



**CONFIDENTIAL BEFORE THE
BOARD OF LEGAL SPECIALIZATION**

**APPLICATION FOR
INITIAL CERTIFICATION IN
ADMINISTRATIVE LAW**

Effective 04/13/2020

Name	
Bar Number	
Firm/Organization	
Street and/or PO Box Address	
City	
State/Zip	
Telephone	
Email	
Date of Submission	

Please submit your application in PDF format by email to specialization@staff.azbar.org

NOTES: No later than October 1, a \$300 application fee, payable to the State Bar of Arizona, is to be submitted with a copy of the first page of your application to:

Board of Legal Specialization, State Bar of Arizona
4201 N. 24th Street, Suite 100 Phoenix, AZ 85016-6266.

An applicant may submit an application for initial certification beginning July 1. The application is due August 1. For applications submitted AFTER August 1 – an additional \$100 late fee is assessed and due no later than October 1.

Applications submitted after October 1 will not be considered.

An applicant shall provide any supplemental information within 30 days of receiving a request for additional information.

The separate examination fee (**see paragraph I**) is to be paid when you are notified you may sit for the examination.

Please complete the following information:

I. Legal Education. List all schools attended, dates of attendance, and degree awarded.

II. Jurisdictions. Please list all jurisdictions in which you have been admitted to practice law and the date of any such admissions.

III. Prior Certification Information. If applicable, list all organizations in which you are/were certified as a legal specialist and the dates of certification, including all organizations in which you have an application for certification pending and the date you submitted the application to the organization. Also, indicate the dates and field of law of any former certifications in Arizona.

IV. On a separate sheet of paper for each subsection, please provide the following information (Parts A to H):

- A. Record of Discipline.** A discipline check will be conducted on every applicant. Please list any disciplinary actions taken against you in any state, jurisdiction, or organization. In addition, list all instances of discipline in which the sanction imposed was censure or greater, or an informal reprimand in which the disciplinary record was public, pursuant to Rule 70, Ariz. R. S. Ct. Imposition of a discipline sanction under Rule 60, Ariz. R. Sup. Ct. within the five-year period preceding the date of application may be grounds for denying, suspending or revoking certification Failure to disclose the same may constitute grounds for denial of an application. The following shall not be considered in approving or denying an application for certification: (1) diversions; (2) dismissals; or (3) allegations of misconduct that did not result in a disciplinary charge.
- B. Employment History.** In chronological order, beginning with your most recent employment, list a complete statement of your employment since admission to the practice of law. Include the dates of employment, employer's name and address, and a brief summary of the nature of the work performed.

C. Required Period of Law Practice. An applicant shall have been admitted to the practice of law for a minimum of five (5) years, of which a minimum of three (3) years immediately preceding the application must have been in the practice of law within the State of Arizona, and after such admission shall have engaged in legal service (as defined in Section I of the Rules and Regulations of the Arizona Board of Legal Specialization) equivalent to at least 50% of a full-time practice (please see Section F for further explanation).

D. References. List the names, mailing addresses, phone numbers, and e-mail addresses of at least seven (7) Arizona attorneys who practice in the field or judges before whom you have appeared, are familiar with your practice, and **not including current partners or associates. You may not use as references the members of the Board of Legal Specialization or the Administrative Law Advisory Commission.** A list of the members serving in these capacities can be found at:

<https://www.azbar.org/for-lawyers/career-advancement/legal-specialization/>. In order for the applicant's application to be approved, the Advisory Commission must receive responses from at least three (3) references that demonstrate the applicant's substantial involvement. Names of applicants will be published in a State Bar of Arizona publication, providing an opportunity for comment, at least 30 days before consideration of applications by the Advisory Commission.

The Advisory Commission may also consult other sources regarding the applicant's knowledge, skill, thoroughness, preparation, effectiveness, judgment, ethics, and professionalism. Documentation of all matters and comments considered by the Advisory Commission shall be contained in the applicant's file.

