The State Bar of California

OFFICE OF ADMISSIONS

180 Howard Street, San Francisco, CA 94105

legalspec@calbar.ca.gov
415-538-2120

LEGAL SPECIALIZATION APPLICATION FOR RECERTIFICATION

When is my application due?

The application is due on or before the end of your current certification term. Applications may be submitted in advance but no earlier than six months prior to the end of your term. You can find your current certification term by going to Specialization Certifications after successfully logging into the Admissions Information Management System (AIMS) accessible at https://admissions.calbar.ca.gov.

Where do I mail my application?

Department of Legal Specialization
State Bar of California
180 Howard Street
San Francisco, CA 94105-1617

Have I included the correct fee?

A $350* processing fee, payable either via check or credit card to the State Bar of California, is due with the application.

What happens if I don't fill out my application correctly?

If your application is incomplete or insufficient on its face, you will receive notice to correct the deficiency. If you fail to correct the deficiency within 60 days from the date of the notice, the application shall be deemed withdrawn without a refund of the fee. We may request additional or supplemental nonconfidential information in order to show compliance with recertification requirements.

INSTRUCTIONS FOR SELECTED QUESTIONS AND ATTACHMENTS

Application Form

Personal Information

Enter your official State Bar name and address of record. This is the information that appears in State Bar Membership Records. To verify that the information is current, go to

www.calbar.ca.gov, *Attorney Search*. If the information is not current, you must update your information pursuant to Business and Professions Code section 6002.1, through *My State Bar Profile*.

Please be aware that all correspondence will be sent to you at your official address of record registered in AIMS.

Discipline

Section 3.113 of the Rules provides that the CBLS may take the following into account in considering your application:

Final disciplinary actions imposed for professional misconduct by any court or body before whom you appear. Include: (1) title of disciplinary action; (2) action number; (3) nature of charge; (4) nature of sanction; (5) date sanction was imposed; and (6) date sanction was terminated. For nonattorney professional discipline (e.g., accountancy), provide information similar to above.

Felony convictions. Provide the case number, title, date of conviction, and where it was filed.

Resignation from any State Bar, court, or body before whom you appear. Provide the name of the entity, the effective resignation date, and the reason.

Judgments of professional negligence. Include only if there were three or more judgments against you during the certification term. Provide the case number, title, date judgment was rendered, and where it was filed.

Sanctions. Include only sanctions, other than discovery sanctions, of $1,000 or more. Provide a copy of the order.

Findings of contempt. Provide a copy of the findings.

Attachments

A. Task and Experience Requirement

Refer to the Standards for your specialty area for the specific requirements.

B. Education Requirement

Note that your Legal Specialist Continuing Legal Education (LSCLE) is reported along with your MCLE Compliance Group, rather than as a part of this packet. For your convenience and benefit, this packet contains Attachment B in which you confirm that you are aware that you will report your compliance along with your reporting group, and that you know the compliance group to which you are assigned. Note that you must report in the MCLE

Compliance Group to which you were assigned at the time of admission to the State Bar of California.

As you are completing your education, please refer to www.californiaspecialist.org for information about qualifying courses and be sure to keep your certificates of attendance for at least one year from your compliance group reporting deadline.

C. References

When listing a reference, please include the attorney's bar number. To find an attorney's or judge's bar number, go to www.calbar.ca.gov, *Attorney Search*.

CHECKLIST

Have you:

- ☐ Read the declaration?
- ☐ Provided all information requested on the application and attachments?
- ☐ Signed and dated the application?
- ☐ Attached additional sheets if you needed more space?
- ☐ Put your name on the top of all attachments?
- ☐ Made copies for your records?
- ☐ Enclosed a check/payment information for the appropriate recertification fee*?

RESOURCES

- Please refer to the Standards for your specialty area as you complete the application and attachments.
- The Rules, Standards, and list of approved legal specialization education providers are available online at www.californiaspecialist.org.
- You should not create or register a new account for AIMS. Please see our AIMS FAQs or let us know if you have any questions or need assistance logging in.

**You may submit payment of $350 processing fee via check or Legal Specialization Credit Card Authorization Form.*

For credit card payments, a processing fee of 2.5 percent will be added to all charges. There is no processing fee associated with payments by check.

