



**The North Carolina State Bar
Board of Legal Specialization**

217 E. Edenton St.

PO Box 25908

Raleigh, NC 27601

(919) 828-4620

www.nclawspecialists.gov

**2017
Application for Recertification as a
Specialist**

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North Carolina State Bar Application for Recertification as a Specialist

1. **Standards** - Read the North Carolina Plan of Specialization and the standards for recertification in your specialty area. These materials are found at 27 N.C.A.C. 1D, Sect. 1700 *et seq.* and are published in the North Carolina State Bar *Lawyer's Handbook* and on our website, www.ncbar.gov.
2. **Fees** - A filing fee of \$250 must accompany this application. All checks should be made payable to the North Carolina State Bar Board of Legal Specialization. Rejection or withdrawal of an application will not entitle an applicant to a refund of the fee or any part of the fee. Late applications received between September 8, 2017 and January 5, 2018, will be accepted with an additional \$250 late filing fee. Applications received after January 5, 2018, will not be accepted.
3. **Filing Timeliness** - The application shall be considered timely filed if the application is delivered to the office of the North Carolina State Bar before 5:00 p.m. on September 8, 2017, or is postmarked no later than September 8, 2017.

4. **INSTRUCTIONS FOR COMPLETING APPLICATION**

A. PLEASE ANSWER EACH QUESTION. If additional space is needed to answer a question, please attach additional pages to the application.

B. WAIVER of STRICT COMPLIANCE – If an applicant cannot meet the strict requirements for substantial involvement or CLE for a specialty, the applicant may request a waiver of strict compliance. To do so, you must complete the Request for a Waiver of Strict Compliance Form, available on the website, <http://www.nclawspecialists.gov/for-lawyers/forms/>, and submit the form with your application.

C. REFERENCES - Each applicant for certification is asked to submit the names and addresses of 10 references in support of his or her application. It is preferred that references have experience in or are substantially involved in the specialty as that term is defined in the certification standards. The extent of a reference's involvement in the applicable specialty and relationship to the applicant will be considered in the evaluation process. All references will be contacted by the North Carolina Board of Legal Specialization or its representatives and be asked to complete written peer reference statements. A minimum of five peer reference statements must be returned to the Board in order for an application to advance. Reference forms will be sent to the email or mailing address you provide; please confirm with each reference that the email or mailing address you provide is correct. The Board, or its representatives, may contact, in person or by telephone, any reference listed by an applicant, or any lawyer or judge qualified to evaluate the applicant's competence and qualification in the specialty area. You are encouraged to advise your peer references (judges and lawyers) that you have listed them on this application and to confirm that they are willing to respond to a peer reference request.

D. SUPPLEMENTAL APPLICATION FORMS - Please note the specialties marked with an asterisk (*) on the following page require a supplemental application form to be submitted with the application. The forms are labeled by specialty and are available on the website, <http://www.nclawspecialists.gov/for-lawyers/forms/>.

E. INACTIVE STATUS-If your State Bar membership is inactive, please contact lheidbrink@ncbar.gov for instructions.

5. **Confidentiality** - All information contained in the application, supporting documents, peer reference information and statements shall be confidential unless otherwise subject to disclosure pursuant to the North Carolina Public Records Act. Such information, however, shall be available for use by the Board of Legal Specialization, the appropriate specialty committee, or any appropriate body or tribunal in the event of an appeal.
6. **Processing of Completed Applications** - Only completed applications will be reviewed by the Board of Legal Specialization. Each applicant will be notified by mail of acceptance or rejection of his or her application. An application is incomplete if it does not include complete answers to every question of the application and copies of all documents requested on the application.
7. **Filing Application** - Applications should be delivered to the State Bar or postmarked on or by September 8, 2017.

