



INTERNATIONAL MUNICIPAL LAWYERS ASSOCIATION LOCAL GOVERNMENT FELLOWS PROGRAM

51 Monroe Street, SUITE 404
Rockville, MD 20850
PHONE (202) 466-5424
FAX (202) 785-0152
E-MAIL info@imla.org

RULES & REGULATIONS

*Please read before completing application and retain for your records.

1. Read Standards. Before completing this application, please refer to the enclosed Certification Standards. In general, applicants must satisfy all requirements as of the filing deadline.
2. Applications. Only completed applications will be accepted. Applications must be typed.
3. Filing Fee. Enclose a check/cheque or money order in the amount of \$250 (U.S.) payable to IMLA. The entire fee must accompany the application. Rejection or withdrawal of an application will not entitle an applicant to a refund of the fee or any part thereof.
4. Examination Fee. A fee of \$100 (U.S.) will be due and payable upon notification that an applicant is eligible to take the examination. Please do not pay this fee until notified by IMLA.
5. Peer Review. Except as provided below, applicants must submit as references five lawyers. Three of the references should be the chief legal officers of a local government, practicing local government lawyers devoting 40% or more of their practice to matters in which issues of local government law are significant factors, a state league counsel, an IMLA State Chair, or an IMLA Regional Vice President. In lieu of one lawyer reference, the applicant may submit a letter of reference from a local elected official, or a city or county manager or administrator. An applicant shall distribute blank reference forms to each reference, ask the reference to complete the forms and email it to info@imla.org as a PDF with the applicants name in the

subject line. The Local Government Fellows Certification Committee (the "Committee") may contact other individuals as references to assist in the peer review process. Members of the Committee may not be used as references.

6. Continuing Legal Education. If attendance at any CLE course occurs after an application has been filed, it may be included for credit only if proof of actual attendance is furnished immediately upon completion of the Course and before designation as a Fellow.
7. Release. The application specifically requires each applicant to authorize the Committee to contact those persons necessary to verify any and all information listed on the application.
8. Processing of Applications. Upon receipt of an application, a notice indicating the file number and date of filing will be sent to the applicant. Upon verification of the accuracy of the information contained in a complete application, the application will be presented to the Committee for review. Applicants will be notified electronically of the acceptance or rejection of an application.
9. Applicant Interviews. The Committee may contact an applicant to schedule an interview for the purpose of obtaining additional information pertaining to the applicant's qualifications for certification.
10. Conditional approval. Examination eligibility will be based upon Committee approval of an application and may be conditional based on completion of all requirements prior to certification.
11. Examination. The examination will be administered on a "take-home" basis [format]. Applicants will receive examinations by mail or email at which time they will be notified of the date by which the examination must be completed. Examinations will be given at least once each year. Applicants will be notified of examination results by mail or email.
12. Confidentiality. The contents of all applications, reference forms, and other pertinent information concerning application for certification will be treated confidentially by the Committee and the IMLA staff.

EMAIL COMPLETED APPLICATIONS IN PDF FORMAT TO
info@imla.org

EMAIL COMPLETED REFERENCE PACKAGES, PER THE REFERENCE APPLICATION
TO info@imla.org