



CONFIDENTIAL

INTERNATIONAL MUNICIPAL LAWYERS ASSOCIATION LOCAL GOVERNMENT FELLOWS PROGRAM

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FELLOWS APPLICATION

Application of:

(Name as Appearing on Bar Membership)

(Name to Appear on Certificate)

State Bar Number: _____

File Number: _____
(Office use only)

I. I hereby apply for certification as a Local Government Fellow under the certification plan promulgated by the International Municipal Lawyers Association (IMLA). I certify that I have read the standards, am fully qualified, and know of no reason why I should not be entitled to certification.

II. I agree to abide by all rules and regulations of the IMLA Local Government Fellows Program and agree to furnish such information as may be required from me to ascertain my entitlement to certification.

A. Please Submit the Following Background Information:

Business Name: _____

Business Address: _____

Home Address: _____

Telephone: (Business) _____ (Home) _____

B. Record of Admission to Practice Law

I am an active member in good standing of the bar of the following state(s):

State	Admission Date	Member No.
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C. Professional History

Please provide a complete statement of your professional employment as an attorney during the last ten years. If employment was not full-time during any of the last ten years, please describe in detail other employment. List most recent employment first. Attach additional sheets if necessary.

From _____ To _____

Office or Firm _____

Address _____

Position _____

From _____ To _____

Office or Firm _____

Address _____

Position _____

From _____ To _____

Office or Firm _____

Address _____

Position _____

D. Record of Professional Ethics and Competence

Please initial the appropriate response as indicated below. If applicable, provide requested documentation and a detailed explanation on a separate sheet.

1. Disciplinary actions taken against you where the sanction imposed was public reprimand or greater. Includes: (1) the title of the disciplinary action; (2) the agency identification number; (3) the nature of the charge; (4) the nature of the sanction; (5) the date the sanction was imposed; and (6) the date the sanction was terminated. For each of the above instances, attach copies of the charging document, dispositive pleadings and any appellate opinions.

_____ Not Applicable

_____ See Attachment(s)

2. Disciplinary actions currently pending against you. Include: (1) the title of the disciplinary action; (2) the agency identification number; (3) the nature of the disciplinary action; and (4) a copy of the charging document.

_____ Not Applicable

_____ See Attachment(s)

3. Malpractice claims made against you (or against your office or firm which relate to you) which are currently pending or have resulted in a lawsuit filed, settlement paid, or appointment of an attorney by the malpractice carrier to defend you (or your office or firm).

_____ Not Applicable

_____ See Attachment(s)

E. References

Pursuant to Rule 1-13(i) of the IMLA Local Government Fellows Program Certification Standards, please provide references from five attorneys who are familiar with your practice, not including attorneys who are currently employed by the same governmental entity as you or who currently practice in your law firm, who can attest to your reputation for competence and substantial involvement in the field of local government law. Three of the references should be from chief legal officers of municipalities, a judge of general trial or appellate jurisdiction, state league counsel, or an IMLA State Chair or Regional Vice President. In lieu of one attorney reference, the applicant may submit a letter of reference from a local elected official, or a city or county manager or administrator. Certification Committee members may not be used.

The IMLA Local Government Fellows Certification Standards provide that the Certification Committee may authorize references from persons other than attorneys where deemed appropriate. The Board and Committee may also make additional inquiries as deemed necessary. If you are unable to provide the names of four attorneys to be used as references, provide a separate letter requesting permission to designate persons other than attorneys as references, setting forth the reasons for this request, and the name, profession, place and address of employment, and office telephone number of each person.

1. _____
Name

Employer or Firm

Address (Number & Street/Room or Suite)

City	State	Zip Code
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2. _____
Name

Employer or Firm

Address (Number & Street/Room or Suite)

City	State	Zip Code
------	-------	----------

3. _____
Name

Employer or Firm

Address (Number & Street/Room or Suite)

City State Zip Code

4. _____
Name

Employer or Firm

Address (Number & Street/Room or Suite)

City State Zip Code

5. _____
Name

Employer or Firm

Address (Number & Street/Room or Suite)

City State Zip Code

F. Required Period of Law Practice

_____ I certify that I am now and have been engaged in the full-time practice of law for at least five years as of the date of filing this application as defined in Rule 2-1.2 of the IMLA Local Government Fellows Certification Standards.

_____ I am in receipt of an LL.M. degree in urban affairs (or such other related fields approved by the Certification Committee) from an approved law school. I understand that the time spent shall be deemed to constitute 1 year of the practice of law for the purpose of the 5-year practice requirement (but not the 5-year bar membership requirement) as set forth in Rule 2-1.3 of the IMLA Local Government Fellows Certification Standards.

_____ School

_____ Dates of Attendance

_____ Title of Degree and Date Conferred

G. Substantial Involvement

_____ I represent that I have been substantially involved in the practice of local government law as defined in Rule 2-1.3(6) of the IMLA Local Government Fellows Certification Standards and have detailed such involvement in Exhibit A which is attached to this application.

