



BOARD CERTIFIED-PROVEN, TESTED EXCELLENCE

APPLICATION FORM

First Name: _____

Last Name: _____

Address 1: _____

Address 2: _____

City: _____

State: _____

Zip: _____

Telephone: _____

Fax: _____

Web Site: _____

Email: _____

- 1. Please list all state bar(s) you are a member of and include bar number(s):

- 2. What is your state of principle practice? _____
- 3. Year first admitted to bar? _____
- 4. What certification are you applying for? **CIVIL / CRIMINAL / SSD**
FAMILY / CIVIL PRACTICE / TRUCKING
- 5. Are you certified by your state? **Yes / No**

Note concerning special agreement with The Florida Bar Board of Legal Specialization & Education:

If you are contemplating applying for NBTA Board Certification in Civil Trial Advocacy, Criminal Trial Advocacy or Family Law Trial Advocacy and you are a member of the Florida Bar, please DO NOT apply unless you are already Board Certified by the Florida Bar in their similar specialty area. If you are interested in applying for certification with the Florida Bar they can be reached at: 850-561-5850.

- 6. Have you ever been denied or revoked certification by any state or national agency? **Yes / No**
- 7. Have you read the Standards for Certification? **Yes / No**
<http://www.nbtalawyers.org/standards>
- 8. Have you read the State Rules Regarding Stating Certification? **Yes / No**
<http://www.nbtalawyers.org/state-rules>
- 9. How did you learn about the NBTA?

To initiate the application process, please send back this form along with your \$400 check made payable to:

**National Board of Trial Advocacy
850 Franklin Street, Suite 8
Wrentham, MA 02093**

We will return the full application packet that will need to be completed. Please call 508.384.6565 if you have any questions and please visit our website <http://www.nbtalawyers.org/> for more information about NBTA.

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McGehee, Chang, Barnes, Landgraf
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Suite 1300
Houston, TX 77042

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BOARD CERTIFIED-PROVEN, TESTED EXCELLENCE ®

NATIONAL BOARD OF TRIAL ADVOCACY

CIVIL PRACTICE APPLICATION

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RETURN ABOVE FORMS WITH \$400 FEE



National Board of Trial Advocacy (NBTA)
 850 Franklin Street, Suite 8
 Wrentham, Massachusetts 02093
 Telephone: 508-384-6565 Fax: 508-384-8223
 www.nbtalawyers.org

General Principles for Certification of Civil Practice Advocates

- (A) No standards shall in any way limit the right of a certified Civil Practice advocate to practice law in all fields.
- (B) No lawyer shall be required to obtain a certificate in Civil Practice before he or she can practice in this field.
- (C) Certification is individual and voluntary. Certification is open to all who qualify.
- (D) A lawyer may have more than one certification from other divisions of the National Board of Trial Advocacy.
- (E) Certification shall be for five (5) years, after which time the certificate cannot be used unless the lawyer is recertified. Certification may be revoked at any time for violations of the General Principles or Standards of the National Board of Trial Advocacy.
- (F) Application will be made to the National Board of Trial Advocacy, on the forms supplied by the Board, and accompanied by the appropriate fee.
- (G) Applicant must complete all requirements, including the examination, within two (2) years of application. If the certification process is not satisfactorily completed within the two (2) year period, the applicant will need to reapply and re-submit all required fees. An application can be denied at any time within the two (2) year application period for failure to successfully meet the requirements for certification.
- (H) A certificate will be issued upon a showing by the applicant, and by the Board's own investigation, that the applicant complies with the standards and regulations for certification.
- (I) All applications and other information submitted to the National Board of Trial Advocacy shall be privileged and confidential, except as compelled by law and, except that the Board may reveal the fact of an application for the purpose of verifying information submitted by the applicant, and for the purpose of making such inquiries with respect to the character and professional reputation of the applicant as may be authorized by its rules.
- (J) The National Board of Trial Advocacy does not discriminate against any lawyer seeking certification on the basis of race, religion, gender, sexual orientation, disability, or age.
- (K) The National Board of Trial Advocacy certification was created out of the recognition that there are many competent, ethical lawyers who are engaged in a Civil Practice, desire certification, but lack the number of jury trial days that are necessary for Civil Trial Certification. This certification allows qualified applicants to hold themselves out as a Civil Practice Advocate. Of course, any lawyer certified as a Civil Practice Advocate shall not by words or actions imply that he or she is a Civil Trial Advocate unless that is also the case.

Standards for Certification-rev. 11/2016

(A) Good Standing and Period of Practice

- (1) The applicant shall furnish evidence of his or her good standing in the state of his or her admission, or if admitted in more than one state, in the state of his or her principal practice.
- (2) Immediately preceding application, the applicant must have spent five (5) years in the actual practice of Civil Practice. For purposes of this certification, "Civil Practice" does not include family law litigation or social security litigation.

(B) Substantial Involvement

- (1) The applicant must make a satisfactory showing of substantial involvement relevant to the particular specialty certification the person is seeking, with at least sixty (60) percent of his or her time spent practicing Civil Practice during the three (3) years preceding the filing of the application.
- (2) Within the applicant's career, the applicant must have actively participated in at least one hundred (100) contested matters involving the taking of testimony or motion practice. This may include non-jury trials, evidentiary hearings or depositions; and motions heard before or after trial. It may also include arbitration hearings, welfare hearings and workers' compensation matters not tried to court.
- (3) Within the applicant's career, an applicant must have accumulated 1000 points in accordance with the following Qualifying Activity Table:

Qualifying Activity	Points	Max. Pts.
Jury trial day (a day of trial consisting of six hours or more in a contested civil matter in a court of record) in which the applicant served as lead counsel or substantially participated in a jury trial during that day, including <ul style="list-style-type: none"> o Conducting voir dire examination of a jury panel; o Presenting an opening statement; o Conducting direct or cross-examination examination of a lay or expert witness; or o Presenting closing arguments. 	80	800
Bench trial day (a day of trial consisting of six hours or more in a contested civil matter in a court of record) in which the applicant served as lead counsel or substantially participated in a bench trial during that day, including <ul style="list-style-type: none"> o Presenting an opening statement; o Conducting direct or cross-examination examination of a lay or expert witness; or o Presenting closing arguments. 	70	700

