# Minnesota Legal Paraprofessional Pilot Project (LPPP)

# Application for Participation

Use this form to apply as a participant in the LPPP. The Minnesota Judicial Branch adds approved participants to the public roster of legal paraprofessionals and supervising attorneys. The public roster includes the participants’ names, mailing addresses, email addresses, phone numbers, and the areas of law and regions in the state where the applicant expects to conduct pilot work.

## Instructions

1. Review all Pilot Project documentation, including the Supervised Practice Rule 12 and Appendix 1 to Rule 12.
2. Electronically complete this form and save to your computer.

**TIP:** This is a Microsoft Word document. To complete this form electronically: 1) “Save as” to your computer, 2) fill out the form fields, 3) save and/or print a copy, 4) submit to the Standing Committee.

1. Complete all fields on the application for both the legal paraprofessional and supervising attorney.
2. Attach required documentation listed in the Application Packet Checklist on the last page of this application.
3. Submit a separate application for each legal paraprofessional and supervising attorney association.
4. Send completed applications and all relevant attachments using one of the methods provided on the last page of this application.

## Legal Paraprofessional Information

### Contact Information

The contact information you provide on this form becomes a public record and will be published on the Legal Paraprofessional Pilot Project public roster on the Judicial Branch website.

**Today’s Date:**

**First name:       Middle Initial:       Last:**

**Mailing Address:**

**City/State/Zip:**

**Email:**

**Work Phone Number:       Home Phone Number:**

[ ]  I have been previously approved to participate in the Legal Paraprofessional Pilot Project and submit this application to create an association with a new supervising attorney.

### Education and Work Experience Criteria

Identify the education and work experience option that best applies to your situation, and complete the corresponding sections of this application to provide the details.

* If you are eligible for approval based on more than one of the options, choose one and complete the application on that basis.
* If your qualifying criteria is high school education and work experience, complete both the education and work experience sections, and submit an attorney attestation of your work experience. The attorney attestation form is available on the Legal Paraprofessional Pilot Project website.
* If your qualifying criterion is solely education, complete **only** the education section.

**[ ]** Obtained Associate’s or Bachelor’s Degree in legal paraprofessional studies from an accredited educational institution. Complete the Education Information section.

**[ ]** Obtained a legal paraprofessional certificate from an accredited educational institution in addition to an Associate’s or Bachelor’s degree in any subject from an accredited educational institution. Complete the Education Information section.

[ ]  The applicant has graduated from an American Bar Association (ABA) accredited law school. Complete the Education Information section.

[ ]  The applicant has received a high school diploma or its equivalent and has a minimum of 5 years of substantive legal paraprofessional experience. Complete the Education Information and Work Experience Information sections.

### Education Information

**Name of School:**

**Address:**

**City/State/Zip:**

**Degree Obtained:**

**Subject Matter/Major:**

**Graduation Date:**

### Work Experience Information

Attach additional sheets if necessary. For the pilot project, work experience means work that requires knowledge of legal concepts that a lawyer usually performs. The term “substantive” means work requiring recognition, evaluation, organization, analysis, and communications of relevant facts and legal concepts.

**Employer Name:**

**Employer Address:**

**City/State/Zip:**

**Supervising Attorney:**

**Dates of Employment:**

**Employment Status:** [ ]  Full Time [ ]  Part Time [ ]  Temporary

**Hours Per Week Worked:**

##### Paraprofessional Experience:

Years of Experience in Family Law:

Years of Experience in Housing Law:

### Ethics and Continuing Legal Education Criteria

Legal paraprofessionals must meet one of the ethics and continuing education requirements to participate in the pilot project. Check the box next to the option applicable to your situation. If more than one applies, you may select just one.

**[ ]** I hold a Minnesota Certified Paralegal (MnCP) credential from the Minnesota Paralegal Association.

[ ]  Attach a copy of the approval of designation or most recent recertification.

**Date Received:       Still in Good Standing: [ ]** Yes **[ ]** No

**[ ]** I have completed at least ten (10) continuing legal education (CLE) credits, including at least two (2) credit hours in ethics, within the two years prior to submitting this application.

