



**CONFIDENTIAL BEFORE THE  
BOARD OF LEGAL SPECIALIZATION**

**APPLICATION FOR  
INITIAL CERTIFICATION IN  
REAL ESTATE LAW**

As of January 2020

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

Please submit your application:

PDF version – by email to: [specialization@staff.azbar.org](mailto:specialization@staff.azbar.org)

**NOTES:**

The \$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. 24<sup>th</sup> Street, Suite 100  
Phoenix, AZ 85016-6266.

For applications submitted AFTER August 1 – an additional \$75 late fee is assessed.

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

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

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II. **Prior Certification Applications.** If applicable, list any organization in which you are/were certified as a legal specialist and the dates of certification. Also, indicate the dates and field of law of any former certifications in Arizona.

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III. **On a separate sheet of paper, please provide the following information:**

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. A record of discipline or failure to disclose the same may constitute grounds for denial of an application.

B. **Employment History.** In chronological order, beginning with your most recent employment, list a complete statement of your employment during the last five years. 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 seven years, of which a minimum of three years immediately preceding the application must have been in 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.

D. **References.** List the names, mailing addresses and e-mail addresses of five attorneys who practice in real estate law and/or judges before whom you have appeared, 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 Real Estate 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 addition to the references you provide, the Real Estate Law Advisory Commission will also contact other individuals with respect to your qualifications. All references will be requested to provide written comments regarding your knowledge, skill, thoroughness, preparation, effectiveness and judgment in real estate law as well as your ethics and professionalism. Statements of references shall be confidential and privileged from disclosure, except to the applicant upon request.

The Standards for Certification require that an applicant demonstrate a high degree of honesty, integrity and professionalism and meet high ethical standards in compliance with, and as defined by, the Lawyer's Creed of Professionalism of the State Bar of Arizona as well as the Rules of Professional Responsibility. These standards are higher than the bare minimum ethical and professionalism standards an attorney must meet to avoid disciplinary action or the threshold conduct that would warrant the filing of a bar complaint.

**E. Substantial Involvement in Real Estate Law.** Pursuant to the Standards for Certification of Lawyers Specializing in Real Estate Law, applicants must demonstrate substantial involvement in the field of real estate law during at least five of the preceding seven years, including the year immediately preceding this application. For purposes hereof, substantial involvement in real estate law shall mean the engagement by the applicant in legal service (as defined in Section 1 of the Rules and Regulations of the Board of Legal Specialization) in the course of which applicant devoted not less than 50% of a full-time practice to matters in which real estate are significant factors.

To demonstrate substantial involvement in real estate law, please provide the following information. In each case, indicate the approximate annual frequency (one per year, two to five times, or more than five times), and the approximate number of hours spent, and give concise but specific explanations of the particular real estate issues involved.

1. Have you represented clients in court or before administrative agencies in connection with civil or real estate controversies or liabilities?
  - Frequency per year:
  - Approximate number of hours per year:
  - Courts or agencies:
  - Real Estate issues involved:
  - Judges:
  - Opposing Counsel:
2. Discuss in general quantitative terms the fields of law which comprise your practice, with particular attention to the real estate projects falling within the list denominated in Section II.B. of the Standards for Certification in Real Estate Law.
3. List ten specific cases/projects/proceedings which exemplify your experience. Include the following information for each case:
  - Category: (See Section II.B. of Standards for Certification)
  - Project:
  - Dates:
  - Responsibilities:
  - Describe documents prepared:
  - Names and Addresses of Opposing Counsel and other professionals involved in project: (Judges if applicable)
4. Have you served actively as a member of real estate committees or sections of any State Bar, the American Bar Association, local bar association or similar professional group? If applicable, include the following information:
  - Organization:
  - Frequency of meetings:
  - Number of hours each year:
  - Nature of your service:
5. Have you taught at a law school or at continuing legal education courses, lectured on real estate subjects, or written for publication in professional journals or books on specific real estate subjects?
  - Frequency:
  - Number of hours per year:
  - Nature of teaching or writing:

- F. Continuing Legal Education.** Provide information regarding CLE you acquired with subject matter in the area of specialization in which you are seeking certification.

If you did not, indicate in a separate statement that this question is not applicable.

If your answer is affirmative, provide copies of your MCLE affidavits (last five educational years only), clearly indicating on the affidavit (circle, underline, asterisk, etc.) those events in the area of specialization.

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.

- G. Examination Fee.**

The \$100 examination fee, payable to the State Bar of Arizona, is to be paid when you are notified you may sit for the examination.

THIS APPLICATION CONTINUES  
ON THE FOLLOWING PAGE

**IV. 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 real estate law, as defined in the Standards for Certification for Lawyers Specializing in Real Estate 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.
- 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. Further, if any formal matters are pending against me, or any develop, I will advise the Board.
- 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.

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*Signature of Applicant*

*Date*