

Certification Registration Form

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Profile Information

First Name

Last Name

Set your password below by deleting the asteriks and choosing your own password. TESTING: please use the password all lower case: **courtroom**

Password

Confirm Password

Address 1

Address 2

City

State

ZIP

Telephone

Fax

Web Site

Email

Bar Number

What is your state of principle practice?

For which type of certification will you be applying?

- Civil
- Criminal
- SSD
- Family
- Civil Pretrial

Are you certified by your state?

Yes No

(Applicants who are members of Florida Bar (Civil, Criminal & Family) must have first secured board certification through the Florida Bar. If you are not, please contact the Florida Bar)

Have you ever been denied or revoked certification by any state or national agency?

Yes No

Have you read the [Standards of Certification](#) ?

Yes No

Have you read the [State Rules Regarding Stating Certification](#)?

Yes No

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Legal Writing

Name

An initial applicant for certification shall submit one (1) copy of a legal writing document which he or she has prepared no more than three (3) years before the date of application.

The document **must** be:

- (a) in the area for which the applicant seeks application;
- (b) a substantial document no less than 15-20 pages in length;
- (c) concise and accurately written;
- (d) well constructed (i.e. organized, grammatical, demonstrative of good syntax & usage).

The document **should** contain the following:

- (a) statement of facts (either actual or hypothetical);
- (b) statement of applicable law;
- (c) analysis of how the law applies to the facts;
- (d) written in an appropriately argumentative manner.

Acceptable documents include, but are not limited to: briefs (trial or appellate), motions for summary judgment and motions in limine which have been prepared and filed, bar journal, law review and legal magazine articles, etc. which have been prepared, but not necessarily published. The quality of the document will be evaluated on the above criteria and will determine whether the applicant is qualified for certification.

Any document which requires a certificate of service must have such attached to the document. Please complete all applicable sections below and submit with document attached.

Type of Document

Title of Document

Date of Document

File Attachment

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Disclosure of Conduct

To my best personal knowledge: (Please check all applicable boxes)

- No criminal charges have been field against me.**
- No allegations of unethical or inappropriate professional conduct have been filed against me with any court, grievance committee or other disciplinary board or body.**
- No claim of professional negligence or other professional liability has been asserted against me (with or without the filing of suit) based in any part on my acts or omissions or on those of any other attorney over whom I have supervisory responsibility.**

If you cannot check all of the above, please attach a detailed explanation of the matter by using the upload button below. The National Board of Trial Advocacy may request additional information bearing on the matter and shall determine, in accordance with its Standards and Procedures Regarding Conduct, whether the circumstances are such that the attorney should be granted certification, denied certification, have his or her certification suspended or revoked, or whether it will take no action or defer action pending receipt of further information. This disclosure should include material that would not otherwise be disclosed to the public in your state unless disclosure to the NBTA is prohibited by state law and cannot be waived.

The failure of a member to promptly disclose the requested information is a material misrepresentation and may be cause for refusing to grant recertification or revoking your current certification. The member shall have a Continuing Duty to disclose promptly to the Board any such matters that may arise. A Board Certified member has a Continuing Duty to report such information. Failure to promptly report may be cause for revocation of certification.

File Attachment

***Please note uploaded files for support will NOT be visible after you navigate away from this page of the form, yet they are there if you uploaded them.

I hereby certify that I have personally reviewed the above information and that is true according to my best knowledge and belief.

Signature of Applicant

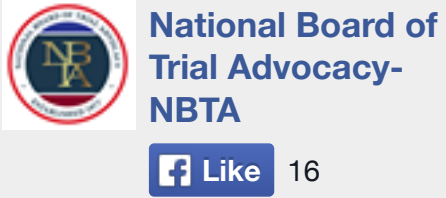
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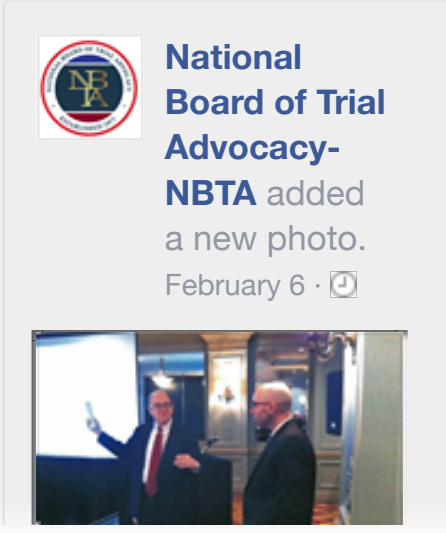
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How to Obtain Your History of Professional Conduct

Instructions: The applicant shall furnish evidence of his or her disciplinary history and good standing in the state of his or her admission. Or if admitted in more than one state, in the state of his or her principal practice. For specifics for your state please click the link, [How to Obtain History](#)

1) contact the appropriate authority for your state of principal practice, from the attached state listing, and request your public and private disciplinary history and current status.