[ ]  Attach proof of CLE credits.

[ ]  I have a legal paraprofessional studies degree or certificate, or a juris doctorate, with an ethics component as a part of the program, within the two years prior to submitting this application.

[ ]  Attach a copy of your degree, certificate, or transcript.

### Additional Eligibility Information

If you answer yes to any of these questions, attach an explanation of the situation, including how it was resolved and why it should not affect your approval for participation in the pilot project.

###### Have you ever been suspended, disbarred, or resigned in lieu of discipline from the practice of law in another state or jurisdiction?

**[ ]** Yes **[ ]** No

###### Have you ever been found to have engaged in the unauthorized practice of law in another state or jurisdiction?

**[ ]** Yes **[ ]** No

###### Have you been registered with, or licensed by a government entity or other professional organization to practice another profession, and had the registration or license terminated or revoked for disciplinary reasons by another organization, state, or jurisdiction?

**[ ]** Yes **[ ]** No

### Professional Liability Insurance

[ ]  I do not carry independent professional liability insurance.

**[ ]** I carry independent professional liability insurance.

**Carrier:**

**Policy Effective Date:**

## Declaration of Legal Paraprofessional Applicant

[ ]  I have read and understand the requirements outlined in Supervised Practice Rule 12 regarding the scope of work permitted in the pilot project, including the requirements for attorney supervision, the types of court proceedings, and other legal work that legal paraprofessionals may handle.

[ ]  As a participant and in support of the pilot evaluation, I agree to keep track of participation data and to report that information to the Standing Committee when required.

[ ]  I consent to a confidential inquiry of third parties by the Standing Committee on the Legal Paraprofessional Pilot Project for the purpose of determining whether I fulfill the requirements for participation as a legal paraprofessional provider.

[ ]  I have executed a clear, written agreement covering the scope and types of work I will undertake and outlining the supervisory steps I will participate in with the supervising attorney to ensure I am serving the interests of the clients. See Supervised Practice Rule 12.02(c).

[ ]  I agree to inform the Standing Committee for the Legal Paraprofessional Pilot Project promptly of any fact or circumstance that would make me ineligible for approval to participate in the pilot as a legal paraprofessional.

[ ]  Per Supervised Practice Rule 12.04(c), I agree to cooperate with any Standing Committee investigations and understand that failure to cooperate may be the basis for removal from the pilot project

[ ]  I agree that, if I withdraw my participation as a legal paraprofessional with the pilot project, I will immediately notify the client, supervising attorney, all courts where a pilot project certificate of representation has been filed, and the Standing Committee.

[ ]  I affirm the contents of this application and its attachments, and I affirm that the material representations of my work experience and/or education and/or continuing education provided are true and correct.

I declare under penalty of perjury that everything I have stated in this document is true and correct. Minn. Stat. § 358.116

**Print or Type Full Name:**       **Date:**

**Apply Signature:**

      **County Where Signed:**

*Typographical signatures are treated as a personal signature and shall be in the form /s/ Joan P. Smith*

## Supervising Attorney Information

### Contact Information:

**First name:       Middle Initial:       Last:**

**Mailing Address:**

**City/State/Zip:**

**Email:**

**Work Phone Number:       Home Phone Number:**

**Law Firm:**

[ ]  I have been previously approved to participate in the Legal Paraprofessional Pilot Project and submit this application to create an association with a new legal paraprofessional.

### Professional License and Liability Insurance Information

**Minnesota Attorney ID No.:**

**Carrier:**

**Policy Effective Date:**

Does your professional liability insurance cover the work of the paraprofessional you are supervising?

**[ ]** Yes **[ ]** No

### Relationship between attorney and paraprofessional

[ ]  Employee – Part Time

[ ]  Employee – Full Time

[ ]  Employee – Temporary

[ ]  Independent Contractor

## Participant Service Information

As a participant in the Legal Paraprofessional Pilot Project, the legal paraprofessional may perform certain independent services, under the supervision of an attorney as outlined in Supervised Practice Rule 12.01, Scope of Work. Completing this information will not restrict future activities of approved legal paraprofessionals. If any information changes, submit a Change of Information form.

