

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

Specialist Certification Initial Application 2012

**General Information**

- Standards and Policies.** Before completing this Application, please read the Standards and Requirements for Certification and Recertification of Lawyers which govern the Certified Real Property Law Specialist Program. View Standards at <http://www.mnbar.org/certify>.
- Professionalism and Ethics.** The Standards include consideration of character, ethics, and reputation for professionalism. The application requires disclosure of conduct. (Download form CERT RE-107 at <http://www.mnbar.org/certify>.) If there are any changes in the information you provided on this application during the application period, or after certification and before the first required Annual Audit, advise our office in writing.
- Application Processing and Deadline.** Complete and return your application by Jan. 27, 2012.
- Examination.** If your initial application is approved, an examination agreement will be sent to you before the next scheduled examination, which will be held Feb. 25, 2012.
- Fees.** The application fee must accompany the Initial Application.

**MSBA Member Attorney**  
\$250

**Not a MSBA member Attorney**  
\$265

Do not combine Certified Real Property Law Specialist fees in one check with other Specialty Area Fees.

Applicant Lawyer Full Name

Firm Name

Address, City, State, Zip

Email

(Office Use Only)	Application No.	Payment	Date Filed	Date Notified
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Indicate method of payment:

Check made payable to MSBA

Visa/MC/Amex # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

**Mail this Application to the following address no later than Jan. 27, 2012:**

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 Jessica Thomas, Certified Legal Specialists Manager, (612) 278-6318 or [jthomas@mnbar.org](mailto:jthomas@mnbar.org).

**CONFIDENTIAL**

**RETAIN A COPY FOR YOUR FILES**

Dear Candidate for Board Certification:

Legal Specialist Certification was developed primarily to assist legal consumers in identifying and evaluating the credentials of lawyers and to assist the match of the lawyer with their needs. Certification allows the attorney to use the term “Real Property Law Specialist.” *Mn. Rule of Professional Conduct. 7.4*. In a statewide survey of Minnesotans conducted by our program, respondents demonstrated overwhelming support for legal specialist certification. Your Specialist certification will be a sign to the legal community and to your clients that you are willing to submit your knowledge and experience for objective verification by your peers and we wish you success.

*Real Property Law Specialist Certification Board  
Real Property Law Section of the Minnesota State Bar Association*

*Print or type information. Provide information for all blanks and check all boxes that apply.*

*Applicant Lawyer Full Name*

*Name as it should appear on Specialist Certificate*

I hereby apply for certification as a Real Property Law Specialist under the Certified Legal Specialists program of the Real Property Law Section of the Minnesota State Bar Association (MSBA) approved by the Minnesota State Board of Legal Certification (MBLC) and overseen by the Real Property Law Certification Board.

I agree to abide by all Rules and Regulations of the MBLC and the Real Property Law Certification Board as amended from time to time, and to furnish the MBLC and the Real Property Law Certification Board the information required to determine my entitlement to Specialist Certification.

**I. Active License**

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

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

U.S. District Courts

State	Date Admitted	Status (Active/Inactive)
MN		

2.  Former or pending application(s) for certification (in Minnesota or elsewhere)  
 Not applicable

State or Agency	Year Certified	Specialty Area

**II. Substantial Involvement Requirement**

Standard II.A. of the Standards and Requirements for Certification and Recertification of Real Property Law Specialists requires that: "To become certified as a real property law specialist, a lawyer shall demonstrate substantial involvement in this specialty in Minnesota during the three (3)-year period immediately preceding application. Substantial involvement means at least twenty-five (25%) of the attorney's practice and not less than three hundred (300) hours per year is spent in the area of real property law. Teaching law school or continuing legal education courses in real property law may be included as a minor (i.e. no more than twenty (20)% part of the twenty-five (25)% or three hundred (300) hour requirement."

