

**Lawyer Referral and Information Service  
of the  
San Diego County Bar Association**

**Subject Matter Panel Criteria**

**ADMINISTRATIVE LAW**

Includes applications to or representations before any administrative board or agency (including City Councils, etc.)

Qualifications: Within the past five years, the applicant must have competently performed to completion substantially all legal work, including the preparation or supervising of the preparation of all legal documents, in not less than three cases before administrative boards or agencies (including City Councils, etc.), including one hearing before an administrative agency which utilizes the Administrative Procedures Act.

In addition to the requirements above, an applicant practicing law for less than three years must certify that he or she has completed not less than four hours of State Bar approved MCLE credits in the subject area of the panel for each year of practice.

An applicant practicing law for three or more years must certify that he or she has completed not less than six hours of State Bar approved MCLE credits in the subject area of the panel during the three years preceding the application. The applicant must provide two LRIS "Recommendation of Professional Qualification" forms from licensed lawyers who practice in the same area for which the applicant is applying, or from state or federal judges sitting in California, attesting to the applicant's qualifications in the area for which he or she is applying. (If the recommender is a practicing lawyer, he or she should be licensed in California unless the practice area involves federal law only.) These form letters must specifically reflect the authors' knowledge of the applicant's qualifications and include the authors' opportunity to observe the applicant's qualifications in the area for which he or she is applying. If these form letters are from lawyers, those lawyers may not be affiliated with the applicant's firm, and the applicant may not have any economic interest with them.

**ADOPTIONS STEPPARENT**

Includes all matters related to stepparent adoption proceedings.

*Qualifications:* Commenced and completed within the past three (3) years, the applicant must have competently performed to completion substantially all legal work, including the preparation or supervising of the preparation of all legal documents, in not less than three (3) filed step-parent adoption matters through final resolution. A final resolution can include a hearing on the issue of adoption or an agreement for adoption prepared and filed by the attorney.

In addition, at least two (2) of the matters required above must have involved a Petition to terminate parental rights; and one (1) of the two (2) involving a Petition to terminate parental rights must have involved a contested hearing on the issues; OR the applicant must provide evidence that, within the past five years, he or she has attended a formal legal education program, either as a student or a practicing attorney, that, in the discretion of the LRIS Committee, demonstrates a sufficient level of litigation training. Such programs generally must have included at least 30 hours of training in all areas of trial practice. Approved training programs include the San Diego Inn of Court, but another program may be accepted if the applicant provides evidence that it is of similar depth and scope. Such evidence should include, if available, a substantive description of the program published by the program provider.

In addition to the requirements above, an applicant practicing law for less than three years must certify that he or she has completed not less than four hours of State Bar approved MCLE credits in the subject area of the panel for each year of practice. An applicant practicing law for three or more years must certify that he or she has completed not less than six hours of State Bar approved MCLE credits in the subject area of the panel during the three years preceding the application.

## **APPELLATE**

**Civil Appellate Panel \_\_\_\_\_**

**Criminal/Juvenile Appellate Panel \_\_\_\_\_**

If you are certified by the California Board of Legal Specialization as an appellate specialist, attach a copy of your certificate and skip to the "Education Requirements" section, below. If you are not a certified appellate specialist, complete the rest of this section.

Qualifications: Within the past five years, and while a member of the California State Bar, the applicant must have been primarily responsible for preparing and filing a principal appellate brief in state or federal court (not a reply or amicus brief, and not a joinder in another party's brief), in at least five civil appeals (if applying for the Civil Appellate Panel) or five felony criminal appeals or juvenile appeals (if applying for the Criminal/Juvenile Appellate Panel). At least one of the listed briefs must have been an appellant's opening brief.

NOTE: If the applicant was employed for one year or more as a law clerk or research attorney for a federal or California state appellate court, he or she needs to identify only **two cases** below. In addition, the applicant must provide the following information:

\_\_\_\_\_  
Dates of Employment

\_\_\_\_\_  
Position Held

\_\_\_\_\_  
Name of Court and/or Judge

In addition to the requirements above, an applicant practicing law for less than three years must certify that he or she has completed not less than four hours of State Bar approved MCLE credits in the subject area of the panel for each year of practice. An applicant practicing law for three or more years must certify that he or she has completed not less than six hours of State Bar approved MCLE credits in the subject area of the panel during the three years preceding the application.