Arbitration hearing day (a day consisting of six hours or more in a contested civil matter) in which the applicant served as lead counsel in an arbitration and in which the opposing party is represented by counsel.	50	500
Primary responsibility for a putative class representative or named defendant in a class action certification hearing (for which points may be claimed only once per case).	50	500
Participation and primary responsibility as lead counsel in a mediation (for which points may be claimed only once per case).	40	400
Primary responsibility for evidence presentation and oral argument in a contested civil evidentiary hearing involving the presentation of live or affidavit testimony, including: <ul style="list-style-type: none"> o qualifying or opposing the qualification of an expert in a Daubert hearing; or o pursuing or defending a temporary injunction hearing. 	40	200
Primary responsibility for preparation of the court filings and presentation of the oral argument on a motion for summary judgment or other dispositive motion.	40	200
Announcing ready for trial as lead counsel in a court of record in a contested civil matter with an amount in controversy in excess of \$25,000 (or significant nonmonetary claims) (for which points may be claimed only once per case).	35	175
Deposition of an opposing expert witness as lead questioning counsel.	35	175
Deposition of an opposing party as lead questioning counsel.	25	125
Deposition of a witness other than a party or expert as lead questioning counsel.	20	100
Primary responsibility for preparation of the court filings and presentation of the oral argument on a contested, non-dispositive civil pre-trial or post-trial motion that does not require the presentation of testimony.	20	100
Authored an article related to the law or practice of civil advocacy published in a law review or national or state legal professional publication.	25	50
Authored a CLE article and presented the topic of the article at a CLE function, related to the law or practice of civil advocacy.	20	40
Completed a trial advocacy course during law school.	50	50
Served in the role of a competing attorney on a law school competition team for a national or regional mock trial / moot court competition, or as the team coach for such a competition.	50	50
Completed a qualifying legal internship or mentorship. <i>(credit for internship or mentorship will be evaluated by the Standards Committee on a case by case basis)</i>	50	50
Participation as panelist, speaker, or workshop leader, at an educational or professional conference, or as a judge for a law student national or regional mock trial / moot court competition.	20	20

(C) Educational Experience

- (1) The applicant must demonstrate substantial participation in continuing legal education and the development of the law with respect to the specialty, in the three (3) year period immediately preceding application either:
- (a) By attendance and/or electronic participation in not less than forty-five (45) hours in programs of continuing legal education in the specialty or ethics, approved by the Standards Committee, or
 - (b) By equivalent participation through, but not limited to, the following means, approved by the Standards Committee:
 - (I) Teaching courses or seminars in litigation or ethics;
 - (II) Participation as panelist, speaker, or workshop leader, at educational or professional conferences;
 - (III) Authorship of books, or of articles published in professional journals, on litigation;
 - (IV) By combination of the three (3) subsections above.

Please note: Florida, South Carolina and Ohio require a higher number of CLE credit hours in order to advertise or communicate the NBTA certification. Check with your local rules or the NBTA for more details. NBTA does not recognize an age or years in practice exemption for CLE.

(D) Peer Review

(1) The applicant shall submit with application the names of ten (10) references, not present partners, associates, or relatives of the applicant. These references shall be substantially involved in the relevant field of Civil Practice and familiar with the applicant's practice in that field. References satisfactory to the NBTA must be received from at least three (3) judges, mediators or arbitrators before whom the applicant has appeared in the relevant field, within three (3) years before application; and at least five (5) shall be lawyers with or against whom the applicant has handled a matter in that field within three (3) years before application.

(2) NBTA will solicit confidential statements from all persons listed as references and may solicit confidential statements of reference from other persons, familiar with the applicant's practice, not specifically named by the applicant. All reference statements received will be reviewed by the NBTA to assess whether the applicant has demonstrated an enhanced level of skill and expertise in the practice area, integrity and consideration for the interests of clients.

(E) Examination

The applicant must pass a written examination to test his or her proficiency, knowledge, and experience in Civil Practice law, so that the applicant may justify his or her representation of specialization to the public.

(F) Legal Writing Document

The applicant shall submit a copy of a legal writing document, no more than three (3) years before the date of application which he or she has prepared, but not necessarily published. This will be a substantial document in the area for which the applicant seeks certification, containing concise and accurate writing, stating facts (either actual or hypothetical), stating applicable law, analysis of how the law applies to the facts, written in an appropriately argumentative manner and well constructed (i.e. organized, grammatical, demonstrative of good syntax and usage). Acceptable documents include, but are not limited to: briefs, motions for summary judgment, bar journal, law review and legal magazine articles, motions in limine, etc. The quality of the legal document will be evaluated on those criteria and will determine whether the applicant is qualified for certification.

(G) Disclosure of Conduct

(1) In order to assist the evaluation of whether the applicant possesses an enhanced level of skill and expertise in Civil Practice and has demonstrated integrity and dedication to the interest of clients, the applicant shall, to the extent known, disclose to the National Board of Trial Advocacy as soon as permitted by law:

- (a) The filing of any criminal charges against the applicant together with all details called for by the Disclosure of Conduct Form;
- (b) The filing or submission of any allegation of unethical or inappropriate professional conduct with any court, grievance committee or disciplinary board or body together with all details called for by the disclosure of conduct form.
- (c) The assertion of any claim of professional negligence or professional liability, whether or not suit has been filed, which is based in any part on alleged acts or omissions of the applicant or member or on the acts or omissions of any other attorney over whom the applicant or member had any responsibility together with all details called for by the Disclosure of Conduct Form.

(2) The National Board of Trial Advocacy shall determine, in accordance with its standards and procedures whether the conduct is such that certification should be granted, denied, suspended or revoked, or whether action should be deferred pending receipt of additional information. The NBTA will take into consideration any findings made by other bodies concerning such conduct, but is not bound by any such findings and will make its own independent assessment concerning how such conduct bears on whether an attorney is qualified to obtain or maintain certification.

(3) The failure of an applicant to disclose such conduct is a material misrepresentation and may be cause for rejecting an application or refusing to grant certification, or for suspending or revoking a certificate. The applicant shall have a continuing duty to disclose such matters to the Board.

Annual Reporting

Annually, members will be required to submit a Disclosure of Conduct form and annual dues. The member's annual dues and Disclosure of Conduct (Part G of the Certification Standards) must be current before an application for recertification will be granted. Disclosures of Conduct/Liability shall be submitted to the Standards Committee to determine if certification should be continued.

Denial or Revocation of Certification

(A) An application for certification may be denied for failure to comply with any of the requirements relating to good standing, substantial involvement, educational experience, peer review, examination, legal writing document, disclosure of conduct, financial responsibility, or any other failure to demonstrate possession of an enhanced level of skill and expertise in trial advocacy and demonstrated integrity and dedication to the interests of clients.

(B) An application for recertification may be denied for failure to comply with any of the requirements relating to good standing, substantial involvement, educational experience, peer review, disclosure of conduct or any other failure to demonstrate possession of an enhanced level of skill and expertise in trial advocacy and integrity and dedication to the interests of clients.

(C) An existing certification may be revoked for failure to demonstrate maintenance of an enhanced level of skill and experience in trial advocacy and integrity and dedication to the interests of clients as required for certification or for failure to maintain compliance with the financial responsibility requirements.

(D) Decisions of the Examination Committee and the Legal Writing Review Committee are final and not subject to further review or appeal. An attorney who is refused certification for any other reason, or who is refused recertification or whose certification is revoked may pursue review under the Appeal Procedures of the NBTA. Exhaustion of this right shall be a condition precedent to judicial review.