H. Continuing Legal Education

_____ Pursuant to the Local Government Fellows Certification Standards, I represent that I have completed twelve (12) hours of continuing legal education in the area of local government law (six (6) hours on "national issues" such as telecommunications and Section 1983 and six (6) hours in the state(s) in which I am licensed) within the two (2) year period preceding this application. I have also attended not less than one (1) IMLA Seminar or Annual Conference, or other IMLA program during the two (2) year period preceding this application. Credit for attendance at continuing legal education seminars shall be given only for programs that are directly related to local government law. (Complete and attach Exhibit B.)

I. Written Examination

I fully understand that I will be required to take a written examination at the time and place specified by the Committee and that all other material regarding the examination will be forwarded to me at a later date. I understand that there are no make-up exams and that I must reapply during the next filing period if I am approved to take the exam and either withdraw my application or fail to take the exam when instructed to do so.

J. Fees

My check payable to IMLA in the amount of \$250 is enclosed. I understand that this fee is non-refundable, regardless of the disposition of my application. (An additional fee of \$100 must be paid before taking the examination for certification.)

K. Release

By this application, I release IMLA and all persons involved in any respect with this certification process from all liability.

I specifically authorize the Committee to consult with any persons who may have information relating to my professional qualifications, credentials, character, mental or emotional stability, ethics, behavior or any other matter reasonably bearing on the criteria for initial and continued certification. This authorization includes inspecting and obtaining any writing that may be material to my certification. I hereby authorize the release of any information and writing requested by the Committee. I understand that all information received by the Committee shall be treated with confidentiality and I specifically waive any right to review the statements of reference which become part of my official file.

By executing this release, I acknowledge that I am specifically authorizing any state bar in which I am or was a member to provide to the Committee any and all information concerning disciplinary complaints filed against me, even if confidential. I further understand that should any disciplinary action against me result in a suspension or reprimand, my certification, if obtained, shall be automatically revoked.

I, _____, being duly sworn, have carefully read this application in its entirety and do hereby certify that the information contained herein is true or true to the best of my knowledge and belief. I fully understand that failure to make a truthful disclosure of any fact or item of information required by this application may result in the denial of my application or revocation of my certification, if granted.

STATE OF _____)
)
)
COUNTY OF _____)

Signature of Applicant

The foregoing instrument was acknowledged before me this day of _____, 20____ by _____, who personally appeared before me at the time of notarization, and who is personally known to me or who has produced _____ as identification and who _____ (did/did not) take an oath.

NOTARY PUBLIC

Signature _____

Print _____

State of _____

My Commission Expires:

EXHIBIT A
SUBSTANTIAL INVOLVEMENT QUESTIONNAIRE

Application of _____

Rule 2-1.3(b) of the IMLA Local Government Fellows Certification Standards requires an applicant to have devoted 40% or more of his/her practice to matters in which issues of local government law are significant factors and in which he had substantial and direct participation in those issues during each of the 3 years immediately preceding application.

Rule 2-1.2(a) defines "Local Government Law" as "the practice of law dealing with legal issues of municipal, county, or other local governments, such as, but not limited to, special districts, agencies and authorities, including litigation in the federal and state courts and before administrative agencies; the preparation of laws, ordinances, and regulations; and the preparation of legal instruments for, or in behalf of, local governments."

Part A

Describe in detail how your legal practice within the last 3 years immediately preceding this application was devoted to issues related to local government law. Attach a separate sheet if needed.

I. Preparation of Laws, Ordinances and Regulations

II. Litigation involving legal issues of local government law in the federal and state

courts and before administrative agencies. Include a detailed explanation in your description.

III. The preparation of legal instruments for, or in behalf of, local governments.

IV. Other practice involving legal issues of local government law (including, but not limited to, special districts, school districts, agencies, and authorities).

Part B
Other Activities

I. List service or membership, including positions held, in local government law committees, national, state, or local bar associations, or other professional groups.

II. List all experience teaching at a law school on issues related to local government law. Attach additional sheet if needed.

	Course	School	Date	Hours
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

III. List all articles, books, journals, or other publications authored by you on subjects related to local government law. Attach additional sheet if needed.

	Title	Publication	Publisher	Hours
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

Exhibit B
Approved Continuing Legal Education Credits Earned

Application of: _____

This CLE credit form must be completed and submitted with your application (attach additional sheet if needed). A minimum of 12 hours during the preceding 2 years is required. List only those credit hours approved for certification credit in the area of local government law.

I. Attendance at Continuing Legal Education Programs

	Course Name/No.	Sponsor	City/Date	Hours
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____

II. Lecture, Panel, or Steering Committee Participation

	Course Name/No.	Sponsor	City/Date	Hours
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

- 7. _____
- 8. _____
- 9. _____
- 10. _____

III. Home Study Courses

	Course Name/No.	Sponsor	Date	Presentation Hours
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

IV. Other (Example: course taught to non-lawyers)

	Hours
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____

SUMMARY

Activity	Approved Hours
I. Attendance at Approved CLE Programs	_____
II. Lecture Panelist or Steering Committee Participation	_____
III. Articles or Books Published	_____
IV. Local Government Law Courses Taught	_____
V. Home Study	_____
VI. Other	_____
TOTAL	_____