## **BANKRUPTCY PERSONAL**

Includes all matters related to debtor problems involving insolvency, unmanageable debts, wage levies, repossessions, and bankruptcy or wage earner petitions.

Qualifications:

- I am certified by the California Board of Legal Specialization as a specialist in the field of Bankruptcy Law.

My legal specialization certificate was issued on \_\_\_\_\_ and is current under the State Bar Rules. A copy of my certificate is attached. This qualifies me for membership on the panel without the necessity of completing the remainder of this form.

**OR**

Within the past three years, the applicant must have competently performed to completion substantially all legal work and commenced and taken through discharge and resolution of all adversary proceedings at least ten Chapter 7 cases or Chapter 13 cases through confirmation and discharge, or any combination thereof in cases filed in the Southern District of California. (Simultaneous proceedings for husband and wife to be deemed one proceeding.).

The applicant must be familiar with the Local Rules of the Bankruptcy Court for the Southern District of California and in compliance with those Rules.

The applicant must be familiar with the Means Test and can competently advise clients about it.

An applicant practicing law for less than three years must certify that he or she has completed not less than four hours of State Bar approved MCLE credits in the subject area of the panel for each year of practice. An applicant practicing law for three or more years must certify that he or she has completed not less than six hours of State Bar approved MCLE credits in the subject area of the panel during the three years preceding the application.

### **BANKRUPTCY BUSINESS**

Includes all matters related to debtor problems involving insolvency, unmanageable debts, wage review, repossessions and bankruptcy or wage earner petitions.

#### Qualifications:

- I am certified by the California Board of Legal Specialization as a specialist in the field of Bankruptcy Law.

My legal specialization certificate was issued on \_\_\_\_\_ and is current under the State Bar Rules. A copy of my certificate is attached. This qualifies me for membership on the panel without the necessity of completing the remainder of this form.

**OR**

Within the past five years, the applicant must have competently performed to completion substantially all legal work and representing at least five debtors in Chapter 11 re-organization proceedings from commencement of the action through confirmation of a plan (excluding single asset cases). Up to five Chapter 7 straight liquidation cases or completed Chapter 13 cases may be substituted for this requirement.

**AND**

Within the past five years, the applicant must have competently performed to completion substantially all legal work and representing at least five creditors in Chapter 11 reorganization proceedings from assertion of his/her/its claim to completion.

An applicant practicing law for less than three years must certify that he or she has completed not less than four hours of State Bar approved MCLE credits in the subject area of the panel for each year of practice. An applicant practicing law for three or more years must certify that he or she has completed

not less than six hours of State Bar approved MCLE credits in the subject area of the panel during the three years preceding the application.

### **CIVIL AND COMMERCIAL LITIGATION**

Includes all civil and commercial litigation matters, excluding those covered by existing panel which include litigation requirements.

*Qualifications:* Within the past five years, the applicant must have competently performed to completion all or substantially all legal work, including the preparation or supervising of the preparation of all legal documents, in not less than three filed civil litigation matters through final resolution. These matters may not include family law, immigration law, bankruptcy, probate, or administrative cases. At least one of these cases must have included a mediation.

### **AND**

In addition to the requirements above, the applicant must certify that he/she has completed the SDCBA's Civil Trial Advocacy Part 1-3. This course must be completed within 30 days after panel approval by the LRIS Committee. Failure to complete will suspend LRIS membership.

### **OR**

Have completed at least on jury trial from start to completion.

### **CIVIL LITIGATION, LIMITED**

Includes all civil litigation matters UNDER \$25,000.

*Qualifications:* Within the past three years, the applicant must have competently performed to completion all or substantially all legal work, including the preparation of all legal documents, in not less than two filed limited civil litigation matters through final resolution. These matters may not include family law, immigration law, bankruptcy, probate, or administrative cases. At least one of these cases must have included a mediation or a supervised settlement conference.

### **OR**

The applicant must provide evidence that, within the past three years, he or she has attended a formal legal education program, either as a student or a practicing attorney, that, in the discretion of the LRIS Committee, demonstrates a sufficient level of litigation training. Such programs generally must have included at least 5 hours of training in all areas of trial practice. Approved training programs include the San Diego Inn of Court or the 2018 Civil Litigation Conference, but another program may be accepted if the applicant provides evidence that it is of similar depth and scope. Such evidence should include, if available, a substantive description of the program published by the program provider.