(E) A lawyer who is refused certification or recertification, or whose certification is revoked, may not apply for certification until one year after the date of such refusal, denial or revocation.

(F) Suspension of the license to practice law shall operate as an automatic revocation of certification.

(G) A lawyer who publicizes a certification or application for certification prior to its being granted, or continues to publish a certification after it has been revoked or suspended, may be barred from certification.



National Board of Trial Advocacy

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Legal Writing (section (F) of Standards)

Name _____

The applicant shall submit a copy of a legal writing document, no more than three (3) years before the date of application which he or she has prepared, but not necessarily published. Acceptable documents include, but are not limited to: briefs (trial or appellate), motions for summary judgment and motions in limine which have been prepared and filed, bar journal, law review and legal magazine articles, etc. which have been prepared.

The document **must** be:

- (a) A substantial document in the area for which the applicant seeks certification;**
- (b) concise and accurately written;**
- (c) stating facts (either actual or hypothetical);**
- (d) stating applicable law**
- (e) analysis of how the law applies to the facts**
- (f) written in an appropriately argumentative manner**
- (g) well-constructed (i.e. organized, grammatical, demonstrative of good syntax & usage)**

The quality of the document will be evaluated on the above criteria and will determine whether the applicant is qualified for certification.

Any document which requires a certificate of service must have such attached to the document. Please complete all applicable sections below and submit this cover page with one (1) copy of your document.

Type of Document

Title of Document

Date of Document



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Disclosure of Conduct Applicant (section (G) of Standards)

To my best personal knowledge: (Please check all applicable boxes)

- No criminal charges have been filed against me.
- No allegations of unethical or inappropriate professional conduct have been filed against me with any court, grievance committee or other disciplinary board or body.
- No claim of professional negligence or other professional liability has been asserted against me (with or without the filing of suit) based in any part on my acts or omissions or on those of any other attorney over whom I have supervisory responsibility.

If you cannot check all of the above, please attach a detailed explanation of the matter. The National Board of Trial Advocacy may request additional information bearing on the matter and shall determine, in accordance with its Standards and Procedures Regarding Conduct, whether the circumstances are such that the attorney should be granted certification, denied certification, have his or her certification suspended or revoked, or whether it will take no action or defer action pending receipt of further information. This disclosure should include material that would not otherwise be disclosed to the public in your state unless disclosure to the NBTA is prohibited by state law and cannot be waived.

The failure of a member to promptly disclose the requested information is a material misrepresentation and may be cause for refusing to grant recertification or revoking your current certification. The member shall have a Continuing Duty to disclose promptly to the Board any such matters that may arise. A Board Certified member has a Continuing Duty to report such information. Failure to promptly report may be cause for revocation of certification.

I hereby certify that I have personally reviewed the above information and that it is true according to my best knowledge and belief.

Print Name: _____

Signature of Certified Member: _____



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Application Agreement

In connection with my application and certification (if granted) I agree to abide by all rules, regulations and procedures promulgated by the Board as amended from time to time and to pay all fees required by the Board as due.

In making and filing this application for certification and in any subsequent evaluation of my status, I authorize all persons, firms, officers, corporations, associations, organizations, State or Federal agencies and institutions to furnish to the Board or any of its authorized representatives, all relevant documents, records or other information that may be requested in the investigation of this application or in any investigation of my continuing satisfaction of the standards for certification.

I further agree that all information received by the Board from any person may be treated confidentially by the Board. I hereby waive that confidentiality with regard to any state agency with jurisdiction over legal specialization and also with regard to any organization or entity approved by the state to certify legal specialists to which I have applied or by which I am certified.

I specifically waive any right to review any Statements of Reference or other evaluations and references submitted to the Board, whether solicited by me or by the Board, and I agree to make no contact with any persons listed as a reference concerning whether or what material may have been submitted by them to the Board. In addition, to protect the assurances of confidentiality given to persons providing references, I agree not to seek discovery of such references and evaluations, formally or informally, in any legal proceeding or otherwise.

I release, discharge and exonerate the National Board of Trial Advocacy, its officers, directors, staff, agents, employees and representatives, and any person furnishing information or evaluations to the Board, from any and all liability of every nature and kind arising from the investigation and evaluation of my application or my continuing satisfaction of the standards for certification.

I agree to defend or pay the costs of defense, at the discretion of the Board, for any suit or claim initiated against the Board or any of its Directors, and to indemnify the National Board of Trial Advocacy and its Directors for any judgment or settlement ordered or paid as a result of any legal action arising from my application or from my certification by the National Board of Trial Advocacy.

I agree that in the event my certificate is suspended or revoked or I am not recertified, I shall immediately cease to hold myself out in any way as certified by the National Board of Trial Advocacy, and will remove my certificate from public display.

I hereby certify that I have personally reviewed each part of my application and all supporting documents carefully, and made each statement and representation therein, and answered each question therein, fully and frankly and without concealment or reservation. Such questions and answers are, within my personal knowledge, true and complete.

Print Name: _____

Signature of Certified Member: _____



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Policy and Procedures Regarding References

Name _____ (see below for signature)

1. The applicant for certification will provide the Membership Director with ten (10) names, who are not present partners, associates or relatives. Such references shall be substantially involved in the relevant field of litigation, and should be familiar with the applicant's practice in that field. The list must consist of at least four (4) judges before whom you have appeared before in the relevant field during the past three (3) years and at least six (6) lawyers against whom you have handled a matter in the relevant field during the past three (3) years.
2. The applicant for recertification will provide the Membership Director with six (6) names, who are not present partners, associates or relatives. Such references shall be substantially involved in the relevant field of litigation, and should be familiar with the applicant's practice in that field. The list must consist of at least three (3) judges before whom you have appeared as an advocate in the relevant field during the past three (3) years and at least three (3) lawyers with whom or against whom you have appeared as an advocate during the past three years.
3. Applicants are cautioned to use great care when providing references as there will not be an opportunity to submit more references unless the NBTA, in its absolute discretion, requests the applicant to supply additional references.
4. Although advised applicants alert their designated references that they wish to use them, under no circumstances will an applicant contact a reference concerning the status or content of a statement of reference thereafter. Communication will be strictly between NBTA and the reference.
5. NBTA will send a simple questionnaire and postage paid envelope to those persons designated by the applicants. The applicant will neither deliver the blank form to a reference nor return a completed form to NBTA. If a reply is not forthcoming, the form will be sent one additional time to the designated references who have not responded. If two requests have gone unanswered, the reference will no longer be considered and the lack of a response from that reference will be noted in the applicant's file.
6. Once the statements of reference have been received by NBTA, or persons listed as references have been contacted twice with no response, the following policy and procedures apply:
 - a) The reference statements will be reviewed by the NBTA to assess whether the applicant possesses an enhanced level of skill and experience in litigation and has demonstrated integrity and dedication to the interest of clients.
 - b) For certification: In receipt at least eight (8) references satisfactory to the NBTA consisting of a minimum of five (5) from attorneys with whom or against whom the applicant has tried a matter in the relevant field, and a minimum of three (3) from judges before whom the applicant has tried a matter in the relevant field, in the past three (3) years, the file will be credited and the reference requirement will have been met.
 - c) For recertification: In receipt of at least four (4) references satisfactory to the NBTA consisting of two (2) from judges before whom the applicant has appeared as an advocate in the relevant field, and two (2) from attorneys with whom or against whom the applicant has appeared as an advocate in the relevant field of law, within the past three (3) years, the file will be credited and the reference requirement will have been met.
 - d) If the required number of references are not received within a reasonable time, the application will be denied unless the NBTA, in its absolute discretion, requests the applicant to supply additional references or, on its own initiative, seeks and receives additional references.
 - e) If any reference statements received appear to be qualitatively unsatisfactory (and this includes those returned to NBTA but not completed), the file will be referred to the Standards Committee of the Board of Directors for a review and ruling.
7. The NBTA Staff, Board of Directors and anyone else associated with the application process may not discuss the references with the applicants. This includes, but is not limited to, discussion regarding the following:
 - a) number of references in the file;
 - b) content of the references;
 - c) specifically who has and who has not responded.
8. An applicant for certification who has provided an incorrect address will be asked to provide the correct address.
9. An application can be denied at any point for failing to satisfactorily meet this or any other standard.
10. Applicants for certification who have questions about these policies and procedures are strongly urged to call the Executive Director prior to submitting the list of references.