Select the area(s) of law in which you intend to participate in the project:

[ ]  Family Law – Child Support Modification

**[ ]**  Family Law – Mediation

**[ ]**  Family Law – Parenting Time Disputes

**[ ]**  Housing Law – Tenant Representation under Minnesota Statute 504B

**[ ]**  Family Law – Paternity Matters

**[ ]**  Housing Law – Eviction Expungement

Select the area(s) of the state in which you plan to provide services:

**[ ]** South-Central Minnesota (Mankato/New Ulm

[ ]  South-West Minnesota (Marshall/Worthington)

**[ ]** West Central Minnesota (St. Cloud/Montevideo)

**[ ]** North West Minnesota (Detroit Lakes/Thief River Falls)

**[ ]** North Central Minnesota (Bemidji/Brainerd)

**[ ]** North East Minnesota (Duluth/Hibbing)

**[ ]** Hennepin and/or Ramsey Counties

**[ ]** Twin-Cities Suburbs (Washington, Anoka, Carver, Scott, Dakota counties)

## Declaration of Supervising Attorney Applicant

**[ ]** I am a member in good standing of the Minnesota State Bar.

[ ]  I have read and understand the requirements outlined in Supervised Practice Rule 12 regarding the scope of work permitted in the pilot project, including the requirements for attorney supervision, the types of court proceedings, and the other legal work that legal paraprofessionals may handle.

[ ]  I agree to assume personal professional responsibility for and supervision of the legal paraprofessional’s work, including court appearances. I agree to assist the legal paraprofessional to the extent necessary. I agree to sign all pleadings. I agree to carry malpractice insurance that will sufficiently cover my supervision of the legal paraprofessional and the work and actions of the supervised legal paraprofessional, or ensure that the legal paraprofessional has adequate insurance.

[ ]  I have executed a clear, written agreement covering the scope and types of work the legal paraprofessional will undertake and outlining the supervisory steps I will take to ensure the paraprofessional is serving the client(s)’ interests. See Supervised Practice Rule 12.02(c).

[ ]  I vouch for the legal paraprofessional’s skills, abilities, and substantive law-related experience to engage competently in the work. In my judgment and experience, the legal paraprofessional is qualified to participate in the pilot project.

[ ]  I agree that, if I withdraw my certification of the legal paraprofessional, or am no longer willing or able to supervise the legal paraprofessional, I will immediately notify the client, legal paraprofessional, all courts where a pilot project certificate of representation has been filed, and the Standing Committee. I will inform the Standing Committee of the reason(s) for the withdrawal.

[ ]  I consent to a confidential inquiry of third parties, such as the Office of Lawyers Professional Responsibility, by the Standing Committee for the purpose of determining whether I fulfill and continue to meet the requirements for participation as a supervising attorney.

[ ]  I agree to inform the Standing Committee promptly of any fact or circumstance that would render me ineligible for registration as supervising attorney, or if I am subject to public or private admonitions or other disciplinary actions that do not affect my standing with the Minnesota State Bar.

[ ]  I agree to cooperate with Standing Committee investigations and understand that a failure to cooperate may be the basis for removal from the pilot project.

[ ]  I affirm the contents of this application and its attachments, and I affirm that all material representations of my work experience and/or as set forth herein are true and correct.

I declare under penalty of perjury that everything I have stated in this document is true and correct. Minn. Stat. § 358.116

**Print or Type Full Name:**       **Date:**

**Apply Signature:**

      **County Where Signed:**

*Typographical signatures are treated as a personal signature and shall be in the form /s/ Joan P. Smith*

## Application Packet Checklist

Please confirm that you have completed all sections in this application and that you have attached all required documents.

**[ ]** Application Sections:

[ ]  Legal Paraprofessional Information

[ ]  Declaration of Legal Paraprofessional Applicant

[ ]  Supervising Attorney Information

[ ]  Participant Service Information

[ ]  Declaration of Attorney Applicant

**[ ]** Supporting Documents:

[ ]  Attorney Attestation of Work Experience, if required for those qualifying with high school education and work experience.