### **OR**

Have completed at least on jury trial from start to completion.

### **CIVIL RESTRAINING ORDERS**

Includes all matters related to restraining orders.

*Qualifications:* Within the past three years, the applicant must have competently performed to completion all or substantially all legal work, including the preparation or supervising of the preparation

of all legal documents, in not less than two filed civil restraining order proceedings through final resolution.

## **OR**

The applicant must provide evidence that, within the past two years, he or she has attended a formal legal education program, either as a student or a practicing attorney, that in the discretion of the LRIS Committee, demonstrates a sufficient level of training in restraining orders. Such programs generally must have included at least 3 hours of training specifically related to restraining orders. Approved training programs include the San Diego Inn of Court, but another program may be accepted if the applicant provides evidence that it is of similar depth and scope. Such evidence should include, if available, a substantive description of the program published by the program provider.

## **CIVIL RIGHTS**

Includes all matters relating to discrimination of race, class, gender, age, faith or freedoms and protections that no private institution or government agency may infringe upon.

*Qualifications:* Within the past five years, the applicant must have competently performed to completion substantially all legal work, including the preparation or supervising of the preparation of all legal documents, in not less than three filed civil rights matters (e.g., involving allegations under 42 U.S.C. 1983) through final resolution.

In addition, either (1) at least one of these cases must have been prepared and tried to verdict, and at least two of these cases must have included a mediation or arbitration; or (2) the applicant is currently a member of the LRIS Personal Injury or Employment Law panel AND has completed at least one seminar on 42 U.S.C. 1983 litigation; or (3) the applicant has competently performed to completion substantially all legal work in at least three criminal trials to jury verdict AND has completed at least one seminar on 42 U.S.C. 1983 litigation.

If the applicant does not meet the requirements of either (1) or (3) above, he or she must provide evidence that, within the past five years, he or she has attended a formal legal education program, either as a student or a practicing attorney, that, in the discretion of the LRIS Committee, demonstrates a sufficient level of litigation training. Such programs generally must have included at least 30 hours of training in all areas of trial practice. Approved training programs include the San Diego Inn of Court, but another program may be accepted if the applicant provides evidence that it is of similar depth and scope. Such evidence should include, if available, a substantive description of the program published by the program provider.

## **CONDEMNATION**

Includes all matters related to the taking of or damage to real property by any entity with the power of eminent domain, including inverse condemnation.

*Qualifications:* Within the past five years, the applicant must have competently performed to completion substantially all legal work, including the preparation or supervising of the preparation of all legal documents, in not less than three condemnation cases (for either condemnee or condemnor) in which a complaint was filed, and in each of which the applicant used the services of a professional real property valuation appraisal expert (other than an owner and other than a person primarily occupied as a broker or salesperson).

In addition, either (1) at least one of the identified matters must have been tried to judgment, or (2) the applicant must provide evidence that, within the past five years, he or she has attended a formal legal education program, either as a student or a practicing attorney, that, in the discretion of the LRIS

Committee, demonstrates a sufficient level of litigation AND condemnation training. Such programs generally must have included at least 30 hours of training in all areas of trial practice. Approved litigation training programs include the San Diego Inn of Court, but another program may be accepted if the applicant provides evidence that it is of similar depth and scope. Such evidence should include, if available, a substantive description of the program published by the program provider. An applicant practicing law for less than three years must certify that he or she has completed not less than four hours of State Bar approved MCLE credits in the subject area of the panel for each year of practice. An applicant practicing law for three or more years must certify that he or she has completed not less than six hours of State Bar approved MCLE credits in the subject area of the panel during the three years preceding the application.

### **CONSERVATORSHIP**

Includes all matters relating to conservatorship.

Qualifications: Applicant must be able to declare and provide a copy of their specialist certificate as set forth in paragraph one or alternatively must meet the experience requirements set forth in paragraph two below.

1. Certified by the California Board of Legal Specialization as a specialist in the field of Probate Estate Planning and Trust Law. Attached is a copy of the certificate. This qualifies the applicant for membership on the panel without the necessity of completing the remainder of this form.

