



## CONFIDENTIAL

### International Municipal Lawyers Association Local Government Fellows Program

51 Monroe St., Suite 404  
Rockville, MD 20850  
**Phone:** (202) 466-5424  
**Fax:** (202) 785-0152  
**E-Mail:** [info@imla.org](mailto:info@imla.org)

## REFERENCE FORM

Application of: \_\_\_\_\_

File No.: \_\_\_\_\_  
To be assigned by IMLA

City of Practice: \_\_\_\_\_

\_\_\_\_\_ The attorney named above has applied to become an IMLA certified Local Government Fellow.

The IMLA Local Government Fellows Certification Committee solicits your cooperation in completing the statement of reference below in a thorough, forthright, and objective manner. The information will be treated confidentially by the Certification Committee and the applicant has specifically waived any right to review this statement of reference form. If you require additional space to list an item of information, please attach a

separate sheet. After completing the statement, please email document as a PDF with the applicants name in the subject line to [info@imla.org](mailto:info@imla.org).

1. Name: \_\_\_\_\_

2. Office or Firm: \_\_\_\_\_

3. Position (Please indicate if you are the Chief Legal Officer of a municipality or county):

---

4. I am familiar with the applicant's local government law practice including the degree of the applicant's involvement and the applicant's reputation. I am also:

- a) \_\_\_\_\_ a practicing attorney with 40% or more of my practice involving local government legal issues.
- b) \_\_\_\_\_ a state league counsel, an IMLA State/Provincial Chair or an IMLA Regional Vice President.
- c) \_\_\_\_\_ a judge before whom the applicant has appeared on local government law issues.
- d) \_\_\_\_\_ a local elected official or city or county manager or administrator from the same geographical area as the applicant.

5. If you have applied for certification as a Local Government Fellow, have you submitted this applicant's name as a reference on your application?

- Yes
- No
- N/A

6. Are you related by blood or marriage to the applicant?

- Yes

No

If yes, explain:

---

---

7. I have been acquainted with the applicant since \_\_\_\_\_

8. If you are in a position to do so, please estimate the percentage of the applicant's practice devoted to local government law \_\_\_\_\_ %

9. State how well you know the applicant and what opportunity you have had to form an opinion of the applicant's knowledge, skills, and proficiency in the practice of local government law:

---

---

---

---

---

---

10. Please rate the applicant as to the criteria listed below in comparison with other local government attorneys whose practices you are familiar with by checking the appropriate space(s):

	Above Average	Average	Below Average	Poor	Unknown
a. Technical Knowledge	_____	_____	_____	_____	_____

- |   |       |       |       |       |       |
|---|-------|-------|-------|-------|-------|
| b. Ability to apply technical knowledge to factual problems | _____ | _____ | _____ | _____ | _____ |
| c. Consideration of client's interests                      | _____ | _____ | _____ | _____ | _____ |
| d. Preparation and completion of matters taken on           | _____ | _____ | _____ | _____ | _____ |
| e. Ethical conduct in legal community                       | _____ | _____ | _____ | _____ | _____ |

11. Please provide additional explanations and comments where possible with respect to any category in which you have rated the applicant "below average" or "poor."

---

---

---

---

---

---

12. Do you consider the applicant by reason of training and ability to be a competent specialist in local government law?

- Yes
- No

If no, explain:

---

---

---

---

13. Are you aware of anything which would impair the applicant's present ability to practice law, such as, addiction to narcotics, intoxicating liquors, emotional, mental, or nervous disorders?

- Yes
- No

If yes, explain:

---

---

---

---

14. In your opinion are there any incidents in the applicant's law practice which reflect a lack of knowledge, skill, and proficiency in the practice of law?

- Yes
- No

If yes, please describe each incident:

---

---

---

---

15. Would you recommend this applicant for certification as an IMLA Local Government Fellow, thereby acknowledging their knowledge, skill, and proficiency in the field of local government law?

- Yes
- No

Additional comments:

---

---

I hereby certify that the information provided in the foregoing answers is, given my knowledge, correct, and where given from information received from others, has been obtained from sources which I believe to be reliable, and has not been secured from the applicant, the applicant's family, or any other person submitting a reference on this applicant.

---

Signature

---

Date