APPLICATION FOR ACCREDITATION

INSTRUCTIONS

The Application that follows herewith consists of four separate sections. It is provided in Word format for ease of completing. If the responses adjust the page spacing, that is permissible, but be sure to begin each section on a new page.

Paper submission of the completed Application and supporting documentation is required. Submit six (6) collated sets, with each set containing the Application and the supporting documentation. Recommended format is 3-hole binder or coil-bind. Rubber band and/or binder clip are also acceptable.

The Application Fee and appropriate Certificate Fee for each specialty certificate for which the Applicant is seeking recognition must be submitted with the Application. Check payable to the State Bar of Arizona; one check for the total amount.

- Application Fee for Non-ABA Approved Applicant $2,000
- Application Fee for ABA Approved Applicant $1,000
- Certificate Fee (for each area seeking recognition) $ 500

Submit to Board of Legal Specialization
State Bar of Arizona
Attn: Deanna Commack
4201 N. 24th St., Suite 100
Phoenix, AZ 85016-6266

Board Liaison Deanna Commack at Deanna.Commack@staff.azbar.org
Telephone: 602.340.7326

Approval

Completion and submission of this Application does not constitute approval. If approval is granted, the effective date and period of approval will be indicated in the Board’s notification. Annual renewal fees, if the approval term is more than one year, is $500, payable yearly until Applicant’s initial approval has expired or terminated.

STATEMENT OF AUTHORIZATION
As the authorized representative for purposes of this Application for Accreditation, I authorize and consent to an investigation as to the matters requested and disclosed in this Application. Further, I agree to the following:

1. To provide further information which may be required in reference to the current or prior activities of the Applicant, and to cooperate in the investigation of the statements on this Application.

2. That in connection with making this Application, I have read and agree to abide by the Rules Governing Accreditation of Specialty Certification Programs for Attorneys.

3. To release, discharge, exonerate, and hold harmless the State Bar of Arizona, its officers, agents and employees from liability of any kind, including costs and expenses, for any suit or damages sustained by any person or property by virtue of the undersigned's activities relating to this Application for accreditation or accreditation by the State Bar of Arizona.

I declare under penalty of perjury under the laws of the State of Arizona that I am authorized by the Applicant to submit this Application and bind the Applicant to the requirements listed and that the information disclosed and the items provided pursuant to the requirements of this Application are true and complete to the best of my knowledge and belief.

__________________________________________________
Signature

__________________________________________________
Title

__________________________________________________
Name of Applicant Entity

__________________________________________________
Date

NOTARY PUBLIC

State of ___________________________________ )

County of ___________________________________ )

___________________________________________
Notary Signature
APPLICATION FOR ACCREDITATION

Section 1. Background

1. Name of Applicant:


2. Previous or other names of Applicant:


3. Mailing address:


4. Street address if different from mailing address:


5. Telephone number: (____) ______-


6. Fax number: (____) ______-


7. E-mail Address:


8. Contact name and title:


9. Applicant is a (check one):

☑ Sole Proprietorship ☐ Partnership
☑ Corporation ☐ Professional Association
☑ Voluntary Association ☐ State Bar Association
☑ Local Bar Association ☐ Other ____________________________
Section 1 (continued)

10. List the area(s) of law for which the Applicant is seeking State Bar of Arizona accreditation. (Note that each area in which certificates are offered will be evaluated separately).

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

11. Does Applicant hold any type of license in Arizona? □ Yes □ No

If yes, identify the license, date granted, and current status:
________________________________________________________________________
________________________________________________________________________

12. Date of Applicant/organization formation: ______________________________

If a corporation, indicate the state of incorporation: ______________________________

13. The name and address of each organization/entity that sponsors your organization, if any.
________________________________________________________________________
________________________________________________________________________

14. Jurisdictions in which Applicant certifies lawyers as specialists.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

15. Jurisdictions, if any, which denied approval to Applicant to certify lawyers as specialists.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

16. List all specialization areas in which Applicant certifies lawyers as specialists, including those areas that are being submitted for approval in this application.
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________________________________________________________________________
________________________________________________________________________

■ ■ ■ ■ ■ ■
Section 2. Description of Certification Program

1. What is Applicant’s purpose(s) and overall mission?
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

2. What are the goals of Applicant with respect to the certification of specialists?
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

3. List all fees, costs and expenses, including examination fees, which lawyers must pay to
   Applicant for certification and recertification.
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

4. Do the certification activities have a source of funding other than fees collected from
   lawyers who apply for certification and/or are certified as specialists?
   ☐ Yes ☐ No
   If yes, explain:
   ________________________________________________________________
   ________________________________________________________________

5. What are the processes and procedures for certifying lawyers as specialists?
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

6. What are the safeguards in the processes and procedures to ensure unbiased consideration of
   lawyers seeking certification?
   ________________________________________________________________
   ________________________________________________________________
Section 2 (continued)

7. What procedures are used to periodically evaluate the effectiveness of the certification program(s)?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

8. Is there a staff of employees to administer the certification process?
   ☐ Yes (answer #9 below and skip #10)
   ☐ No (go directly to #10 below)

9. If the answer to #8 is yes, indicate the number of employees and describe the full-time and part-time staff positions and their functions as they relate to the certification process.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

10. If the answer to #8 is no, describe how/who administers the certification programs(s).

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

11. What are the standards and qualifications for certification of lawyers in each area of law in which Applicant is seeking accreditation?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