### **OR**

2. Competently performed to completion substantially all legal work, including the preparation and representation of a conservator in at least five private conservatorship administrations, with at least one being of the estate and going through the completion and court approval of the first accounting, and one involving a limited conservatorship. Identification of such matters are as follows:
  - (a) Estate - Through First Accounting
  - (b) Limited Conservatorship
  - (c) General Conservatorship

**An applicant practicing law for less than three years must certify that he or she has completed not less than four hours** of State Bar approved MCLE credits in the subject area of the panel for each year of practice. An applicant practicing law for three or more years must certify that he or she has completed not less than six hours of State Bar approved MCLE credits in the subject area of the panel during the three years preceding the application.

### **CONSUMER FRAUD**

Includes all matters relating to consumer frauds and illegal or deceptive loan or collection practices.

Qualifications: Within the past five years, the applicant must have competently performed to completion substantially all legal work, including the preparation or supervising of the preparation of all legal documents, in not less than three filed consumer fraud matters through final resolution. At least one of these cases must have included a mediation.

In addition, either (1) at least one of the listed consumer fraud matters must have included a jury trial taken to verdict; or (2) the applicant has taken at least one matter to jury verdict in another area of practice; or (3) the applicant must provide evidence that, within the past five years, he or she has attended a formal legal education program, either as a student or a practicing attorney, that, in the discretion of the LRIS Committee, demonstrates a sufficient level of litigation training. Such programs generally must have included at least 30 hours of training in all areas of trial practice. Approved training programs include the San Diego Inn of Court, but another program may be accepted if the

applicant provides evidence that it is of similar depth and scope. Such evidence should include, if available, a substantive description of the program published by the program provider. An applicant practicing law for less than three years must certify that he or she has completed not less than four hours of State Bar approved MCLE credits in the subject area of the panel for each year of practice. An applicant practicing law for three or more years must certify that he or she has completed not less than six hours of State Bar approved MCLE credits in the subject area of the panel during the three years preceding the application.

## **CORPORATION AND GENERAL BUSINESS**

Includes all matters related to the formation, financing and dissolution of business, charitable and fraternal entities and associations, including incorporations, partnership agreements and joint ventures. Also including advice and preparation of documents on operations and relationship between entity and members.

*Qualifications:* At least one-third of the applicant's practice must involve California corporate and/or business transactional law. Within the past five years, the applicant must have competently performed to completion substantially all legal work, including the preparation or supervising of the preparation of all legal documents, in not less than five matters involving at least the following categories:

1. Incorporating a company.
2. Negotiating and drafting a written partnership agreement.
3. Forming an LLC or preparing an operating agreement for an LLC.
4. Negotiating and preparing a joint venture.
5. Negotiating a buy-sell agreements or shareholder agreement.
6. Advising minority shareholders in a closely held corporation or LLC.
7. Advising one or more board members concerning his, her, or their duties to a corporation or LLC.
8. Dissolving a partnership, corporation, or LLC.
9. Facilitating the purchase or sale of the stock, membership interest, or assets of a business.
10. Preparing annual and special shareholder and director meeting minutes for a corporation or LLC.

An applicant practicing law for less than three years must certify that he or she has completed not less than four hours of State Bar approved MCLE credits in the subject area of the panel for each year of practice. An applicant practicing law for three or more years must certify that he or she has completed not less than six hours of State Bar approved MCLE credits in the subject area of the panel during the three years preceding the application.

## **CRIMINAL LAW**

Includes all matters related to violations of penal statutes and ordinances involving prosecution by the District Attorney's office, City Prosecutor or Attorney General, violations of the Vehicle Code involving the Department of Motor Vehicles, and violations of penal statutes involving prosecution by all agencies of the Federal Government. These Qualifications are divided into three (3) categories, and an applicant may qualify any one or more categories. The Qualifications in each category are as follows: 1. Certified by the California Board of Legal Specialization as a specialist in the field of Criminal Law. 2. Served for at least three years in the office of City Attorney, District Attorney, etc. 3. Practiced for three (3) or more years, during which time 50% of practice has been devoted to criminal law.

1. *State Misdemeanors:* Applicants must be able to declare and provide a copy of their specialist certificate as set forth in paragraph one (1) or be able to demonstrate experience in the practice of criminal law as delineated in paragraphs two (2) or three (3). For those applicants applying with a background of private practice under paragraph (3), applicant must, within the past five years, have competently performed to completion substantially all legal work in (a) not less than ten state misdemeanor cases, and (b) at least two state misdemeanor trials taken to verdict. In addition to

the requirements above, an applicant practicing law for less than three years must certify that he or she has completed not less than four hours of State Bar approved MCLE credits in the subject area of the panel for each year of practice. An applicant practicing law for three or more years must certify that he or she has completed not less than six hours of State Bar approved MCLE credits in the subject area of the panel during the three years preceding the application.

