

Minnesota State Bar Association  
**Certified ▲ Specialist**  
Real Property 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.

Every year MSBA Certified Legal Specialists must complete either an Annual Audit or a Recertification in order 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.

View Standards at <http://www.mnbar.org/docs/default-source/certification/cert-re-100-standards.pdf>.

Private Attorney		Public Attorney <i>(Lawyer employed <b>exclusively</b> 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
\$145	\$160	\$75	\$90
Annual Audits received after January 1, 2019 are subject to a \$15 late fee.			

(Office Use Only) Application No. Payment Date Filed Date Notified

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](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).

## 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  YES  NO devoted at least twenty-five (25)% and not less than three hundred (300) hours per year, in active participation in real property law as defined in III.C. of the Standards?

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

### Disclosure of Conduct.

Have you been convicted of a serious crime whether the conviction resulted from  YES  NO a plea agreement, nolo contendere, or a guilty verdict? (Serious crimes include felony or any lesser offense, an element of which involved improper attorney conduct, or dishonesty.)

Has any malpractice claim been made and concluded against you (or against your  YES  NO firm in a matter that relates to you) in which a final judgment has been entered and claims in which any monies have been paid?

Has any disciplinary sanction been imposed against you since your last application,  YES  NO annual audit or recertification?

If you check YES, you must also complete and attach a Disclosure of Conduct Statement (<http://www.mnbar.org/docs/default-source/certification/cert-re-107-conduct.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 real property law per three (3)-year reporting period. No more than ten (10) credit hours may be from courses at a basis level. (Any ethics credits counted toward the Certified Legal Specialists CLE credits must be specifically intended for real property lawyers.)

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.

Download CLE Requirements and submit the completed for or a copy of 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 Real Property Certification Board, the Minnesota State Bar Association staff, and to 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