2) have this information forwarded directly to:

Melissa Sternbach
National Board of Trial Advocacy
Executive Director
200 Stonewall Blvd., Suite 1
Wrentham, Massachusetts 02093

3) certify that I have requested my disciplinary history and current status be forwarded to the above address.

Signature of Applicant

If you already have this information from your state bar please upload here.

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Application Agreement

In connection with my application and certification (if granted) I agree to abide by all rules, regulations and procedures promulgated by the Board as amended from time to time and to pay all fees required by the Board as due.

In making and filing this application for certification and in any subsequent evaluation of my status, I authorize all persons, firms, officers, corporations, associations, organizations, State or Federal agencies and institutions to furnish to the Board 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.

I further agree that all information received by the Board from any person may be treated confidentially by the Board. I hereby waive that confidentiality with regard to any state agency with jurisdiction over legal specialization and also with regard to any organization or entity approved by the state to certify legal specialists to which I have applied or by which I am certified.

I specifically waive any right to review any Statements of Reference or other evaluations and references submitted to the Board, whether solicited by me or by the Board, and I agree to make no contact with any persons listed as a reference concerning whether or what material may have been submitted by them to the Board. In addition, to protect the assurances of confidentiality given to persons providing references, I agree not to seek discovery of such references and evaluations, formally or informally, in any legal proceeding or otherwise.

I release, discharge and exonerate the National Board of Trial Advocacy, its officers, directors, staff, agents, employees and representatives, and any person furnishing information or evaluations to the Board, from any and all liability of every nature and kind arising from the investigation and evaluation of my application or my continuing satisfaction of the standards for certification.

I agree to defend or pay the costs of defense, at the discretion of the Board, for any suit or claim initiated against the Board or any of its Directors, and to indemnify the National Board of Trial Advocacy and its Directors for any judgment or settlement ordered or paid as a result of any legal action arising from my application or from my certification by the National Board of Trial Advocacy.

I agree that in the event my certificate is suspended or revoked or I am not recertified, I shall immediately cease to

hold myself out in any way as certified by the National Board of Trial Advocacy, and will remove my certificate from public display.

I hereby certify that I have personally reviewed each part of my application and all supporting documents carefully, and made each statement and representation therein, and answered each question therein, fully and frankly and without concealment or reservation. Such questions and answers are, within my personal knowledge, true and complete.

Signature of Applicant

Policy and Procedures Regarding References

1. The applicant for **certification** will provide the NBTA with ten to twelve names, who are not present partners, associates or relatives. Such references shall be substantially involved in the relevant field of trial law, and should be familiar with the applicant's practice in that field. The list must consist of at least four judges before whom you have tried a matter in the relevant field during the past three years and at least four lawyers with whom or against whom you have tried a matter in the relevant field during the past three years. The remaining names may be either such judges or attorneys.

2. The applicant for **recertification** will provide the NBTA with six names, who are not present partners, associates or relatives. Such references shall be substantially involved in the relevant field of trial law, and should be familiar with the applicant's practice in that field. The list must consist of at least two judges before whom you have appeared as an advocate in the relevant field during the past three years and at least three lawyers with whom or against whom you have appeared as an advocate during the past three years. The remaining name may be either such judge or attorney.

3. Applicants are cautioned to use great care when providing references as there will not be an opportunity to submit more references unless the NBTA, in its absolute discretion, requests the applicant to supply additional references.

4. Although advised applicants alert their designated references that they wish to use them, under no circumstances will an applicant contact a reference concerning the status or content of a statement of reference thereafter. Communication will be strictly between NBTA and the reference.

5. NBTA will send a simple questionnaire and postage paid envelope to those persons designated by the applicants. The applicant will neither deliver the blank form to a reference nor return a completed form to NBTA. If a reply is not forthcoming, the form will be sent one additional time to the designated references who have not responded. If two requests have gone unanswered, the reference will no longer be considered and the lack of a response from that reference will be noted in the applicant's file.