2. *State Felonies* Applicants applying with a background of private practice under paragraph (3) must (a) have been in practice for three or more years, during which time 50% of his or her practice has been devoted to criminal law; (b) within the past five years, have competently performed to completion substantially all legal work in not less than six state felony cases, including two felony jury trials taken to verdict; and (c) within the past five years, have competently conducted three preliminary examinations and drafted one felony pretrial motion involving either the submission of written points and authorities at or before the hearing or a hearing which witnesses were sworn and testimony was taken. Any applicant who wishes to be referred **serious** felony cases must either show evidence of completing training specifically related to serious or violent felony representation under (3)(d) or have competently performed to completion substantially all legal work in not less than three serious or violent felony matters under paragraph (4). Applicant practicing law for less than three years must certify that he or she has completed not less than four hours of State Bar approved MCLE credits in the subject area of the panel for each year of practice. An applicant practicing law for three or more years must certify that he or she has completed not less than six hours of State Bar approved MCLE credits in the subject area of the panel during the three years preceding the application.

3. *Federal:* Applicant must be able to declare and provide a copy of their specialist certificate as set forth in paragraph (1) or be able to demonstrate experience in the practice of criminal law as delineated in paragraph (2). For those applicants applying with a background of private practice under paragraph (2), applicant must have (a) been in practice for at least three years and have devoted at least 50% of applicant's practice to federal criminal law, and (b) have attended the Criminal Justice Act Panel Presentations or listened to tapes of same, and (c) within the past five years, have competently performed to completion substantially all legal work in not less than two federal criminal cases, including one jury trial taken to verdict, and (d) within the past five years, have been primarily responsible for at least five cases in federal court including sentencings. If the applicant has not taken at least one jury trial to verdict then (e) the applicant must provide evidence that, within the past five years, he or she has attended a formal legal education program, either as a student or a practicing attorney, that, in the discretion of the LRIS Committee, demonstrates a sufficient level of criminal federal court training. Such programs generally must have included at least 30 hours of training in all areas of trial practice. Approved training programs include the National Federal Defenders Office training or local CJA training. Such evidence should include, if available, a substantive description of the program published by the program provider. Applicant practicing law for less than three years must certify that he or she has completed not less than four hours of State Bar approved MCLE credits in the subject area of the panel for each year of practice. An applicant practicing law for three or more years must certify that he or she has completed not less than six hours of State Bar approved MCLE credits in the subject area of the panel during the three years preceding the application.

## **DEBTOR REPRESENTATION**

Includes all claims against creditors in non-bankruptcy matters.

*Qualifications:* Within the past five years, the applicant must have competently represented debtors against the claims of creditors in non-bankruptcy matters (e.g., personal loan debtors, student loan debtors, real property debtors, credit card debtors, debtors experiencing credit-report discrepancies, etc.), performing to completion substantially all legal work, including the preparation or supervising of the preparation of all legal documents, in not less than five California matters through final resolution.

An applicant practicing law for less than three years must certify that he or she has completed not less than four hours of State Bar approved MCLE credits in the subject area of the panel for each year of practice. An applicant practicing law for three or more years must certify that he or she has completed

not less than six hours of State Bar approved MCLE credits in the subject area of the panel during the three years preceding the application.

### **DMV/TRAFFIC**

Includes all matters related to DMV and traffic issues.

*Qualifications:* Within the past five years, applicant must have competently performed to completion substantially all legal work in not less than (a) three contested DMV driver safety matters; or (b) six traffic infraction matters in a Superior Court in California or federal district court, consisting of at least two DMV hearings or Writs, and four traffic infraction trials, from filing of APS matter or citation to verdict or decision, or (c) the applicant must provide evidence that, within the past five years, he or she has attended a formal legal education program, either as a student or a practicing attorney, that, in the discretion of the LRIS Committee, demonstrates a sufficient level of DMV/Traffic training. Such evidence should include, if available, a substantive description of the program published by the program provider.