E. Standards for Certification. Applicants are required to demonstrate honesty, integrity and professionalism as defined by, the Lawyer's Creed of Professionalism of the State Bar of Arizona, and a high degree of competence in the practice of administrative law. The required degree of competence is substantially higher than that possessed by a general practitioner who regularly handles an administrative law matter. A "high degree of competence" shall mean the satisfaction of the following standards:

1. That the applicant demonstrates a substantially complete knowledge of substantive law and rules of practice, procedure, evidence and ethics pertaining to administrative law as determined by satisfactory completion of written examination;
2. That the applicant demonstrates a high degree of skill, thoroughness, preparation, effectiveness, professionalism, preparation and judgment in the field of administrative law as determined by satisfactory completion of written examination; and
3. That the applicant satisfactorily completes a written examination in the topics specified in paragraphs (1) and (2) above. This examination shall be given at least once each calendar year at a date, time and location determined by the Administrative Law Advisory Commission. The test and its grading criteria shall be formulated at the

direction of the Advisory Commission and approved by the Board of Legal Specialization. Any applicant may retake the exam for a third time only after reapplying and paying all applicable examination fees. No applicant may retake the exam for an additional time thereafter unless upon applicant's petition to the Advisory Commission special circumstances are demonstrated which improve Applicant's prospects for successfully completing the examination.; and

4. The applicant demonstrates a substantially complete knowledge of and a high degree of skill in the use of alternative dispute resolution as it applies in the field;
5. Legal competence is measured by the extent to which an attorney (1) is specifically knowledgeable about the fields of law in which the attorney practices, (2) performs the techniques of such practice with skill, (3) manages such practice efficiently, (4) identifies issues beyond his or her competence relevant to the matter undertaken, bringing these to the client's attention, and (5) properly prepares and carries through the matter undertaken. Each applicant shall demonstrate such legal competence by showing Substantial Involvement in Administrative Law as indicated below in subsection F.

F. Substantial Involvement in Administrative Law. Pursuant to the Standards for Certification of Lawyers Specializing in Administrative Law, applicants must demonstrate substantial involvement in the field of administrative law **during three (3) years immediately preceding this application.**

For purposes hereof, "substantial involvement in the field of administrative law" shall mean the engagement by the applicant in legal service (as defined in Section I of the Rules and Regulations of the Arizona Board of Legal Specialization) equivalent to at least 50% of a full-time practice in matters in which issues of administrative law are significant factors. For each of the three years immediately preceding this application, list by percentage or practice time, or number of individual cases compared to the overall cases in which you have experience, in the areas listed below. Remember to focus on those matters defined as administrative law practice as compared to your other practice.

An applicant shall certify and demonstrate they have practical experience in administrative law by serving as:

1. Lead advocate in a contested case;
2. Presiding official in a contested case in the capacity of: Arbitrator, Judge for any court of record, Administrative Law Judge, Hearing Officer, or Mediator;
3. Party responsible for rulemaking proceedings at the municipal, county, state, or federal level, including petitioning for rules, drafting rules, preparing comments or testifying on behalf of a client concerning proposed agency rules, and/or seeking judicial or legislative review of final rules.
4. Party responsible for providing legal advice to government entity;
5. Legal representative for a government entity;

6. Legal representative for private entity before a government entity or persons connected to government entity;
7. Party responsible for drafting requests for public information or responses to requests for public information;
8. Party responsible for conducting government entity investigations;
9. Registered lobbyist (not to exceed 15% of the 50% of practice in a single year);
10. Professor of Administrative Law or a substantially related subject;
11. Clerk or Assistant for a presiding official in contested cases;
12. Legal representative for private or government entity in procurement proceedings;
13. Party responsible for providing legal advice to elected officials and election candidates;
14. Party responsible for providing legal advice in licensing proceedings;
15. Party responsible for providing legal advice in public employment proceedings;
16. Party responsible for Arizona or Federal Administrative Procedures Act proceedings;
17. Party responsible for drafting legislation at the federal, state, county or local level;
18. Party responsible for drafting advisory opinions substantially related to administrative law by U.S. Attorney General, state Attorney General, or Bar association;
19. Attorney responsible for representing a party engaged in alternative dispute resolution* to resolve an Administrative Law matter;
20. Party demonstrated to be eminently qualified through other substantial experience in the field of Administrative Law due to unusual or exceptional experience.

*For purposes of certification, alternative dispute resolution means pre-hearing settlement of any kind.