12. Does Applicant require a lawyer seeking certification to be a member of, or to complete educational programs offered by, any specific organization?
   ☐ Yes  ☐ No

   If yes, explain:

________________________________________________________________________
________________________________________________________________________
Section 2 (continued)

13. Does Applicant’s program description state it does not discriminate against lawyers seeking certification on the basis of race, religion, gender, sexual orientation, disability or age?  
   ☐ Yes ☐ No  
   If yes, cite to attached supporting documents (indicate page number):

________________________________________________________________________

14. Are the standards and qualifications described in #11 uniform in all jurisdictions in which Applicant certifies or plans to certify lawyers?  
   ☐ Yes ☐ No  
   If no, explain:

________________________________________________________________________

15. For each specialty area offered, provide evidence that the specialty area is one in which significant numbers of lawyers regularly practice. (You may refer to surveys, court statistics and legal directories.)

________________________________________________________________________

________________________________________________________________________

16. How does Applicant verify that an attorney applying for certification has not been previously denied by any State Bar sponsored certification programs?  

________________________________________________________________________

________________________________________________________________________

17. How does Applicant verify that lawyers seeking certification make a showing of experience through substantial involvement in the specialty area?  

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

18. How is substantial involvement measured? Describe the Arizona component to the task requirements, where appropriate, as required by section 5.1 of the Accreditation Rules.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Section 2 (continued)

19. What are the requirements for submission of peer references by lawyers who apply for certification? Include:
   a) Whether Applicant or the lawyer sends the reference forms to potential references;
   b) Whether a lawyer may submit as a reference the name of any lawyer or judge who is related to the lawyer seeking certification or currently is engaged in legal practice with that lawyer; and
   c) Whether Applicant reserves the right to seek and consider reference forms from persons of the Applicant’s own choosing.

20. Does Applicant require that a lawyer seeking certification pass a written examination?
    ☐ Yes ☐ No (go directly to #26 below)

21. How are the examination questions and answers developed? Describe the Arizona component to the written examination, where appropriate, as required by section 5.3 of the Accreditation Rules.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

22. Who grades the examination?

________________________________________________________________________

23. Does the grading procedure provide for reappraisal? ☐ Yes ☐ No

24. If reappraisal procedure exists, under what circumstances is it used?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

25. What measures does Applicant take to protect the security of all written examinations?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Section 2 (continued)

26. What is Applicant’s continuing legal education requirement for lawyers seeking certification? Specify the types of programs, which may be used to satisfy this requirement.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

27. How is it determined whether continuing legal education programs contain sufficient intellectual and practical content so as to increase a lawyer's knowledge and ability in the specialty area?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

28. Does Applicant require that a lawyer seeking certification furnish satisfactory evidence of his or her license to practice law and good standing in one or more states, territories of the United States or the District of Columbia, or before the bar of the highest court of a foreign country or any political subdivision?  

☐ Yes  ☐ No

29. Is there a standard of professionalism and ethics that must be met by certification applicants?  

☐ Yes  ☐ No
If yes, describe those standards and how they are enforced:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

30. Does the form used by lawyers to apply for certification request that the lawyer list all jurisdictions in which the lawyer is admitted, along with registration numbers where applicable?  

☐ Yes  ☐ No
If yes, does that form request information on previous denials of certification from any other organization?  

☐ Yes  ☐ No

31. What is the appeal procedure for a lawyer seeking to challenge the decision of the persons who review and pass upon applications?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

■  ■  ■  ■  ■  ■  ■
Section 3. Re-Certification and Revocation of Certification

1. What are the standards and procedures for re-certifying a lawyer?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

2. What are the standards and procedures for revoking certification of a lawyer?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3. Describe the process for tracking disbarment or suspension of a certified lawyer from the practice of law in any jurisdiction.

________________________________________________________________________
________________________________________________________________________
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________________________________________________________________________
Section 4. Supporting Documentation.

1. Audited financial statements, including balance sheet and schedules detailing revenues and expenses of the Applicant for the current fiscal year and for the three years preceding the filing of the application. If newly formed, this information should be supplied from a parent or sponsoring organization, or from individual founders if no founding organization is involved.

2. A financial plan with projected revenues and expense budgets for three years following recognition should it be granted.

3. Governing documents, including articles of incorporation, bylaws, and resolutions of governing bodies of the Applicant or any parent organization, which resolutions relate to the standards, procedures, guidelines or practices of the certification program.

4. Biographical summaries of all members of the governing board, senior staff and members of advisory panels, including specific information concerning degree of involvement in the specialty area of persons who review and pass upon applications for certification.

5. Materials furnished to lawyers seeking certification, application forms, booklets or pamphlets describing the certification program, peer reference forms, rules and procedures and evaluation guides. Please highlight evidence of an Arizona component to the task requirements, where appropriate, as required by Section 5.1 of the Rules.

6. For each specialty area, copies of examinations (in those cases where an organization accepts examination by another entity, include copies of such examinations) given in the past two (2) years, or in the case of a newly formed organization, copies of the proposed examination. Please highlight evidence of an Arizona component to the examination, where appropriate, and required by section 5.3 of the Rules. Include documents attesting to the validity and reliability of the examinations; written examination procedures, including a description of how examinations are developed, conducted and reviewed; a description of the grading standards used, and the names of the personnel responsible for determining pass/fail standards.