An applicant practicing law for less than three years must certify that he or she has completed not less than four hours of State Bar approved MCLE credits in the subject area of the panel for each year of practice. An applicant practicing law for three or more years must certify that he or she has completed not less than six hours of State Bar approved MCLE credits in the subject area of the panel during the three years preceding the application.

### **EDUCATION**

Includes matters that relates to schools, teachers, school districts, school boards and the students they teach.

*Qualifications:* Within the past five years, the applicant must have competently performed to completion substantially all legal work, including the preparation or supervising of the preparation of all legal documents, in not less than five matters involving education law through final resolution. At least one of these cases must have included a mediation.

In addition to the requirements above, an applicant practicing law for less than three years must certify that he or she has completed not less than four hours of State Bar approved MCLE credits in the subject area of the panel for each year of practice. An applicant practicing law for three or more years must certify that he or she has completed not less than six hours of State Bar approved MCLE credits in the subject area of the panel during the three years preceding the application.

### **ELDER ABUSE LAW (FINANCIAL)**

Includes all matters pertaining to Elder financial abuse only.

*Qualifications:* Within the past five years, the applicant must have competently performed to completion substantially all legal work, including the preparation or supervising of the preparation of all legal documents, in not less than three filed financial elder abuse matters (involving financial abuse) through final resolution. At least one of these cases must have included a mediation or mandatory settlement conference.

### **OR**

The applicant has taken at least one matter to trial, regardless of area of practice.

### **AND**

The applicant must certify that he or she has completed four hours of State Bar approved MCLE credits in the subject area of practice for each year of practice.

## **ELDER ABUSE (PHYSICAL)**

Includes all matters pertaining to Elder Law (Physical Abuse)

*Qualifications:* Within the past five years, the applicant must have competently performed to completion substantially all legal work, including the preparation or supervising of the preparation of all legal documents, in not less than three filed elder abuse matters (involving physical abuse) through final resolution. At least one of these cases must have included a mediation or mandatory settlement conference.

In addition, either (1) at least one of the listed elder abuse matters must have included a trial;

### **OR**

The applicant has taken at least one matter to trial in another area of practice.

### **AND**

The applicant must certify that he or she has completed four hours of State Bar approved MCLE credits in the subject area of practice for each year of practice.

## **EMPLOYMENT**

Includes all matters pertaining to employment discrimination and unjust termination.

*Qualifications:* Within the past five years, the applicant must have competently performed to completion substantially all legal work, including the preparation or supervising of the preparation of all legal documents through final resolution for three cases involving at least three of the following areas:

- a. Wage and Hour;
- b. Retaliation/Whistleblowing;
- c. Sexual Harassment;
- d. Employment Discrimination; or
- e. Wrongful or Constructive Discharge

### **AND**

Within the last five years, applicant must have been primarily responsible for at least two mediations on two different cases (i.e. multiple rounds of mediation on a single matter is not sufficient) involving labor and employment law.

### **AND**

Within the last five years, (1) the applicant must have competently performed to completion substantially all legal work, including the preparation or supervising of the preparation of all legal documents for at least one jury trial taken to verdict; or (2) the applicant must have taken at least one matter to jury verdict in another area of practice; or (3) the applicant must have attended a formal legal education program, either as a student or a practicing attorney, that, in the discretion of the LRIS Committee, demonstrates a sufficient level of litigation training.

Such programs generally must have included at least 30 hours of training in all areas of trial practice. Approved training programs include the San Diego Inn of Court, but another program may be accepted if the applicant provides evidence that it is of similar depth and scope. Such evidence should include, if available, a substantive description of the program published by the program provider. An applicant practicing law for less than three years must certify that he or she has completed not less than four

hours of State Bar approved MCLE credits in the subject area of the panel for each year of practice. An applicant practicing law for three or more years must certify that he or she has completed not less than six hours of State Bar approved MCLE credits in the subject area of the panel during the three years preceding the application.

### **ENFORCEMENT OF JUDGEMENTS**

Includes all matters where a judgement has been issued and enforcement or collection is needed.

*Qualifications:* Within the past five years, the applicant must have competently performed to completion substantially all legal work, including the preparation or supervising of the preparation of all legal documents, in at least five matters involving the enforcement of a judgment. Within those five matters, the applicant must have performed at least five of the 13 categories of tasks listed below. One case may satisfy more than one category.