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APPLICATION FOR RECERTIFICATION
Bankruptcy Law Certified Specialist

Filing Fee - $350*

**You may submit payment via check or Legal Specialization Credit Card Authorization Form. For credit card payments, a processing fee of 2.5 percent will be added to all charges. There is no processing fee associated with payments by check.*

PERSONAL INFORMATION

Name: _____ Bar Number: _____

Phone: _____ Email: _____

Address Street: _____

City: _____ State: _____ Zip: _____

RECERTIFICATION ELIGIBILITY

At the time of applying for recertifying, I am an Active licensee of the State Bar of California.

☐ Yes ☐ No **IF NO, STOP HERE. YOU ARE NOT ELIGIBLE TO APPLY.**

PRACTICE REQUIREMENT

I have been engaged in the practice of bankruptcy law for at least 25 percent of the time spent in my occupational endeavors during the previous five (5) years.

☐ Yes ☐ No **IF NO, PLEASE EXPLAIN ON A SEPARATE SHEET AND ATTACH TO THIS APPLICATION**

EMPLOYMENT HISTORY

The following is a complete statement of my employment since my most recent application. List most recent employment first. ATTACH SEPARATE SHEETS IF NECESSARY.

☐ Check here if additional sheets are attached.

Dates of Employment	Employer	Address	**Nature of Employment** (summarize nature of work performed)

DISCIPLINE

Since your admission to the State Bar of California:

Were you disbarred, suspended or disciplined by the State Bar of California or similar attorney disciplinary authority or any other authority that imposes professional discipline in California, or in another state or jurisdiction, including a foreign jurisdiction, or by any bankruptcy court, or do you have any discipline pending? ☐ Yes ☐ No

Did you had any felony convictions? ☐ Yes ☐ No

Did you resign from any bar, court or body before whom you appear? ☐ Yes ☐ No

Were there three or more judgments of professional negligence against you? (If yes, please attach the relevant documents.) ☐ Yes ☐ No

Were any sanctions, other than discovery sanctions, entered against you by any court or body before whom you appear? ☐ Yes ☐ No

Were any findings of contempt been made against you by any court or body before whom you appear? ☐ Yes ☐ No

IF YOU ANSWER YES TO ANY OF THE ABOVE, YOU MUST PROVIDE FULL DETAILS ON A SEPARATE SHEET. A record of discipline or failure to disclose any of the information requested above may constitute grounds for denial of your application.

DECLARATION

I hereby authorize all educational institutions, governmental agencies and instrumentalities (including bar associations and bar examiners of other jurisdictions), employers and business and professional associates (past and present), to release to the State Bar of California Board of Legal Specialization (CBLS) and/or its agents or advisors any nonprivileged information, files or records requested by them for the purpose of processing this application. The foregoing release does not apply to matters communicated by me in confidence to any lawyer, spouse, physician, psychotherapist or clergyperson for which I have privilege of nondisclosure under the provisions of Chapter 4, Division 8 of the California Evidence Code.

I further authorize the CBLS to conduct independent inquiry and review, including contacting the references I provide and other references within the discretion of the CBLS and agree that neither I nor my agents will seek to review the materials collected during the evaluation of my application.

I agree to pay all fees required by the CBLS, as described in the Rules of the State Bar, Appendix A: Schedule of Charges and Deadlines.

I agree to abide by all rules and regulations of the CBLS as amended from time to time and to furnish to the CBLS such information as it may require, to evaluate my application.

I am the applicant herein for certification as a specialist under the State Bar of California Program for Certifying Legal Specialists.

I fully understand that failure to make a truthful disclosure of any fact, item or information required may result in the denial of my application, revocation of my certificate of specialization, or disciplinary action by the State Bar of California.

I have carefully read and answered each question completely and truthfully in the foregoing application and any attachments hereto, and certify that the information therein is true and correct to the best of my knowledge.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on:

Date: _____

Print Name: _____

Signature: _____

BANKRUPTCY LAW RECERTIFICATION
Attachment A – Task and Experience Requirement

Applicant Name: _____ Bar Number: _____

The State Bar of California Board of Legal Specialization may require additional evidence of completion of the tasks and experience as indicated in this Attachment A.