[ ]  Applicable documentation based on responses in the Ethics and Continuing Legal Education Requirements section:

[ ]  Copy of MnCP award or more recent renewal

[ ]  Proof of CLE completion

[ ]  Proof of recent graduation with an ethics component

[ ]  Copy of the Written Agreement covering the scope and types of work the legal paraprofessional will undertake and outlining the supervisory steps to ensure the paraprofessional is serving the client(s)’ interests. See Supervised Practice Rule 12.02(c).

Send complete application forms and all relevant attachments to the Legal Paraprofessional Pilot Project Standing Committee by email or U.S. Mail.

* For email submissions send to parapropilot@courts.state.mn.us
* For U.S. Mail send to:

Legal Paraprofessional Pilot Project Standing Committee
25 Rev. Dr. Martin Luther King Jr. Blvd.
Suite 105
Saint Paul, MN 55155

### 2. Training/education completed for approval under Rule 12.02(e)(1) and (2)

#### For all applicants:

| **REQUIREMENTS:** |
| --- |
| 1. At least 8 hours of training and/or education
2. Training and/or education must include the subjects listed below
3. Training must have been completed within 2 years prior to seeking certification under Rule 12.04(a).
4. The training must be approved by the Standing Committee for Legal Paraprofessional Pilot Program (after application submission)
 |

##### List at least 8 hours of qualifying training and/or education below:

###### The dynamics of domestic violence:

###### Domestic violence and child abuse screening, including screening for safety, lethality, and suicide:

###### Trauma-informed legal representation:

###### Understanding other systems that respond to domestic violence and child abuse and how the legal and other issues in family law cases intersect and affect the responses of other systems:

###### Intercultural effectiveness and cultural competency:

#### For applicants for Order for Protection & Harassment Restraining Order Cases ONLY:

| **REQUIREMENTS:** |
| --- |
| 1. 3 hours of continuing education that must include the subjects listed below
2. Either:
	1. 3 hours continuing education on evidentiary hearings in order for protection and harassment restraining order cases which must include a mock evidentiary hearing; OR
	2. shadowing the supervising attorney at one evidentiary hearing for an order for protection under Minn. Stat. § 518B.01 and one evidentiary hearing for a harassment restraining order under Minn. Stat. § 609.748.
3. Training must have been completed within 2 years prior to seeking certification under Rule 12.04(a).
4. The training must be approved by the Standing Committee for Legal Paraprofessional Pilot Program (after application submission)
 |

##### List 3 hours of qualifying continuing education below:

###### The law and procedure governing proceedings seeking orders for protection under Minn. Stat. § 518B.01 and harassment restraining orders under Minn. Stat. § 609.748 and the differences between orders for protection and harassment restraining orders

###### Preparation of pleadings and other documents

###### The legal and other consequences of issuance of an order for protection or a harassment restraining order, including implications for other legal proceedings

##### List EITHER:

##### qualifying evidentiary continuing education below:

###### 3 hours continuing education on evidentiary hearings in order for protection and harassment restraining order cases which must include a mock evidentiary hearing

#### OR

##### shadowing experience with the supervising attorney at both:

###### One (1) evidentiary hearing for an order for protection under Minn. Stat. § 518B.01

###### One (1) evidentiary hearing for a harassment restraining order under Minn. Stat. § 609.748

### 3. Attach copies of training and CLE documentation supporting your application.

### 4. Sign

*I declare under penalty of perjury that everything I have stated in this document is true and correct. Minn. Stat. § 358.116*

**Legal Paraprofessional**

**Supervising Attorney**

***Applications must be signed by both the legal paraprofessional and supervising attorney.***

### 5. Submit to the Standing Committee

Submit per the instructions at the start of this document.

##### The LPPP Standing Committee may ask for additional information in relation to your application prior to approval or denial of a waiver request. Each application is reviewed individually by the Standing Committee and approval is at the discretion of the Standing Committee.