G. Continuing Legal Education. Provide copies of your MCLE affidavits (last five (5) educational years only), clearly indicating on the affidavit (circle, underline, asterisk, etc.) all events relating to Administrative Law. If you did not acquire such CLE, indicate in a separate statement that this question is not applicable and provide an explanation.

If you have not filed your affidavit for the current educational year, print a copy of the tracking page clearly indicating the advanced level events in the area of specialization.

Continuing legal education requirements for attorneys certified as administrative law specialists shall be 12 hours per year in substantive CLE activities or seminar(s) of advanced level programming concentrated in administrative law issues and 3 hours in professional responsibility. Credit for other educational activities may be granted by the BLS as specified in the Rules and Regulations, Section VIII.B.

- H. **Other Experience.** Provide dates and positions of any contributions to the practice of Administrative Law such as teaching, publications, or service on State Bar Councils, Commissions or Subcommittees, Supreme Court Committees, or other federal, county, or local bar organizations or any other contributions to the improvement of law in this area.
- I. **Examination Fee.** The \$100 examination fee, payable to the State Bar of Arizona, is to be paid no later than the date you take the exam.

THIS APPLICATION
CONTINUES ON
THE FOLLOWING
PAGE

V. APPLICATION AGREEMENT

Read and initial each of the following statements and sign below:

- a. _____ I agree to abide by all Rules and Regulations of the Arizona Board of Legal Specialization as amended from time to time, to pay all fees required by the Board of Legal Specialization as due, and to furnish to the Board such information as may be required from time to time to ascertain my entitlement to certification.
- b. _____ I certify that I am an active member in good standing of the State Bar of Arizona and that I continue to engage in legal service (as defined in the Rules and Regulations of the Arizona Board of Legal Specialization) on an annual basis equivalent to at least 50% of a full-time practice.
- c. _____ I annually devote not less than 50% of a full-time practice to administrative law, as defined in the Standards for Certification for Lawyers Specializing in Administrative Law.
- d. _____ Pursuant to Rule 70, Ariz. R. Sup. Ct., I hereby waive confidentiality of any disciplinary proceeding initiated against me by the State Bar of Arizona after January 1, 1992, or which may be initiated against me during the pendency of my application. I understand and agree, to the extent permitted under Rule 70, Ariz. R. Sup. Ct., that my disciplinary records may be requested from the Lawyer Regulations Records Manager (or representative) or Disciplinary Clerk. Further, if any formal matters are pending against me, or any develop, I will advise the Board.
- e. _____ I agree to advise the Board of Legal Specialization, from the date of filing this current application throughout the next approved five-year period of certification, of any disciplinary action taken against me in any state, jurisdiction, or organization. I will advise of all instances of discipline in which the sanction imposed was censure or greater, or an informal reprimand in which the disciplinary record was public.
- f. _____ I authorize all persons, firms, officers, corporations, organizations, associations (including Bar Associations of other jurisdictions), State or Federal agencies and institutions to furnish to the Board of Legal Specialization 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.
- g. _____ I authorize the Board of Legal Specialization to consult with any persons who may have information relating to my professional qualifications, credentials or character, ethics, behavior, or any other matter reasonably bearing on the criteria for initial and continued certification. I further agree that all information received by the Board shall be treated confidentially and that I have no right of access to information received by the Board from third parties. I specifically waive any right to review any reference or other evaluations made to the Board, whether solicited by me or the Board. In addition, I agree not to seek discovery of such references and evaluations, formally or informally, in any legal proceeding or otherwise.
- h. _____ I release, discharge and exonerate the State Bar of Arizona, its officers, directors, staff, agents, employees and representatives, and any person furnishing information and evaluations to the Board of Legal Specialization, from any and all liability of every nature and kind arising from the investigation and evaluation of my application or my continued satisfaction of the Standards for Certification.
- i. _____ I authorize the Board of Legal Specialization to release my application, if requested, to a professional attorney organization to which I have applied for membership, or to which I am being nominated for membership. I understand the Board will not release the peer review forms, investigation, or work product thereof.

I certify my application is true or true to the best of my knowledge and belief. I understand that failure to make a truthful disclosure of any material fact or item of information required may result in the denial of my application, revocation of my certificate of specialization if granted, or disciplinary action by the State Bar of Arizona.

Signature of Applicant

Date