1.  I certify I have spent at least 25% and not less than three hundred (300) hours of my annual legal practice working in real property law in Minnesota during the three (3)-year period immediately preceding this application.
  
2. Certified Real Property Specialists must have an active involvement in at least three (3) of the following practice areas. Place a checkmark next to any of the matters in the following list that you have handled in your real property law practice in the last three (3) years and that are part of the practice percentage indicated above.

Real Property Law: Areas of practice	Number of matters handled in the last three years				
	0	1-5	6-10	11-20	20+
Purchases and sales (includes purchase agreements, conveyancing documents and representation at closing)					
Mortgages (representing borrowers or lenders)					
Mortgage foreclosures and contract for deed cancellations					
Landlord/tenant					
Title examinations					
Land use regulation (zoning and subdivision)					
Commercial and residential real estate developments					
Construction contracts					
Mechanics Liens					
Eminent domain proceedings					

Commercial \_\_\_\_\_ %      Residential \_\_\_\_\_ %

Real Property Specialist Certification Application and Attachments 2012

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3. The following is a complete statement of my employment for the last five (5) years:  
List current employment first.  Check here if additional sheets are attached.

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

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

*Business Phone* \_\_\_\_\_ *Email* \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

**III. Disclosure of Conduct**

1. Since your admission to practice in Minnesota:
- a. Have you ever been convicted of a felony or any lesser offense, an element of which involved improper attorney conduct or dishonesty?  YES  NO
  - d. In the past fifteen (15) years, has any malpractice claim been made and concluded against you (or against your firm that relates to you)?  YES  NO
  - e. Have you been disbarred, suspended or publicly reprimanded, sanctioned or disciplined by the Lawyers Board of Professional Responsibility in Minnesota or in another state 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 statement. (Download form CERT RE-107 at <http://www.mnbar.org/certify>). 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.

2. I agree to notify the manager of the MSBA Certified Real Property Law Specialist Program at the MSBA, 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 certification, including:  YES  NO
- Matters requiring disclosure
  - Change in my employment status

**IV. CLE Requirements**

Certified Real Property Law Specialists requires completion of thirty (30) credit hours of continuing legal education (CLE) in real property law within the three (3) years immediately preceding submission of this Application. These credits are listed below. *Attach additional pages if necessary.*

**You may submit a copy of the report or reports submitted to the Minnesota State Board of Continuing Legal Education or your OASIS printout for this period instead of this list.**

<i>Course Name</i>	<i>Sponsor</i>
<i>Date(s) Attended</i>	<i>Hours Approved/Attended</i>
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<i>Course Name</i>	<i>Sponsor</i>
<i>Date(s) Attended</i>	<i>Hours Approved/Attended</i>

**V. References**

Completed references shall be kept strictly confidential by the Certification Board. All references, communications, reference forms, and information gathered pertaining to the Applicant will be confidential and neither the forms nor any information concerning them will be provided to the Applicant.

I submit the names and addresses of the following five (5) lawyers admitted to practice in Minnesota, who are not related to or engaged or previously engaged in legal practice with me, and can attest to my competency and involvement in the practice of real property law and reputation for ethical conduct. They are familiar with my practice.

<i>Name</i>	<i>Firm</i>	<i>Address</i>
<i>Name</i>	<i>Firm</i>	<i>Address</i>
<i>Name</i>	<i>Firm</i>	<i>Address</i>
<i>Name</i>	<i>Firm</i>	<i>Address</i>
<i>Name</i>	<i>Firm</i>	<i>Address</i>

**VI. Law School and Legal Organizations.**

Upon certification 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.

*Name of Law School*

Legal Organizations:

**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 Real Property Law Certification Board ("Certification Board") as amended from time to time and to pay all fees required by the 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 and assigned 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 reference 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 Real Property 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 Real Property 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 Real Property Law Section of the MSBA, and the MSBA 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 Real Property Law Section.

I hereby certify that I have reviewed each part of my Application and any attachment(s) 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