I hereby attest that I have reviewed the conditions of the above Reference Policy carefully, and such policy and procedures

therein are understood and agree to under my own free will. _____

Signature of Applicant



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References Applicant (section (D) 1-2 of Standards)

Name _____

Instructions: Submit ten (10) names, who are not present partners, associates or relatives. Such references shall be substantially involved in the relevant field of law, and should be familiar with the applicant's practice in that field. The list must consist of at least four (4) judges, mediators or arbitrators before whom you have appeared in the relevant field during the past three (3) years and at least six (6) lawyers with or against whom you have handled a matter in the relevant field during the past three (3) years. References satisfactory to the NBTA must be received from at least three (3) such judges, mediators or arbitrators and from at least five (5) such lawyers and will be reviewed by the NBTA to assess qualifications of the applicant.

Attorney #1

Name		
Street Address		
City, State, Zip		
Phone		Email:

Attorney #2

Name		
Street Address		
City, State, Zip		
Phone		Email:

Attorney #3

Name		
Firm		
Street Address		
City, State, Zip		
Phone		Email:

Attorney #4

Name		
Firm		
Street Address		
City, State, Zip		
Phone		Email:

Attorney #5

Name		
Firm		
Street Address		
City, State, Zip		
Phone		Email:

Attorney #6

Name		
Firm		
Street Address		
City, State, Zip		
Phone		Email:

Judge #1

Name		
Firm		
Street Address		
City, State, Zip		
Phone		Email:

Judge #2

Name		
Firm		
Street Address		
City, State, Zip		
Phone		Email:

Judge #3

Name		
Firm		
Street Address		
City, State, Zip		
Phone		Email:

Judge #4

Name		
Firm		
Street Address		
City, State, Zip		
Phone		Email:



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Substantial Involvement Qualifying Activity (section B of the Standards)

Name: _____

- (1) The applicant must make a satisfactory showing of substantial involvement relevant to the particular specialty certification the person is seeking, with at least sixty (60) percent of his or her time spent practicing Civil Practice during the three (3) years preceding the filing of the application.
- (3) Within the applicant's career, an applicant must have accumulated 1000 points in accordance with the following Qualifying Activity Table. Insert your quantity in the My Points column, then tally the column at the bottom of page two.

Qualifying Activity	Points	Max. Pts.	My Pts.
Jury trial day (a day of trial consisting of six hours or more in a contested civil matter in a court of record) in which the applicant served as lead counsel or substantially participated in a jury trial during that day, including <ul style="list-style-type: none"> o Conducting voir dire examination of a jury panel; o Presenting an opening statement; o Conducting direct or cross-examination examination of a lay or expert witness; or o Presenting closing arguments. 	80	800	
Bench trial day (a day of trial consisting of six hours or more in a contested civil matter in a court of record) in which the applicant served as lead counsel or substantially participated in a bench trial during that day, including <ul style="list-style-type: none"> o Presenting an opening statement; o Conducting direct or cross-examination examination of a lay or expert witness; or o Presenting closing arguments. 	70	700	
Arbitration hearing day (a day consisting of six hours or more in a contested civil matter) in which the applicant served as lead counsel in an arbitration and in which the opposing party is represented by counsel.	50	500	
Primary responsibility for a putative class representative or named defendant in a class action certification hearing (for which points may be claimed only once per case).	50	500	
Participation and primary responsibility as lead counsel in a mediation (for which points may be claimed only once per case).	40	400	
Primary responsibility for evidence presentation and oral argument in a contested civil evidentiary hearing involving the presentation of live or affidavit testimony, including: <ul style="list-style-type: none"> o qualifying or opposing the qualification of an expert in a Daubert hearing; or o pursuing or defending a temporary injunction hearing. 	40	200	
Primary responsibility for preparation of the court filings and presentation of the oral argument on a motion for summary judgment or other dispositive motion.	40	200	
Announcing ready for trial as lead counsel in a court of record in a contested civil matter with an amount in controversy in excess of \$25,000 (or significant nonmonetary claims) (for which points may be claimed only once per case).	35	175	

Deposition of an opposing expert witness as lead questioning counsel.	35	175	
Deposition of an opposing party as lead questioning counsel.	25	125	
Deposition of a witness other than a party or expert as lead questioning counsel.	20	100	
Primary responsibility for preparation of the court filings and presentation of the oral argument on a contested, non-dispositive civil pre-trial or post-trial motion that does not require the presentation of testimony.	20	100	
Authored an article related to the law or practice of civil advocacy published in a law review or national or state legal professional publication.	25	50	
Authored a CLE article and presented the topic of the article at a CLE function, related to the law or practice of civil advocacy.	20	40	
Completed a trial advocacy course during law school.	50	50	
Served in the role of a competing attorney on a law school competition team for a national or regional mock trial / moot court competition, or as the team coach for such a competition.	50	50	
Completed a qualifying legal internship or mentorship. <i>(credit for internship or mentorship will be evaluated by the Standards Committee on a case by case basis)</i>	50	50	
Participation as panelist, speaker, or workshop leader, at an educational or professional conference, or as a judge for a law student national or regional mock trial / moot court competition.	20	20	

Tally of your points: _____
Make sure your total is at least 1000 points.



