



**CONFIDENTIAL**

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

Phone: (202) 466-5424

E-Mail: [info@imla.org](mailto:info@imla.org)

**RECERTIFICATION 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)

## Recertification Application Procedures

- Any applications or references must be submitted electronically to IMLA at [info@imla.org](mailto:info@imla.org).
- If you are submitting payment:
  - For any credit cards payments, inquire at [info@imla.org](mailto: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](mailto:info@imla.org).

- I. \_\_\_\_\_ I hereby apply for re-certification as a Local Government Fellow under the rules 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 re-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 re-certification.

A. Please submit the following background information.

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Phone (Business): \_\_\_\_\_

Phone (Home): \_\_\_\_\_

B. 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 the following is required: (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. The following is required: (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)

### C. References

Pursuant to Rules 1-1.12(C) of the IMLA Local Government Fellows Program Certification Standards, please provide a reference from one person who is familiar with your practice and who can attest to the applicant's reputation for special competence and substantial involvement in the field of local government law. The reference may be from a lawyer familiar with the applicant's practice, from a local elected official or a city or

county manager or administrator, or where the applicant is not the chief legal officer, the chief legal officer in the applicant's office. Certification Committee members may not be used nor may family members or lawyers in the applicant's same office, except the chief legal officer.

The Board and Committee may also make additional inquiries as deemed necessary. If you are unable to provide the name of one lawyer or a local elected official, or the city or county manager to be used as a reference, provide a separate letter requesting permission to designate a person other than a lawyer as a reference, setting forth the reasons for this request, and the name, profession, place and address of employment, and office telephone number of the person.

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

\_\_\_\_\_  
Employer or Firm

\_\_\_\_\_  
Address

\_\_\_\_\_

City	State/Province	Postal Code
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\_\_\_\_\_  
Phone

#### D. Substantial Involvement

\_\_\_\_\_ I represent that I have been substantially involved in the practice of local government law as defined in Rule 1-1.3(B) of the IMLA Local Government Fellows Certification Standards and have attested to such involvement in Exhibit A which is attached to this application.

## E. Continuing Legal Education and Substantial Involvement

\_\_\_\_\_ Pursuant to the Local Government Fellows Certification Standards, I represent that I have completed thirty (30) hours of continuing legal education in the area of local government law since the date of my last certification/recertification as a Local Government Fellow, i.e., within the five (5) year period preceding this application. I have also attended not less than two (2) IMLA in-person programs since the date of my last certification/recertification as a Local Government Fellow, i.e., within the five (5) year period preceding this application (10 hours of IMLA webinars/teleconference may substitute for one IMLA in person program and this certification includes those hours if appropriate and as shown on Exhibit B). (Complete and attach Exhibit B.)

\_\_\_\_\_ Pursuant to the Local Government Fellows Recertification Standards, I represent that I have been substantially involved in the field of local government law including participating in some or all of the following as reflected on Exhibit A: submit articles for publication in the Municipal Lawyer, submit presentations to the IMLA program planning committee, articles for and actively participate in the IMLA Fellows Research Committee to develop model ordinances, regulations or forms for members' use.

## F. Fees

\_\_\_\_\_ My check payable to IMLA in the amount of \$150 is enclosed. I understand that this fee is non-refundable, regardless of the disposition of my application.

## G. 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 Certification Standards requires an applicant to have devoted 40% or more of the applicant’s practice to matters in which issues of local government law (as defined in Rule 1-1.3(A)) are significant factors and in which the applicant had substantial and direct participation in those issues during each of the 3 years immediately preceding the date of application.

Rule 1-1.12(A) requires that an applicant for recertification will be expected to submit presentations to the IMLA program planning committee, articles for publication in the Municipal Lawyer, and actively participate in the IMLA Fellows Research Committee to develop model ordinances, regulations, or forms for members’ use. Failure to participate may be a basis to deny recertification. I have performed the following activities designed to meet these requirements of substantial involvement:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby certify that I have devoted 40% or more of my practice to matters in which issues of local government law are significant factors and in which I have had substantial and direct participation in those issues during each of the five years immediately preceding the date of this application.

\_\_\_\_\_  
Signature of Applicant



## 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 30 hours during the preceding 5 years is required. Attendance at or instruction at continuing education programs in Local Government Law should be listed, along with the number of credit hours granted to the program, where applicable. Where a certification is not provided, as in jurisdictions with no mandatory CLE requirement, the number of hours of the course should be provided.

#### I. Attendance at Approved CLE 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	_____
IV. Local Government Law Courses Taught	_____
V. Home Study	_____
VI. Other	_____
TOTAL	_____