North Carolina State Bar Board of Legal Specialization
Attn: Director
PO Box 25908
Raleigh, NC 27611

Or hand delivered to: 217 E. Edenton Street, Raleigh, 27601



The North Carolina State Bar
Board of Legal Specialization

APPLICATION FOR RECERTIFICATION

Please check the specialty (or subspecialties) for which you are applying:

- | | |
|---|--|
| <input type="checkbox"/> Appellate Practice* | <input type="checkbox"/> Family Law |
| <input type="checkbox"/> Business Bankruptcy Law | <input type="checkbox"/> Immigration Law |
| <input type="checkbox"/> Consumer Bankruptcy Law | <input type="checkbox"/> Commercial Real Property Law |
| <input type="checkbox"/> Criminal Law - State* | <input type="checkbox"/> Residential Real Property Law |
| <input type="checkbox"/> Criminal Law - Federal/State* | <input type="checkbox"/> Social Security Disability Law* |
| <input type="checkbox"/> Criminal Law -Juvenile Delinquency | <input type="checkbox"/> Trademark Law |
| <input type="checkbox"/> Elder Law | <input type="checkbox"/> Utilities Law |
| <input type="checkbox"/> Estate Planning and Probate Law | <input type="checkbox"/> Workers' Compensation Law* |

* Supplemental Application Form Required (available at <http://www.nclawspecialists.gov/for-lawyers/forms/>)

Name as Listed with North Carolina State Bar Membership	Date Admitted to the North Carolina State Bar
Preferred Name for Specialization Directory	North Carolina State Bar Number

I. **Information for the Specialization Directory***

A.

Address				
City	State	Zip Code	Telephone	
Fax	Email Address			
Current Firm or Employer Name and Address				
City	State	Zip Code	Telephone	# of Lawyers at Firm or Employer

* **IMPORTANT:** Address updates reported to the State Bar membership department will not automatically update in the specialization database. All address changes must be reported directly to specialization staff.

B. If you have been certified as a specialist by any organization **other than** the North Carolina State Bar Board of Legal Specialization, list the name and date of each certification and identify the certifying organization:

Name of Certification	Date of Certification	Certifying Organization

II. States of Licensure

List all states in which you are licensed to practice law.

Do not list North Carolina or provide a letter of good standing for North Carolina. Apply for a letter of good standing from each state listed below. Request that the letter be mailed directly to the North Carolina Board of Legal Specialization.

State	Date of Admission	Membership Number	Member in Good Standing? <input type="checkbox"/> Yes <input type="checkbox"/> No*
State	Date of Admission	Membership Number	Member in Good Standing? <input type="checkbox"/> Yes <input type="checkbox"/> No*

* If not a member in good standing, provide an explanation.

III. Professional Conduct*

A. During the five years since your certification or last recertification, have you been disbarred, suspended from practice, reprimanded, censured, or otherwise disciplined or disqualified (including the revocation of a pro hac vice admission, disqualification from representation of a client because of misconduct, or a disability or administrative suspension) by a licensing agency, court, or professional organization for conduct as a lawyer or as a member of any profession or organization, or as a holder of any office, public or private? Include court orders and letters of warning and caution in your response.

Yes No

B. Are there any such actions pending (unresolved) against you?

Yes No (Skip to Question D.)

C. For each such action (pending or resolved), state the following:

(1) The disciplinary agency, court, or professional organization: _____

(2) Date of notice to you if unresolved or date of discipline, sanction, disqualification or other such action, if resolved: _____

(3) If discipline, sanction, or disqualification was issued, attach copy of the order or record of such action along with a written explanation.

(4) Attach written explanation.

D. List all malpractice actions filed against you in the five years since your certification or last recertification regardless of whether the action is currently pending or resolved. With regard to each action, state or provide the following (attach additional sheets if necessary):

(1) Name of action:

(2) Date of filing and venue of action:

(3) Brief summary of allegations and your response or defense.

(4) Explanation of status or resolution:

* Documentation of grievance history does not have to be attached to this application if you send a letter to the relevant disciplinary agency requesting that the documentation be sent to the Board of Legal Specialization. However, a copy of the letter making such request must be attached to the application. You must request or submit documentation of grievance history with the NC State Bar.

IV. Substantial Involvement

Instructions: Please review the substantial involvement requirements for your specialty area. The requirements can be found at http://www.nclawspecialists.gov/recertification_standards.pdf. To qualify for recertification, the applicant's practice in the area of law for which certification is sought must equal or exceed the substantial involvement requirements set forth in the standards for the applicable specialty. Please indicate hours of substantial involvement per year (do not use percentages) and describe your practice during the calendar years listed below. If you do not meet the requirements, in order for your application to be processed, you must complete a Request for Waiver of Strict Compliance form which can be found on the website (<http://www.nclawspecialists.gov/for-lawyers/forms/>).