National Board of Trial Advocacy

850 Franklin Street, Suite 8
 Wrentham, Massachusetts 02093
 Telephone: 508-384-6565 Fax: 508-384-8224
 www.nbtalawyers.org

Substantial Involvement Itemization of 100 Contested Matters (section B of the Standards)

Name _____

- (1) The applicant must make a satisfactory showing of substantial involvement relevant to the particular specialty certification the person is seeking, with at least sixty (60) percent of his or her time spent practicing Civil Practice during the three (3) years preceding the filing of the application.
- (2) Within the applicant's career, the applicant must have actively participated in at least one hundred (100) contested matters involving the taking of testimony or motion practice. This may include non-jury trials, evidentiary hearings or depositions; and motions heard before or after trial. It may also include arbitration hearings, welfare hearings and workers compensation matters not tried to court.

	Title Of Case/Matter/Name of Article	Type of Matter\Total Number	Date
e.g.	McDonald v. Orchard Hill Market	Depositions\20	3/2010-9/2011
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

	Title Of Case/Matter	Type of Matter\Total Number	Date
16			
17			
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Continuing Legal Education (section (C) of Standards)

Name _____

The applicant must demonstrate substantial participation in continuing legal education and the development of the law with respect to the specialty, in the three (3) year period immediately preceding application or examination (five (5) year period for recertification), either:

- (a) By attendance and/or internet participation in not less than forty-five (45) hours in programs of continuing legal education in the specialty or ethics.
- (b) By equivalent participation through, but not limited to, the following means as may be approved by the Standards Committee.
 - (i) Teaching courses or seminars in litigation or ethics;
 - (ii) Participation, as panelist, speaker, or workshop leader, at educational or professional conferences;
 - (iii) Authorship of books, or of articles published in professional journals, on litigation;
 - (iv) By combination of the three (3) subsections above.

When listing conventions, seminars, meetings and/or forums, you must include the specific program, course or work to insure credit toward NBTA's CLE requirement. The submission of state CLE reports is acceptable if such report contains all pertinent information consistent with this form.

Title of program, course, or work	
Date(s) presented or published	
Sponsor (no abbreviations please)	
Hours of attendance, teaching, presentation and/or preparation	

Title of program, course, or work	
Date(s) presented or published	
Sponsor (no abbreviations please)	
Hours of attendance, teaching, presentation and/or preparation	

Title of program, course, or work	
Date(s) presented or published	
Sponsor (no abbreviations please)	
Hours of attendance, teaching, presentation and/or preparation	

Title of program, course, or work	
Date(s) presented or published	
Sponsor (no abbreviations please)	
Hours of attendance, teaching, presentation and/or preparation	

Title of program, course, or work	
Date(s) presented or published	
Sponsor (no abbreviations please)	
Hours of attendance, teaching, presentation and/or preparation	
Title of program, course, or work	

Date(s) presented or published	
Sponsor (no abbreviations please)	
Hours of attendance, teaching, presentation and/or preparation	

Title of program, course, or work	
Date(s) presented or published	
Sponsor (no abbreviations please)	
Hours of attendance, teaching, presentation and/or preparation	

Title of program, course, or work	
Date(s) presented or published	
Sponsor (no abbreviations please)	
Hours of attendance, teaching, presentation and/or preparation	

Title of program, course, or work	
Date(s) presented or published	
Sponsor (no abbreviations please)	
Hours of attendance, teaching, presentation and/or preparation	

Title of program, course, or work	
Date(s) presented or published	
Sponsor (no abbreviations please)	
Hours of attendance, teaching, presentation and/or preparation	

Title of program, course, or work	
Date(s) presented or published	
Sponsor (no abbreviations please)	
Hours of attendance, teaching, presentation and/or preparation	

Title of program, course, or work	
Date(s) presented or published	
Sponsor (no abbreviations please)	
Hours of attendance, teaching, presentation and/or preparation	



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Name _____

HOW TO OBTAIN YOUR HISTORY OF PROFESSIONAL CONDUCT

Instructions: The applicant shall furnish evidence of his or her disciplinary history and good standing in the state of his or her admission. If admitted in more than one state, in the state of his or her principal practice. To retrieve this information, please:

- 1) Contact the appropriate authority for your state of principal practice, from the attached state listing, and request your **public and private disciplinary history and current status**.
- 2) Have this information forwarded directly to:

**National Board of Trial Advocacy
850 Franklin Street, Suite 8
Wrentham, Massachusetts 02093**

- 3) Certify that I have requested my disciplinary history and current status be forwarded to the above address.

Signature of Applicant: _____

This _____ day of _____, 20____.

State	Contact	Address	Special Notes
Alabama	Bonnie Mainor Disciplinary Clerk	Alabama State Bar Office of General Counsel 415 Dexter Avenue Montgomery, AL 36104 334-269-1515 Fax:334-261-6311 e-mail:bonnie.mainor@alabar.org	<i>Special Notes:</i> All requests must be made in writing.
Alaska	Stephen J. Van Goor Bar Counsel	Alaska Bar Association 840 K St., Ste 100 Anchorage, AK 99501 907-272-7469 Fax:907-272-2932 e-mail:vangoors@alaskabar.org	<i>Special Notes:</i>
Arizona	Sandra Montoya Lawyer Regulation Records Manager	State Bar of Arizona 4201 N. 24 th Street, Suite 100 Phoenix, AZ 85016-6266 602-340-7384 Fax:602-271-4930 e-mail: lawyerinfo@staff.azbar.org	<i>Special Notes:</i> office requests copy of the signed form titled, 'Application Agreement' along with written request for history (please call NBTA office if you need a copy), \$20.00 service charge per lawyer (please make checks out to the State Bar of Arizona).
Arkansas	Stark Ligon Executive Director	Committee on Professional Conduct 2100 Riverfront Drive, Suite 200 Little Rock, AR 72202-1747 501-376-0313 Fax:501-376-3438 e-mail: stark.ligon@arattorneyconduct.org	<i>Special Notes:</i> office requests copy of the signed NBTA form titled, 'Application Agreement' along with written request for history (please call NBTA office if you need a copy)
California	Attention: Membership Records	Membership Records c/o State Bar of California 180 Howard Street San Francisco, CA 94105-1639 Ph: 888-800-3400 Fax:415-538-2576 e-mail: msc@calbar.ca.gov	<i>Special Notes:</i> Special Notes: Please order a standard Certificate of Standing online at http://www.calbar.ca.gov/Attorneys/MemberServices/CertificateofStanding.aspx Cost: \$25.00, payable online by VISA or MasterCard
Colorado	John S. Gleason Regulation Counsel	Office of Attorney Regulation 1560 Broadway Suite 1800 Denver, CO 80202 Ph: 303-866-6400	<i>Special Notes:</i> send a written request, signed by the requesting attorney, and a self-addressed, stamped envelope to Colorado Supreme Court, Attorney Regulation Counsel, 1560 Broadway, Suite 1800, Denver, CO 80202, with check or money order for \$10.00 payable to the Colorado Supreme Court ARC. Please include your full name and attorney registration number and confirm that your current address has been updated with Attorney Registration. The turn-around time is 2 or 3 days. If necessary, the certificate may be expedited if you provide the return envelope for express delivery and a completed air bill showing the payment as your responsibility.

