed and sworn to before me on \_\_\_\_\_, by  
(month/day/year)

\_\_\_\_\_  
(insert name of Applicant Lawyer)

(Stamp)

\_\_\_\_\_  
(signature of notarial officer)

Title (and Rank): \_\_\_\_\_

My commission expires: \_\_\_\_\_  
(month/day/year)



**RELEASE**

I agree to abide by all rules and regulations adopted by the Criminal Law Specialist Certification Board (Certification Board) as amended from time to time and to pay all fees required by the Certification Board as due.

In making and filing this application for certification, 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 Certification Board, the Minnesota State Bar Association staff, and to the Minnesota State Board of Legal Certification (MBLC), all relevant documents, records or other information that may be requested in the investigation of this application or in the investigation of my continuing satisfaction of the standards for certification.

I agree that all information received by the Certification Board may be treated confidentially by the Certification Board. I hereby waive that confidentiality with regard to any State agency with jurisdiction over legal specialization and also with regard to any organization or entity approved by the State to certify legal specialists to which I have applied or which I am certified.

I specifically waive any right to review any statements of Independent Reference and Peer Review or other evaluations and references made to the Certification Board, whether solicited by me or by the Certification Board. In addition, I agree not to seek discovery of such references and evaluations, formally or informally, in any legal proceeding or otherwise.

I release, discharge and exonerate the Certification Board, the Criminal Law Section of the Minnesota State Bar Association (MSBA), the MSBA and its officers, staff, agents, employees and representatives, and any person furnishing information or evaluations to the Certification Board, from any and all liability of every nature and kind arising from the investigation and evaluation of my application or my continuing satisfaction of the standards for certification.

I agree that in the event my certification is suspended or revoked or I am not recertified, I shall cease to hold myself out in any way as certified by the Criminal Law Section of the MSBA, and will remove my certificate from public display.

I agree to defend or pay the costs of defense, at the discretion of the Certification Board, for any suit or claim initiated, and to indemnify the Certification Board, the Criminal Law Section of the MSBA, and the Minnesota State Bar Association for any judgment or settlement ordered or paid as a result of any legal action arising from my application or from my certification by the Criminal Law Section.

I hereby certify that I have reviewed each part of my Application carefully and made each statement and representation therein, and answered each question therein, fully and frankly and without concealment or reservation. Such questions and answers are, within my personal knowledge, true and complete.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant Lawyer

\_\_\_\_\_  
Printed Name of Applicant Lawyer