Number of total years you have practiced in this specialty area? _____

2013

Approximate number of hours devoted to the specialty practice area: _____

Brief description of substantive legal work or practice equivalent: _____

2014

Approximate number of hours devoted to the specialty practice area: _____

Brief description of substantive legal work or practice equivalent: _____

2015

Approximate number of hours devoted to the specialty practice area: _____

Brief description of substantive legal work or practice equivalent: _____

2016

Approximate number of hours devoted to the specialty practice area: _____

Brief description of substantive legal work or practice equivalent: _____

2017 to date

Approximate number of hours devoted to the specialty practice area: _____

Brief description of substantive legal work or practice equivalent:

* Attach additional pages if necessary.

V. Continuing Legal Education

CLE activities must be completed between January 1, 2012, and the end of the current year. Your CLE record will be obtained from the North Carolina State Bar CLE Department. Please attach a page listing any courses that you plan to take after filing this application, as well as any of the following (if applicable) that you would like considered for specialization credit if not otherwise included in your NC State Bar CLE record.

- **Lectures** prepared and presented at an accredited CLE course;
- **Teaching** in the specialty field at an academic institution;
- **Publication** of a scholarly article in the specialty field;
- **Self-study** review of audio or video tapes, manuscripts of lectures from qualified CLE course (no more than two hours per year shall qualify).
 - * A specialty committee member may claim 2.0 hours of self-study CLE for each year the member participated in the writing or grading of the specialty exam.
- **Advanced academic coursework** (attendance at courses of instruction at a law school which can be credited toward an advanced degree in the specialty field).

VI. References

Identify as references 10 lawyers or judges who are familiar with your competence and qualifications in the specialty. Insofar as possible, select persons who are board certified specialists in the specialty or substantially involved in the area as that term is defined in the certification standards. All references must be licensed and in good standing to practice law in North Carolina (see the exception for the social security disability specialty below). You may not use as a reference persons who are your partners or associates or your relatives by blood or marriage, or who are involved with you in a continuing commercial relationship. Applicants for certification in bankruptcy law may not use a bankruptcy judge as a reference. Applicants for certification in immigration law must list at least two peer references who are lawyers or judges with substantial experience in immigration law. Applicants for social security disability law may list references licensed and in good standing to practice law in any jurisdiction in the United States. Members of the Board of Legal Specialization and members of the applicable specialty committee may not serve as references. A complete list of committee members is included in the application. You are encouraged to advise your peer references (lawyers and judges) that you have listed them on this application and to confirm that they are willing to respond to a peer reference request. **Use full names (not nicknames) when listing references.** Peer reference forms will be sent to the email or address you provide; please confirm with your reference that the email or address you list is correct.

1.

Name	Firm/Employer	Mailing Address
Phone	Email	

2.

Name	Firm/Employer	Mailing Address
Phone	Email	

3.

Name	Firm/Employer	Mailing Address
Phone	Email	

4.

Name	Firm/Employer	Mailing Address
Phone	Email	

5.

Name	Firm/Employer	Mailing Address
Phone	Email	

6.

Name	Firm/Employer	Mailing Address
Phone	Email	

7.

Name	Firm/Employer	Mailing Address
Phone	Email	

8.

Name	Firm/Employer	Mailing Address
Phone	Email	

9.

Name	Firm/Employer	Mailing Address
Phone	Email	

10.

Name	Firm/Employer	Mailing Address
Phone	Email	

PLEASE DO NOT LIST CURRENT BOARD OR COMMITTEE MEMBERS AS REFERENCES*

(Prohibition applies only to the specialty for which you are applying.)

