

APPLICATION FOR ACCREDITATION

As a Certifying Agency for
Attorneys as Specialists in Ohio

Supreme Court of Ohio
Commission on Certification of Attorneys as Specialists
65 South Front Street, 5th Floor
Columbus, Ohio 43215-3431

Susan Christoff, Secretary
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GOV. BAR R. XIV OF THE SUPREME COURT OF OHIO AND THE STANDARDS FOR ACCREDITATION OF THE COMMISSION SHALL CONTROL YOUR APPLICATION FOR ACCREDITATION. THIS APPLICATION FORM IS NOT TO BE CONSTRUED AS CHANGING OR MODIFYING THE GOVERNING RULES OF THE COURT OR THE STANDARDS OF THE COMMISSION. ANY ADDITIONAL INFORMATION WHICH IS REQUIRED OR SUBSEQUENTLY REQUESTED BY THE COMMISSION OR ITS STAFF MUST BE SUBMITTED TO THE COMMISSION PROMPTLY.

Only original applications made on this form will be accepted. Applications must be typewritten; handwritten applications will not be accepted. Please note that there must be a separate application for each area of specialization for which your organization is requesting to be recognized as a Certifying Organization.

CONFIDENTIALITY

The contents of this Application and other pertinent information concerning your Application for Accreditation will be circulated to the Commission's staff, the members of the Commission, the staffs of their respective offices, and the Supreme Court of Ohio. Furthermore, pursuant to Rule XIV, Section 7(D) of the Rules governing the Bar of the State of Ohio, your Application along with the other records of the Commission shall be public records and shall be made available for inspection to any member of the general public during regular business hours, except the exemplar copy of the written examination. Therefore, neither the Supreme Court of Ohio nor this Commission can undertake any obligation to ensure confidentiality of this Application or anything contained herein or which is requested hereafter.

GENERAL INFORMATION

Organization Name: _____

Contact Person: _____

Street Address: _____

City: _____ County: _____

State: _____ Zip Code: _____

Telephone: (____) _____ Fax: (____) _____

Name of Specialty Area _____

The specific "specialty area" designation and the "definition" of the area of specialty must be pre-approved by the Commission on Certification of Attorneys as Specialists and by the Supreme Court of Ohio. See enclosed list of specialty areas and definitions approved by the court.

Does your organization accept and agree to be bound by the "definition" of the designated specialty area which has been adopted by the Supreme Court of Ohio?

Yes ___ No ___

A. APPLICANT ORGANIZATION PROFILE

1. Organization's Mission Statement/Purpose/Goal:

2. How many years has your organization been in existence?

3. Is your organization a successor of another organization? _____

If yes, please explain: _____

4. What is the business structure of your organization?
(please check appropriate responses)

Not-For-Profit Corporation Association
 For-Profit Corporation Educational Institution
 Other, please explain: _____

Please Note: Pursuant to Gov. Bar. R. XIV if your organization is structured as a "for profit" corporation, you can not apply nor be recognized as a certifying organization. If your organization is a corporate entity, you must include a copy of the charter, bylaws or other like documents evidencing the existence of your organization and any resolution of your organization's governing body authorizing the making of this application and granting of authority to the individual to complete and submit this application on behalf of the organization and to communicate with the Supreme Court of Ohio and the Commission on Certification of Attorneys as Specialists. If your organization is an unincorporated association or partnership, documentation of similar import shall be required as part of this application.

5. The following questions relate to your Governing Board, Evaluation Committees and Staff¹ [pursuant to Part I, Section 4, ¶4.02(B)(3) of the Standards for Accreditation]

How many members are on your governing board?

How many members are on your evaluation committee?

Please attach a completed CCAS Form 5 for each member of the Governing Board, Evaluation Committee and Staff (One copy of the CCAS Form 5 is attached hereto.) Also attached to each CCAS Form 5, a recent copy of the curriculum vitae or resume for each member of the Governing Board, Evaluation Committee and Staff.

¹ "Staff" is defined by Part I, Section 4, ¶4.02(B)(3) of the Standards established by this Commission. However, it is intended that the staff for which a CCAS Form 5 is to be provided will include the person(s) who are responsible for evaluating the validity and reliability of the written examinations and those administrative personnel who will ensure compliance with Gov. Bar R. VI, X and XIV.

6. Has your organization retained or hired a person who, or organization which, has a background in evaluating the validity and reliability of written examinations?

Yes ___ No

a. If the answer to 6 is yes, how has this background been determined and verified?

7. Do you certify your specialist for a period not less than three years nor more than seven years? Yes ___ No ___

8. Does your organization require, in order for an attorney to be certified as a specialist, each of the following:

a. Substantial involvement by the attorney in the specialty field during the three year period immediately preceding application to your agency, measured by the type and number of cases or matters handled, the amount of time spent practicing in the specialty field, or other appropriate criteria? Yes ___ No

b. References from at least five (5) attorneys or judges who are familiar with the competence of the attorney and knowledgeable regarding the practice area, none of whom are related to, or engaged in the legal practice with, the attorney? Yes ___ No

c. The reference forms under Paragraph 8(b) be sent directly from the referral source to your organization? Yes ___ No

d. Objective evaluation procedures of the attorney's knowledge of the substantive and procedural law in the specialty field to which your organization proposes certification, which evaluation is determined by examination? Yes ___ No

e. That the peer review process be in full compliance with Part I, Section 4, ¶4.02(G) of the Standards for Accreditation? Yes ___ No

f. That the written examination be in compliance with Part I, Section 4, ¶4.02(H) of the Standards for Accreditation? Yes ___ No

g. The educational experience set forth in Part I, Section 4, ¶4.02(I) of the Standards for Accreditation? Yes ___ No

h. Satisfactory evidence of good standing as required by Part I, Section 4, ¶4.02(J) of the Standards for Accreditation? Yes ___ No