6. Once the statements of reference have been received by NBTA, or persons listed as references have been contacted twice with no response, the following policy and procedures apply:

a) The reference statements will be reviewed by the NBTA to assess whether the applicant possesses an enhanced level of skill and experience in trial advocacy and has demonstrated integrity and dedication to the interest of clients.

b) For **certification**: In receipt at least six references satisfactory to the NBTA consisting of a minimum of three from attorneys with whom or against whom the applicant has tried a matter in the relevant field, and a minimum of three from judges before whom the applicant has tried a matter in the relevant field, in the past three years, the file will be credited and the reference requirement will have been met.

c) For **recertification** In receipt of at least three references satisfactory to the NBTA consisting of one from a judge before whom the applicant has appeared as an advocate in the relevant field, and two from attorneys with whom or against whom the applicant has appeared as an advocate in the relevant field of law, within the past three years, the file will be credited and the reference requirement will have been met.

d) If the required number of references are not received within a reasonable time, the application will be denied unless the NBTA, in its absolute discretion, requests the applicant to supply additional references or, on its own initiative, seeks and receives additional references.

e) If any reference statements received appear to be qualitatively unsatisfactory (and this includes those returned to NBTA but not completed), the file will be referred to the Standards Committee of the Board of Directors for a review and ruling.

7. The NBTA Staff, Board of Directors and anyone else associated with the application process may not discuss the references with the applicants. This includes, but is not limited to, discussion regarding the following:

a) number of references in the file;

b) content of the references;

c) specifically who has and who has not responded.

8. An applicant for certification or recertification who has provided an incorrect address will be asked to provide the correct address.

9. An application can be denied at any point for failing to satisfactorily meet this or any other standard.

10. Applicants for certification or recertification who have questions about these policies and procedures are strongly urged to call the NBTA Executive Director prior to submitting the list of references.

I hereby attest that I have reviewed the conditions of the above Reference Policy carefully, and such policy and procedures therein are understood and agree to under my own free will.

Signature of Applicant

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References

Instructions: Submit ten to twelve names, who are not present partners, associates or relatives. Such references shall be substantially involved in the relevant field of trial law, and should be familiar with the applicant's practice in that field. The list must consist of at least four (4) judges before whom you have tried a matter in the relevant field during the past three years and at least four (4) lawyers with whom or against whom you have tried a matter in the relevant field during the past three years. The remaining names may be either such judges or attorneys. References satisfactory to the NBTA must be received from at least three such judges and from at least three such lawyers and will be reviewed by the NBTA to assess qualifications of the applicant.

Attorney #1

Name
 Firm
 Street Address
 City, State, Zip
 Email
 Phone #

Attorney #2

Name
 Firm
 Street Address
 City, State, Zip
 Email
 Phone #

Attorney #3

Name
 Firm
 Street Address
 City, State, Zip
 Email
 Phone #

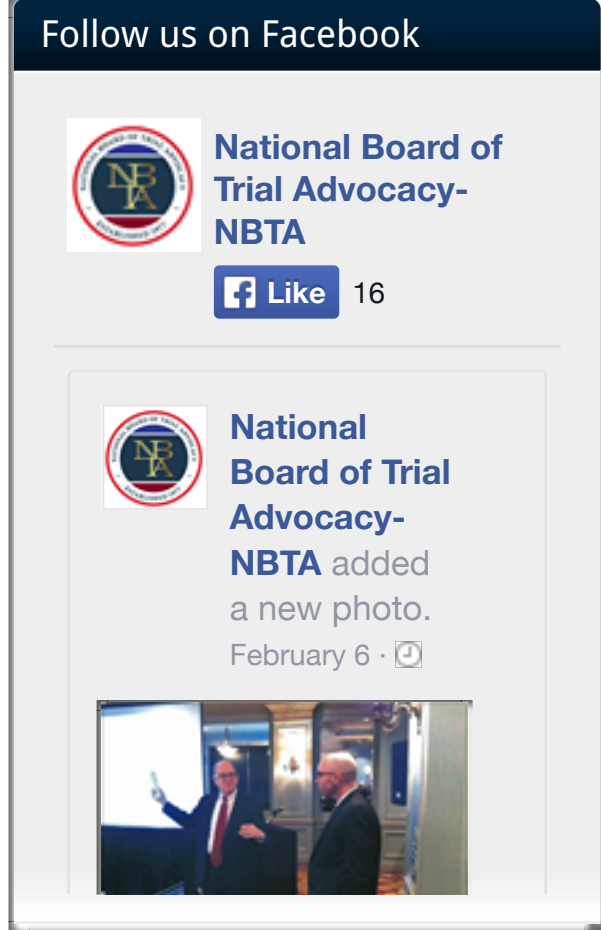
Attorney #4

Name
 Firm
 Street Address
 City, State, Zip
 Email
 Phone #

Judge #1

Name
 Court

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Street Address
City, State, Zip
Email
Phone #