Connecticut	Michael P. Bowler Statewide Bar Counsel	Statewide Grievance Committee 287 Main Street 2nd Floor, Suite 2 East Hartford, CT 06118-1885 860-568-5157 Fax: 860-568-4953 e-mail: Michael.Bowler@jud.ct.gov	<i>Special Notes:</i> certificate of good standing issued listing any grievances filed; request must be made in writing. Certificate of good standing: \$10 Certificate of good standing with disciplinary history statement: \$20
Delaware	Jennifer-Kate Aaronson Chief Counsel	Office of Disciplinary Counsel 820 N. French Street Wilmington, DE 19808 (302) 577-7042 (302) 577-7048 fax	<i>Special Notes:</i> All requests must be made in writing.

<p>District of Columbia</p>	<p>Wallace E. Shipp, Jr. Bar Counsel</p>	<p>Office of Bar Counsel 515 Fifth Street, NW Building A, Room 117 Washington, DC 20001 202-638-1501 Fax:202-638-0862 e-mail:</p>	<p><i>Special Notes:</i> only certificate of discipline, request must be made in writing, office requests copy of the signed NBTA form titled, 'Application Agreement' along with written request for history (please call NBTA office if you need a copy), All requests should be accompanied by a check or money order made payable to the DC Bar in the amount of \$20.00.</p> <p>Your request must contain the following language: In connection with this request, I expressly authorize the Office of Bar Counsel to reveal confidential information about me, including information about any complaint filed against me that might be pending or that has been dismissed; any informal admonition issued prior to January 1, 1995; or any other investigation of me conducted by Bar Counsel in connection with disciplinary matters.</p> <p>SAMPLE LETTER:</p> <p>Office of Bar Counsel 515 5th Street, N.W. Building A, Room 117 Washington, D.C. 20001</p> <p>To Whom It May Concern: Please prepare a Certificate Concerning Discipline and or Administrative Suspension for me. I have enclosed a check or money order payable to the D.C. Bar in the amount of \$20.00 and a self addressed, postage prepaid envelope for returning the Certificate to me. I have also provided my D.C. Bar number and have had my request affirmed before a Notary Public as indicated below.</p> <p>In connection with this request I expressly authorize the Office of Bar Counsel to reveal confidential information about me, including information about any complaint filed against me that might be pending or that has been dismissed; any informal admonition issued prior to January 1, 1995; or any other investigation of me conducted by Bar Counsel in connection with disciplinary matter.</p>
<p>Florida</p>	<p>Rebecca Blackburn</p>	<p>The Florida Bar Department of Lawyer Regulation 651 East Jefferson Street Tallahassee, FL 32399-2300 850-561-5781 Fax:850-561-9403 e-mail: rblackburn@flabar.org</p>	<p><i>Special Notes:</i> office requires a written request for history on letter head. Please include your physical signature and bar number.</p> <p>*office will not accept via email. Please mail or fax your letter.</p>

Georgia	John J. Shiptenko Assistant General Counsel Or Deloise Mathews Legal Assistant	State Bar of Georgia 104 Marietta Street NW Suite 100 Atlanta, GA 30303 404-527-8720 or 800-334-6865 Fax:404-527-8744 e-mail:deloisem@gabar.org	<i>Special Notes:</i> request must be made in writing, office requests copy of the signed NBTA form titled, 'Application Agreement' along with written request for history (please call NBTA office if you need a copy)
Hawaii	Faye F. Hee Office Administrator	Office of the Disciplinary Counsel 201 Merchant Street, Suite 1600 Honolulu, HI 96813 808-521-4591 Fax: 808-545-2719 e-mail: FayeH@odchawaii.com	<i>Special Notes:</i> Our office only provides a listing of any complaints filed; request must be made in writing, signed by the attorney requesting their own information.
Idaho	Sue Nelson Administrative Assistant to Bar Counsel	Idaho State Bar P.O. Box 895 Boise, ID 83701 Phone: (208) 334-4500 Fax: (208) 334-2764 Website: isb.idaho.gov e-mail: snelson@isb.idaho.gov	<i>Special Notes:</i> request must be made in writing.
Illinois	Thomas W. Peters Registrar	Attorney Registration & Disciplinary Commission 130 East Randolph Drive Suite 1500 Chicago, IL 60601-6219 312-565-2600 x219 or 800-826-8625 Fax:312-565-2320 e-mail:tpeters@iadc.org	<i>Special Notes:</i> To get a prorated disciplinary history: go to www.iadc.org and fill out "attorney's request for written verification of status" under the lawyer registration tab. Fax form back to ARDC. To get a public disciplinary history: go to www.iadc.org and click on the lawyer search tab. Enter the attorney's first and last name and submit. Print out the results of the search and send to Melissa Sternbach.
Indiana	G. Michael Witte Executive Secretary	Indiana Supreme Court Disciplinary Commission 30 South Meridian St, Suite 850 Indianapolis, IN 46204-3520 Phone: 317-232-1807 Fax:317-233-0261	<i>Special Notes:</i> request must be made in writing.
Iowa	Charles L Harrington Ethics Administrator	Iowa Supreme Court Attorney Disciplinary Board Iowa Judicial Branch Building 1111 E. Court Avenue Des Moines, IA 50319 515-725-8017 Fax:515-725-8013 e-mail: charles.harrington@iowacourts.gov	<i>Special Notes:</i> request must be made in writing.
Kansas	Stanton A. Hazlett Disciplinary Administrator	Supreme Court of Kansas 701 Jackson Street First Floor Topeka, KS 66603-3729 785-296-2486 Fax:785-296-6049 e-mail:shazlett@kscourts.org	<i>Special Notes:</i> request must be made in writing.
Kentucky	Michele M. Pogrotsky	Kentucky Bar Association 514 West Main Street Frankfort, KY 40601-1883 502-564-3795 Fax:502-564-3225 e-mail: mpogrotsky@kybar.org	<i>Special Notes:</i> Office requests copy of the signed NBTA form titled, 'Application Agreement' along with form found at: here: http://www.kybar.org/page/certificate