- i. Its certified attorneys to be insured in an amount not less than \$500,000 per loss?
Yes ___ No

- j. That the certified attorneys demonstrate their ability to pay all claims which fall within the deductible amount selected by the attorney under the insurance policy?
Yes ___ No

- k. That all attorneys certified by your organization (1) are in good standing to practice law in the State of Ohio, (2) are active and in good standing pursuant to Gov. Bar R. VI, and (3) fitness to practice are not in question by virtue of disciplinary action in any other state? Yes ___ No

If yes to 8(k), please explain the procedure you have developed to ensure that the attorneys are in good standing to practice law in the State of Ohio. [Attach additional sheet(s) if necessary for this explanation.]

If yes to 8(k), please explain the procedure you have developed to ensure that the certified attorney is active and in good standing pursuant to Gov. Bar R. VI. [Attach additional sheet(s) if necessary for this explanation.]

If yes to 8(k), please explain the procedure you have developed to ensure that the attorney's fitness to practice is not in question by virtue of disciplinary action in any other state

9. Other than that which is contained in the information above, what other criteria or requirements does your organization require for an attorney to become certified?

10. What investigations are performed and data retrieved to ensure your organization that the attorney you intend to certify is in compliance with Rule XIV of the Rules of Practice governing the Bar of the State of Ohio, including Rule X?

11. Please provide a brief description of your organization's funding sources (membership dues, grant moneys, other revenue sources, etc.).

12. How much does it cost the attorney to become certified and then recertified by your organization?

\$_____ for certification;

\$_____ for recertification.

13. Please list any commendations, recommendations and other references your organization has received from law schools, accredited continuing legal education providers, bar associations or other professional organizations. You may attach any necessary supporting documents.

14. Has your organization been approved to certify attorneys in other states? If so, please list those states. _____

15. Has your organization been accredited by the American Bar Association as a certifying body *in the specialty area* in which you are applying.
 Yes ___ No ___
16. What is the total number of attorneys certified by your organization as of the date of this application? _____
17. Please list the number of attorneys certified by your organization according to the state and separately for each area of practice within that state in which the attorneys are certified. *(If more than three, list on a separate sheet)*
- State: _____ Number of certified attorneys: _____
 Area of practice: _____
- State: _____ Number of certified attorneys: _____
 Area of practice: _____
- State: _____ Number of certified attorneys: _____
 Area of practice: _____
18. What was the average number of applications for certification processed annually during the last three years by your organization?
 _____ per year.
19. What was the average annual number of applications for certification approved by your organization during the last three years?
 _____ per year.
20. What was the average number of applications for certification disapproved for each of the last three years?
 20__ : _____ 20 __ : _____ 20 __ : _____
21. What are the primary reasons applicants have been disapproved by your organization during each of the last three years? _____

22. Other than that which has been explained elsewhere herein, what are the processes and procedures used in your certification process of lawyers demonstrating the safeguards implemented to ensure unbiased consideration of lawyers seeking certification? _____

B. ORGANIZATION'S CERTIFICATION PROGRAM

1. What is the length of the certification period under your organization's program? _____

2. Does your organization have an appellate process in place for attorneys who are refused or disapproved for certification? Yes ____ No ____

If yes, please describe this process. You may attach any necessary supporting documents. _____

3. Please describe your organization's program for recertification. You may attach any necessary supporting documents. _____

4. Do you have a process for revocation of an attorney's certification? Yes ____ No ____

If yes, please describe this process. You may attach any necessary supporting documents. _____

5. Does your revocation process offer an appellate procedure to attorneys whose certification is revoked? Yes ____ No ____

If yes, please explain: _____

DISCLAIMER

Certifying organizations and certified attorneys by their acceptance of accreditation and certification pursuant to such accreditation, expressly recognize and acknowledge that the Supreme Court of Ohio and the Commission on Certification of Attorneys as Specialists in the State of Ohio do not and shall not be construed to make any implied or expressed representation or warranty regarding the certifying process or the abilities of any attorney certified.

Responsibility, obligation and liability in any way arising from the certifying process or the certification or the failure of the integrity and ability of any attorney certified are expressly disclaimed by the Supreme Court of Ohio and the Commission on Certification of Attorneys as Specialists. The certifying organization and each attorney certified accept this disclaimer as a condition of accreditation and certification, respectively.

It is expressly understood and acknowledged that a specialist certified under Gov. Bar R. XIV may communicate the fact that he or she is certified by the certifying organization as a specialist in the field of law involved. However, a specialist shall not represent, expressly or impliedly, that he or she is certified by the Supreme Court or the Commission or by an entity other than the certifying organization. A specialist may represent that the certifying organization is approved by the Commission, but shall not represent that the certifying organization is approved by the Supreme Court of Ohio. Each certifying organization shall include this disclaimer as an integral part of the certification granted by it and shall require written acceptance thereof as a condition of granting certification to any attorney in the State of Ohio.

Signature of Applicant Organization's Representative

Date Signed

Title

