



CONFIDENTIAL

**International Municipal Lawyers Association
Local Government Fellows Program**

Phone: (202) 466-5424

E-Mail: info@imla.org

FELLOWS APPLICATION

You MUST Submit this form electronically.

Application of: _____
(Name as appearing on Bar Membership)

(Name to appear on certificate)

State Bar Number: _____

File Number: _____
(Office use only)

Fellows Application Procedures

- Any fellows applications or references must be submitted electronically to IMLA at info@imla.org.
- If you are submitting payment:
 - For any credit cards payments, inquire at info@imla.org for details on how to pay. We only accept Visa and Mastercard.
 - Please send checks to IMLA's remittance address below

Remittance Address:

International Municipal Lawyers
Association P.O. Box 200016
Pittsburgh, PA 15251-0016

- All references need to be contacted by the candidate. IMLA will not solicit reference on behalf of the candidate. All reference materials must be submitted electronically to IMLA at info@imla.org.

- 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: _____

Phone (Business): _____

Phone (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.

State _____ Admission Date _____ Member No. _____

State _____ Admission Date _____ Member No. _____

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, concerning bar discipline or discipline under applicable government ethics laws or regulations, in all instances of discipline regarding ethical violations, where the sanction imposed was public reprimand or greater. Include: (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 or other ethics complaints 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 your negligence) 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 1-1.5 of the IMLA Local Government Fellows Program Certification Standards, please provide references from five persons who can attest to your competence in the practice of law. You must submit as references at least three lawyers who are familiar with your practice and who can attest to your reputation for special competence and substantial involvement in the field of local government law. If the applicant is a chief legal officer, at least three of the references should be from chief legal officers of local governmental entities, practicing local government lawyers devoting 40% or more of their practice to matters in which issues of local government law are significant factors, a judge of general trial or appellate jurisdiction, state league counsel, or an IMLA State Chair or Regional Vice President. If you are not a chief legal officer, then you must have your chief legal officer provide a reference. In lieu of three attorney references, you may submit a letter of reference from a local elected official, or a city or county manager or administrator or department head for whom the applicant has provided legal services. Certification Committee members may not be used as references, nor may family members. Other than the chief legal officer, lawyers in the same office may not be used as references.

The IMLA Local Government Fellows Program Certification Standards provide that the Certification Committee may authorize references from persons other than attorneys where deemed appropriate. The Committee may also make additional inquiries as deemed appropriate. If you are unable to provide the names of five attorneys to be used as references and are also unable to substitute three non-lawyers who are either elected officials, city/county managers or department heads 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

City	State/Province	Postal Code
------	----------------	-------------

2. _____
Name

Employer or Firm

Address

City	State/Province	Postal Code
------	----------------	-------------

3. _____
Name

Employer or Firm

Address

City

State/Province

Postal Code

4.

Name

Employer or Firm

Address

City

State/Province

Postal Code

5.

Name

Employer or Firm

Address

City

State/Province

Postal Code

F. Required Period of Law Practice

_____ I certify that I am now and have been engaged in the practice of law for at least five years as of the date of filing this application as defined in Rule 1-1.3(C) of the IMLA Local Government Fellows Program 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 a recognized 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 1-1.3(C) of the IMLA Local Government Fellows Program 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 1-1.5 of the IMLA Local Government Fellows Program Certification Standards and have detailed such involvement in Exhibit A which is attached to this application.

H. Continuing Legal Education and Substantial Involvement

_____ Pursuant to the Local Government Fellows Program 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, as defined in Rule 1-1.6 of the IMLA Local Government Fellows Program Certification Standards. I have also attended not less than two (2) IMLA in-person programs such as the IMLA Seminar, Annual Conference, or other in-person IMLA program during the five (5) year period preceding the taking of the written exam. The applicant may substitute 10 hours of IMLA webinar/teleconference hours for one IMLA in-person program. 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, subject to approval by the Committee for me to take the examination, and if requested by the Committee, I may be required to verify my identity by demonstrating photographic identification upon receipt of the exam materials. I understand that I have two opportunities to attain a passing grade on the examination, the first during the annual cycle in which the application was filed and a second (if I did not attain a passing grade) subject to approval by the Committee, and if I do not attain a passing score on the exam after two consecutive attempts, I am ineligible to re-apply for at least two consecutive years following the second failure, as provided in Rule 1-1.7 of the IMLA Local Government Fellows Program Certification Standards.

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 re-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 that 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 re-certification, if obtained, shall be automatically revoked.

I hereby certify that the foregoing information and the information in the attachments hereto are true and complete to the best of my knowledge, information 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.

Signature of Applicant

Date of Signature

Exhibit A

Substantial Involvement Affidavit

Application of: _____

Rule 1-1.5 of the IMLA Local Government Fellows Program 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 1-1.3(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 on 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 on 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	City/Date	Hours
1.	_____			
2.	_____			
3.	_____			
4.	_____			
5.	_____			

IV. Other (Ex. Course taught to non-lawyers)

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

5. _____

6. _____

7. _____

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 _____