Louisiana	Charles B. Plattsmier Chief Disciplinary Counsel	Office of the Disciplinary Counsel 4000 S. Sherwood Forest Boulevard / Suite 607 Baton Rouge, LA 70816 225-293-3900 or 800-326-8022 Fax:225-293-3300 e-mail:	<i>Special Notes:</i> request must be made in writing.
Maine	J. Scott Davis Bar Counsel	Board of Overseers of the Bar 97 Winthrop Street PO Box 527 Augusta ME 04332-0527 207-623-1121 Fax:207-623-4175 e-mail:jscottdavis@mebaroverseers.org	<i>Special Notes:</i> office requests copy of the signed NBTA form titled, 'Application Agreement' along with written request for history (please call NBTA office if you need a copy). Please note, the application of Maine Bar Rule 5(d) on expungement of files, especially those pertaining to complaints of professional misconduct resulting in dismissal.
Maryland	Glenn Grossman, Bar Counsel	200 Harry S. Truman Parkway, Suite 300 Annapolis, Maryland 21401 410-514-7051 AGCMD@AGC.MARYLAND.GOV	<i>Special Notes:</i> request must be made in writing.
Massachusetts	Michael Frederickson General Counsel	Massachusetts Board of Bar Overseers Office of Bar Counsel 99 High Street Boston, MA 02110 617-728-8750 Fax:617-482-2992 e-mail:	<i>Special Notes:</i> Request must be made in writing.
Michigan (private)	Bonnie Metty Office Manager	Marquette Building 243 West Congress, Suite 256 Detroit, MI 48226-3259 313-961-6585 Fax:313-961-5819 web: www.agcmi.com email: bmetty@agcmi.com	<i>Special Notes:</i> request must be made in writing.
Michigan (public)	Sherry Mifsud Office Administrator	Attorney Discipline Board 211 West Fort St. Suite 1410 Detroit, MI 48226 P: 313-963-5553 F:313-963-5571 e-mail:mifsud@adbmich.org website: www.adbmich.org	<i>Special Notes:</i> request must be made in writing via letter, fax, or email. \$10.00 fee for certificates of disciplinary history - checks made payable to “ State Bar of Michigan. ” Forms can be downloaded from the website by clicking on “ADB Fees & Costs Chart” then “Disciplinary History Request Form.”
Minnesota	Tina Munos Trejo	Office of Lawyers Professional Responsibility 1500 Landmark Towers 345 St. Peter Street St. Paul, MN 55102 651-296-3952 or 800-657-3601 Fax:651-297-5801 e-mail: tina.trejo@courts.state.mn.us	<i>Special Notes:</i> request must be made in writing with attorney’s signature.
Mississippi	Kathy Bass Membership Records Administrator	The Mississippi Bar 643 N State Street Jackson, MS 39202 601-948-4471 Fax:601-355-8635 e-mail:kbass@msbar.org	<i>Special Notes:</i> Form can be found here: http://www.msbar.org/admin/spotimages/2059.pdf
Missouri	Sam Phillips Deputy Chief Disciplinary Counsel	Office of the Chief Disciplinary Counsel 3335 American Avenue Jefferson City, MO 65109-1079 573-635-7400 Fax:573-635-2240 e-mail:	<i>Special Notes:</i> request must be made in writing, \$5.00 service charge by check should accompany written request. Please make check payable to the OCDC or the Office of Chief Disciplinary Counsel.

Montana	Susan Parshall	Commission on Practice 301 S. Park, Suite 328 Helena, MT 59620-3005 406-841-2976 Fax: 406-841-2955 e-mail: sparshall@mt.gov	<i>Special Notes:</i> Request must be made in writing.
Nebraska	Counsel for Discipline	Nebraska Supreme Court 3808 Normal Blvd. Lincoln, NE 68506 402-471-1040 Fax:402-471-1014 e-mail: janet.malone@nebraska.gov	<i>Special Notes:</i>
Nevada	Rose M. Cota Administrative Assistant	State Bar of Nevada 3100 W Charleston Blvd., Suite 100 Las Vegas, NV 89102 P 702.382.2200 / F 702.382.8747 Email: rosec@nvbar.org	<i>Special Notes:</i> Disciplinary History can be purchased from the State Bar, log on to our website nvbar.org and visit the online store.
New Hampshire	Thomas V. Trevethick General Counsel	New Hampshire Supreme Court Attorney Discipline Office 4 Chenell Drive Suite 102 Concord, NH 03301 603-224-5828 Fax:603-228-9511 e-mail:	<i>Special Notes:</i> letters listing any public complaints docketed. Request for certificate of good standing has to be made to: Clerk's Office, NH Supreme Court, One Charles Doe Drive, Concord, NH 03301.
New Jersey	Charles Centinaro Director	Office of Attorney Ethics 840 Bear Tavern Road PO Box 963 Trenton, NJ 08625-0963 609-530-4008 Fax: 609-530-5238 e-mail:	<i>Special Notes:</i> request must be made in writing. Private disciplinary history requires a written release.
New Mexico	Tamma Williams	The Disciplinary Board 20 First Plaza, Suite 710 Albuquerque, NM 87102 Mailing address: PO Box 1809, Albuquerque, NM 87103 505-842-5781 Fax:505-766-6833 e-mail: twilliams@nmdisboard.org	<i>Special Notes:</i> Request must be made in writing and faxed, waiving right to confidentiality with an attorneys signature.

<p>New York - 3rd Department Committee on Professional Standards</p>	<p>Peter M. Torncello Chief Attorney</p>	<p>Committee on Professional Standards 40 Steuben Street Suite 502 Albany, NY 12207-2109 518-474-8816 Fax: 518-474-0389 e-mail:</p>	<p><i>Special Notes:</i> request must be made in writing (the original signed letter), possible service charge, a history must be obtained from each department in which you have been admitted as well as each department in which you practice. Please include a self addressed stamped envelope, your DOB, and the year you were admitted.</p>
<p>New York- 4th Department Disciplinary Committees</p> <p>7th Judicial District</p> <p>5th Judicial District</p> <p>8th Judicial District</p>	<p>Gregory J. Huether Chief Counsel</p>	<p>Cayuga, Livingston, Monroe, Ontario, Seneca, Steuben, Wayne & Yates Counties Grievance Committee for the Seventh Judicial District Attorney Grievance Committee 50 East Avenue Suite 404 Rochester, NY 14604-2206 585-530-3180 Fax:585-530-3191 web: www.courts.state.ny.us/ad4</p> <p>Herkimer, Jefferson, Lewis, Oneida, Onondaga & Oswego Counties Grievance Committee for the Fifth Judicial District Syracuse Building 224 Harrison Street, Suite 408 Syracuse, NY 13202-3066 315-471-1835</p> <p>Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans & Wyoming Counties Grievance Committee for the Eighth Judicial District 438 Main Street, Suite 800 Buffalo, NY 14202-3212 716-845-3630</p>	<p><i>Special Notes:</i> request must be made in writing, no service charge; a history must be obtained from each department in which you have been admitted as well as each department in which you practice.</p> <p><i>Special Notes:</i> Request must be made in writing.</p> <p><i>Special Notes:</i> Request must be made in writing.</p>
<p>North Carolina</p>	<p>Dottie Miani Deputy Clerk</p>	<p>North Carolina State Bar Disciplinary Hearing Commission PO Box 25908 Raleigh, NC 27611-5908 919-828-4620 ext. 241 Fax:919-821-9168 e-mail:dmiani@ncbar.gov</p>	<p><i>Special Notes:</i> Request must be made in writing.</p>
<p>North Dakota</p>	<p>Penny Miller Secretary</p>	<p>Disciplinary Board of the Supreme Court 600 East Boulevard Avenue Dept.180 Bismarck, ND 58505-0530 701-328-2221 (voice) Fax:701-328-4480 e-mail:pmiller@ndcourts.gov</p>	<p><i>Special Notes:</i> Request must be made in writing. Private disciplinary history requires written waiver from attorney.</p>