Judge #2

Name
Court
Street Address
City, State, Zip
Email
Phone #

Judge #3

Name
Court
Street Address
City, State, Zip
Email
Phone #

Judge #4

Name
Court
Street Address
City, State, Zip
Email
Phone #

Judge or Attorney

Name
Firm
Street Address
City, State, Zip
Email
Phone #

Judge or Attorney #2

Name
Firm
Street Address
City, State, Zip
Email
Phone #

Judge or Attorney #3

Name
Firm
Street Address
City, State, Zip
Email
Phone #

Judge or Attorney #4

Name

Firm

Street Address

City, State, Zip

Email

Phone #

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Itemization of Substantial Trial Involvement

Itemization of Substantial Trial Involvement (section B (2) of Standards)

An initial applicant for certification must show, during his or her career, substantial trial involvement in at least forty-five days of trial in the field for which certification is sought. During the forty-five or more trial days the applicant must personally have:

- (a) served as lead counsel in at least five jury trials;
- (b) substantially participated in at least five jury cases which have proceeded to verdict or judgment;
- (c) conducted direct exam of at least twenty-five lay witnesses;
- (d) conducted cross exam of at least twenty-five lay witnesses;
- (e) conducted direct exam of at least fifteen expert witnesses;
- (f) conducted cross exam of at least fifteen expert witnesses;
- (g) presented at least eight opening statements;
- (h) presented at least four closing arguments;
- (i) conducted at least five voir dire jury examinations or ten submissions of proposed questions to the court or an acceptable combination of the two.

Itemization Download Worksheet

[Itemization of Substantial Trial Involvement Worksheet](#)

Please note:Download takes approximately 20 seconds.

Attestation of Substantial Trial Involvement

I hereby attest that I have reviewed the conditions of the above Substantial Trial Involvement carefully, and I meet or exceed the requirements. I will provide the itemization of substantial trial involvement by uploading the completed document above.

Initials of Applicant

Upload Itemization Worksheet

Upload **YOUR COMPLETED & SAVED VERSION** of the Itemization of Substantial Trial Involvement Worksheet

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Itemization of 100 Contested Matters

In addition to the trial involvement, an initial applicant for certification must also show, during his or her career, active participation in 100 additional contested matters. This may include trials, arbitrations, mediations, workers comp., evidentiary hearings, depositions, motions, etc. All of the following criteria must be adhered to:

1. Cases included in your 45 days of trial experience may not be included in with your 100 additional contested matters.
2. This attachment may contain more than one contested matter from a single case.
3. If you did not list at least ten days of trial within the last three years as part of your trial involvement, one of the options below must be documented within your 100 matters:
 - a) active personal participation in 24 litigated matters within the last three years, either directly handled to conclusion as lead counsel or in a supervisory capacity to lead counsel, or
 - b) participation in 36 performances(depositions, motions, hearings) within the last three years, or
 - c) a combination of trial days, participation in litigated matters or performances within the last three years.

Contested Matters Itemization Worksheet

[Itemization of Contested Matters Worksheet](#)

I hereby attest that I have reviewed the conditions of the above Contested Matters carefully, and I meet or exceed the requirements. I will provide the itemization of Contested Matters by uploading the completed document above.

Applicant's Initials

Contested Matters Upload

Upload **YOUR COMPLETED & SAVED VERSION** of the Itemization Contested Matters Worksheet

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Continuing Legal Education

Continuing Legal Education (section C of Standards)

The applicant must demonstrate substantial participation in continuing legal education and the development of the law with respect to the specialty, in the three (3) year period immediately preceding application or examination (five (5) year period for recertification), either:

- (a) By attendance and/or internet participation in not less than forty-five (45) hours in programs of continuing legal education in the specialty or ethics (family law applicants may list no more than (20%) twenty percent in ethics).
- (b) By equivalent participation through, but not limited to, the following means as may be approved by the Standards Committee.
 - (i) Teaching courses or seminars in trial law or ethics;
 - (ii) Participation, as panelist, speaker, or workshop leader, at educational or professional conferences;
 - (iii) Authorship of books, or of articles published in professional journals, on trial law;
 - (iv) By combination of the three (3) subsections above.

When listing conventions, seminars, meetings and/or forums, you must include the specific program, course or work to insure credit toward NBTA's CLE requirement. **The upload of state CLE reports is acceptable if such report contains all pertinent information consistent with this form.**

CLE Download Worksheet

[Itemization of Continuing Legal Education Worksheet](#)

Attestation of CLE Requirements

I hereby attest that I have reviewed the conditions of the above Substantial Trial Involvement carefully, and I meet or exceed the requirements. I will provide the itemization of substantial trial involvement by uploading the completed document above.

Initials of Applicant

Upload CLE Itemization Worksheet or State CLE Report

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