Within the five years immediately preceding submission of this application, I have had principal responsibility for representation of, and have personally appeared on behalf of, a client or clients in **100 or more** chapter 7, 11, 12 or 13 bankruptcy cases, contested matters, and/or adversary proceedings under the U.S. Bankruptcy Code.

TYPE OF CASE	NUMBER OF MATTERS
Chapter 7	
Chapter 11	
Chapter 12	
Chapter 13	
TOTAL (must be 100 or more)	

To supplement this information, attach a narrative statement of the significant bankruptcy matters you have handled during the past five years. Your description should be complete enough to allow the State Bar to understand fully the nature and extent of your bankruptcy practice. The descriptions may be brief but should specify in detail the bankruptcy issues involved.

OTHER EXPERIENCE

If you are unable to meet any part of the requirement above, you must submit other experience demonstrating substantial compliance with the requirements. Please describe the nature of your practice. Include detailed information regarding your experience as it relates to the foregoing requirements.

☐ I am submitting alternative or additional forms of bankruptcy practice for consideration in fulfilling the requirements of substantial involvement. **ATTACH SEPARATE SHEET IF NECESSARY**

_____

_____

_____

_____

LEGAL SPECIALIST CONTINUING LEGAL EDUCATION REQUIREMENT FOR RECERTIFICATION
Attachment B – Legal Specialist Continuing Legal Education (LSCLE) Compliance Reporting Schedule

Applicant Name: _____ Bar Number: _____

LSCLE Compliance Reporting Schedule

Legal Specialist Continuing Legal Education is no longer reported in the recertification application. Specialists must report their LSCLE Compliance on the same three-year schedule as their general MCLE Compliance.

LSCLE FAQ's

Does the CLE compliance reporting period affect my recertification deadline?

No. You will still be due to recertify every five (5) years. **Please do not submit a LSCLE compliance card with your recertification application** if you have already submitted a LSCLE compliance card or if you are not due to report your LSCLE.

How do I submit my LSCLE Compliance Card?

You may report your LSCLE compliance online in AIMS at https://admissions.calbar.ca.gov or by submitting a paper LSCLE compliance card via mail, fax or email.

Isn't reporting my MCLE compliance the same as reporting my LSCLE compliance?

No. Your MCLE compliance is reported online on My State Bar Profile, and LSCLE compliance is done in AIMS or through the compliance card.

What if I am certified in more than one specialty?

During your compliance period, you will need to report LSCLE compliance for each specialty. For example, if you are a dual specialist, you will have to submit a compliance card for each area of law in which you are a specialist.

Can I submit my compliance card before my compliance group is due to report?

No. Compliance cards will only be accepted for the compliance group due to report. Any other compliance cards sent to the Department of Legal Specialization will not be marked as received.

Do I need to send in my certificates of attendance?

No. Please save them for one year after you report your education compliance in the event that you are audited.

For more information, visit the MCLE Requirements for Certified Specialists page on www.californiaspecialist.org for full details, as well as potentially qualifying MCLE substitutions.

REFERENCE REQUIREMENT FOR RECERTIFICATION
Attachment C – Independent Inquiry and Review

Applicant Name: _____ Bar Number: _____

Please submit the names of a minimum of three attorneys or judges who have had an opportunity to observe your work and who can attest to your proficiency in the practice of the specialty area under the laws applicable to the specialty in California.

To expedite your application, please include the following among your references if possible: opposing counsel, attorneys from other firms, and judges, commissioners or magistrates before whom you have appeared. References may include attorneys who are clients, partners, associates, employers or employees. Note, however, that references will be asked to disclose any such relationship.

References will be contacted by the State Bar of California via electronic questionnaire. The information gathered shall be the property of the State Bar of California and shall not be revealed to you.

Include each reference's California bar number to insure that reference forms are sent promptly and to the right individual. Bar numbers can be found online at www.calbar.ca.gov under Attorney Search. If the attorney does not have a California Bar number or is a judge, please provide a full address.

NAME AND BAR NUMBER	ADDRESS
1.	
2.	
3.	
4.	
5.	
6.	
7.	