Ohio	Scott J. Drexel Disciplinary Counsel	Supreme Court of Ohio 250 Civic Center Drive, Suite 325 Columbus, OH 43215-7411 614-461-0256 or 800-589-5256 Fax:614-461-7205 e-mail: scott.drexel@sc.ohio.gov	<i>Special Notes:</i> request must be made in writing by fax or mail.
Oklahoma	Gina Hendryx General Counsel	Oklahoma Bar Association PO Box 53036 Oklahoma City, OK 73152 405-416-7007 Fax:405-416-7003 e-mail: ginah@okbar.org	<i>Special Notes:</i> certificate of good standing issued. Request must be made in writing.
Oregon	Jeffrey D. Sapiro Disciplinary Counsel	Oregon State Bar 16037 SW Upper Boones Ferry Road Tigard, Oregon 97281-1935 1-800-452-8260 Ext. 319 or 503-431-6319 Fax: 503-968-4457 Email: jsapiro@osbar.org	<i>Special Notes:</i> Certificates of Good Standing issued listing disciplinary sanctions, \$10. information is available online at: www.osbar.org/discipline *Fee will be \$20 in 2013
Pennsylvania	Paul J. Killion Chief Disciplinary Counsel	Disciplinary Board: Office of Chief Counsel Pennsylvania Judicial Center 601 Commonwealth Ave, Suite 2700 PO Box 62485 Harrisburg, PA 17106-2485 Phone: 717-783-0990 Fax:717-783-4963	<i>Special Notes:</i> request must be made in writing and signed by the attorney to serve as a waiver of release. Also include self-addressed stamped envelope. There is a \$25 fee for this service. The check should be made out to the “ PA Disciplinary Board. ”
Rhode Island	David Curtin, Chief Disciplinary Counsel	Supreme Court of Rhode Island John E. Fogarty Judicial Annex 24 Weybosset Street / 2nd Floor Providence, RI 02903 401-222-3270 Fax:401-222-1191 e-mail: dcurtin@courts.ri.gov	<i>Special Notes:</i> Request must be made in writing.
South Carolina	John S. Nichols Disciplinary Counsel	Office of Disciplinary Counsel PO Box 12159 Columbia, SC 29211 803-734-2038 Fax: 803-734-1964 e-mail:	<i>Special Notes:</i> request must be made in writing. They must have an original waiver of confidentiality signed by the applicant. Rule 12 (c) (3) of RLDE, SCACR,- 413 in our appellate court rules. No special format. Usually there is a 48 hour turn around.
South Dakota	Thomas C. Barnett, Jr. Secretary - Treasurer	222 East Capitol Avenue Pierre, SD 57501-2596 605-224-7554 Fax:605-224-0282 e-mail:Thomas.Barnett@sdbar.net	<i>Special Notes:</i> Request must be made in writing.
Tennessee	Roxana Gumucio Registration Coordinator	Board of Professional Responsibility 10 Cadillac Drive, Suite 220 Brentwood, TN 37027 615-361-7500 or 800-486-5714 x213 Fax: 615-367-2480 Email: rgumucio@tbpr.org	<i>Special Notes:</i> request must be made in writing to waive confidentiality & there is a service charge of \$25 (currently). Please make check payable to “ The Board of Professional Responsibility ”.
Texas	Areli Arellano	Chief Disciplinary Counsel PO Box 12487 Austin, TX 78711-2487 512-427-1350 Ext 1329 or 877-953-5535 Fax: 512-427-4167 *Overnight requests can be sent to: 1414 Colorado Street, 2 nd Floor Austin, TX 78701	<i>Special Notes:</i> All requests can be made online using the attorney’s My bar Page login at www.texasbar.com

Utah	Billy Walker Senior Counsel	Utah State Bar Office of Professional Conduct 645 South 200 East / Suite 205 Salt Lake City, UT 84111-3834 801-531-9110 or 800-698-9077 Fax:801-531-9912 e-mail:	<i>Special Notes:</i> only certificate of good standing issued. Pursuant to Rule 15 of the Utah Rules of Lawyer Discipline and Disability, the Office of Professional Conduct requires an express written waiver from the attorney requesting his or her discipline history to be sent to another jurisdiction and or board. Please contact Mr. Walker for the form they send to attorneys requesting discipline history.
Vermont	Deb Laferriere Professional Responsibility	Professional Responsibility Board Vermont Supreme Court 109 State Street Montpelier, VT 05609-0703 802-828-3204 Fax:802-828-3457 e-mail: deb.laferriere@state.vt.us	<i>Special Notes:</i> Request must be made in writing accompanied by a waiver of confidentiality signed by applicant.
Virginia	Barbara S. Lanier Clerk of the Disciplinary System	Virginia State Bar 707 East Main Street / Suite 1500 Richmond, VA 23219-2800 804-775-0539 Fax:804-775-0545 e-mail: Clerk@vsb.org	<i>Special Notes:</i> VSB office requests a copy of the signed and notarized NBTA form titled, 'Application Agreement' along with written request for history.
Washington	Desiree Chandler Coordinator of Attorney Discipline & Admissions	Supreme Court Temple of Justice PO Box 40929 Olympia, WA 98504-0929 360-357-2078 Fax: e-mail:desiree.chandler@courts.wa.gov	<i>Special Notes:</i> only certificate of good standing issued (\$5.00). A certified copy of a bar application is \$5.00 and the request must be made in writing by the applicant as that info is confidential. Pre-payment is required and the request must be made in writing for all certificates of good standing and copies of bar applications.
West Virginia	Rachael L. Fletcher Cipoletti Chief Lawyer Disciplinary Counsel	Office of Disciplinary Counsel City Center East, Suite 1200 C 4700 MacCorkle Avenue, S.E. Charleston, WV 25304 Ph: 304-558-7999 Fax: 304-558-4015 e-mail:	<i>Special Notes:</i> office requests copy of the signed NBTA form titled, 'Application Agreement' along with written request for history (please call NBTA office if you need a copy) www.wvdc.org
Wisconsin	Keith L. Sellen	Office of Lawyer Regulation 110 East Main Street / Suite 315 Madison, WI 53703-3383 608-267-7274 Fax:608-267-1959 e-mail:	<i>Special Notes:</i> request must be made in writing
Wyoming	Sleeter C. Dover Bar Counsel	Wyoming State Bar PO Box 109 Cheyenne, WY 82003-0109 307-632-9061 Fax:307-632-3737 e-mail: sdoover@wyoingbar.org	<i>Special Notes:</i> office requests copy of the signed NBTA form titled, 'Application Agreement' along with written request for history (please call NBTA office if you need a copy)