Specialization Board Members (who are lawyers or judges) as of April 3, 2017

Laura D. Burton, Chair
Robert A. Mason, Vice-Chair

Kimberly R. Coward
Robert A. Ponton

Larry H. Rocamora
Judge Teresa H. Vincent

North Carolina State Bar Specialty Committee Members as of April 3, 2017

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H. George Kurani
Annemarie Pantazis
Elizabeth "Stewart" Poisson
Joel K. Turner
Chip Vincent, III

ACKNOWLEDGMENT/RELEASE

I have read the rules of the North Carolina State Bar Board of Legal Specialization (the Board) and the standards for my specialty. I agree to comply with the rules and the standards for the specialty.

I agree to pay all fees required by the Board when due.

I understand that the period of certification is 5 years. If I desire to continue my certification, I must comply with the standards regarding continued certification as a specialist.

By this application, I release from any and all liability and extend absolute immunity to The North Carolina State Bar, the Board, and all individuals, committees, and institutions in any way involved in this certification process including references and informants.

I specifically authorize the Board or any specialty committee acting on its behalf to consult with any persons who may have information relating to my professional qualifications, credentials or character, mental or emotional stability, ethics, behavior, or any other matter reasonably bearing on the criteria for initial and continued certification. This authorization includes inspecting and obtaining any writing that may be material to my recertification. I hereby authorize release of any information and writing, whether privileged or not, requested by the specialty committee and/or the Board. I understand that all information received and made part of my file shall be treated confidentially.

- **Applicant's Initials:** _____

I hereby consent to the disclosure of any information relating to any grievance filed against me with the Grievance Committee of the North Carolina State Bar and authorize the release of any information relating thereto to the Board for the purpose of evaluating this application for recertification.

- **Applicant's Initials:** _____

By executing this release, I acknowledge that I am specifically authorizing the North Carolina State Bar or any other state of which I am or was a member to provide to the Board any and all information concerning disciplinary complaints filed against me, even if confidential.

- **Applicants Initials:** _____

I understand that board certification is a voluntary program and has no effect on my eligibility to practice law in any area of practice even if I am denied recertification.

- **Applicant's Initials:** _____

I UNDERSTAND THAT THE PEER REVIEW PROCESS CANNOT SERVE ITS PURPOSE UNLESS THE INDIVIDUALS FROM WHOM INFORMATION IS REQUESTED ARE GUARANTEED COMPLETE CONFIDENTIALITY. BY APPLYING FOR RECERTIFICATION, I EXPRESSLY AGREE TO WAIVE ANY RIGHT TO REQUEST ANY INFORMATION OBTAINED THROUGH PEER REVIEW AT ANY STAGE OF THE RECERTIFICATION PROCESS.

- **Applicant's Initials:** _____

I UNDERSTAND THAT RECERTIFICATION, IF OBTAINED, MAY BE AUTOMATICALLY REVOKED PURSUANT TO THE RULES REGULATING THE NORTH CAROLINA STATE BAR. I AGREE TO SURRENDER ANY CERTIFICATE OF SPECIALTY CERTIFICATION IF REVOKED.

- **Applicant's Initials:** _____

Submission of this application and its attachments constitutes the applicant's verification of the truth of all statements and representations contained herein.

Signature: _____ Date: _____

Printed Name: _____

APPLICATION CHECKLIST

(For applicant use only- do not send in this checklist with your application.)

- I have read and initialed all applicable items on the Acknowledgement/Release section of the application.
- I have signed and dated the Acknowledgement/Release section of the application.
- I have enclosed a check for the \$250 application fee made payable to the North Carolina State Bar Board of Legal Specialization and understand that this fee is nonrefundable regardless of the disposition of my application. **Applications received or postmarked after September 8, 2017, will be charged an additional \$250.00 late fee, for a total charge of \$500.00.**
- I have included an application supplement for my application in:
 - Appellate Practice
 - Criminal Law
 - Social Security Disability Law
 - Workers' Compensation Law
- I have included a Request for a Waiver of Strict Compliance Form (if applicable).
- If applicable, I have requested that a letter of good standing be sent to the North Carolina State Bar Board of Legal Specialization from any state, other than North Carolina, in which I am licensed to practice law.
- I have provided a copy of any letter(s) sent to a disciplinary agency, court or professional organization (including the North Carolina State Bar Grievance Department) requesting documentation of grievance history and /or any applicable information requested in Section III.
- I have made a copy of this application and any attachments for my records.