1. Issued two (2) Writs of Execution.
2. Issued and recorded two (2) Abstracts of Judgment.
3. Filed two (2) Notices of Personal Property Liens with Secretary of State.
4. Completed and filed two (2) Post-Judgment Memo/Declaration of Costs, Interest and Credits.
5. Conducted two (2) judgment debtor exams with related Subpoenas.
6. Registration of one (1) Sister State Judgments in a California court.
7. Facilitated two (2) bank levies.
8. Facilitated two (2) accounts receivable levies.
9. Facilitated two (2) wage garnishments.
10. Engaged a sheriff's keeper at a business premises.
11. Opposed one (1) Claims of Exemptions.
12. Facilitated a levy and sale of personal property assets.
13. Represented a creditor in two (2) Bankruptcy Court proceedings.

An applicant practicing law for less than three years must certify that he or she has completed not less than four hours of State Bar approved MCLE credits in the subject area of the panel for each year of practice. An applicant practicing law for three or more years must certify that he or she has completed not less than six hours of State Bar approved MCLE credits in the subject area of the panel during the three years preceding the application

### **FAMILY LAW**

Includes all matters related to advice and handling of proceedings involving annulment or dissolution of marriage, legal separation, support enforcement, child custody and visitation, change of name, preparation of pre-nuptial and marital settlement agreements, and related family law transactions and proceedings.

*Qualifications:* Within the past two years, the applicant must have competently performed to completion substantially all legal work, including the preparation or supervising of the preparation of all legal documents, in not less than three filed family law matters (involving custody and visitation, child support, spousal support, and distribution of property issues) through final resolution. A final resolution can include temporary orders made at a Request for Order hearing on the issue(s).

In addition, applicant must have done at least two long cause Request For Order hearings of a half-day (3 hours) or more, taking testimony from a party and submitting evidence to the court; or (2) the applicant must provide evidence that, within the past three years, he or she has attended a formal legal education program, either as a student or a practicing attorney, that, in the discretion of the LRIS Committee, demonstrates a sufficient level of litigation training. Such programs generally must have included at least 30 hours of training in all areas of trial practice. Approved training programs include the San Diego Inn of Court, but another program may be accepted if the applicant provides evidence

that it is of similar depth and scope. Such evidence should include, if available, a substantive description of the program published by the program provider.

An applicant practicing law for less than three years must certify that he or she has completed not less than four hours of State Bar approved MCLE credits in the subject area of the panel for each year of practice. An applicant practicing law for three or more years must certify that he or she has completed not less than six hours of State Bar approved MCLE credits in the subject area of the panel during the three years preceding the application.

### **FAMILY LAW MEDIATION**

The Family Law mediation panel is an alternative to traditional court proceedings and is a way to resolve disagreements about marriage, separation, child support, property division and other family matters.

To qualify for this panel, Applicant must qualify by satisfying the requirements in either Subsection (A) or Subsection (B). In addition, Applicant must satisfy the education and recommendation requirements outlined below.

#### **Subsection (A):**

3. Applicant must be admitted to practice as a member of the State Bar of California for at least 10 years with 90% of law practice focusing on family law cases; and
4. Applicant must have completed at least 25 hours of mediation training, either in person, online or a combination of both and provide written documentation to the LRIS for review.

OR

#### **Subsection (B):**

1. Applicant must be admitted to practice as a member of the State Bar of California for at least 10 years with at least 90% of the law practice focusing on family law cases; and
2. Applicant must have handled to conclusion at least 12 family law mediation cases within the last five (5) years and identify those cases.

EDUCATION REQUIREMENTS: In addition to the requirements above, Applicant must complete the following:

1. Three hours of mandatory training in Ethics which includes judicial ethics generally; conflicts; disclosures, disqualifications, and limitations on appearances; and ex parte communications. One acceptable course is available online by visiting the San Diego court website at [www.sdcourt.ca.gov](http://www.sdcourt.ca.gov), clicking on "volunteer opportunities", clicking on "temporary judges/settlement attorneys", clicking on "eligibility and training requirements", then finding the information under "training".

### **GUARDIANSHIP- PERSON & ESTATE**

Includes all matters related to guardianship. Guardianships provide minors in need of an advocate for their physical, emotional and financial well-being.

Qualifications: Applicant must be able to provide a copy of his or her specialist certificate as set forth in paragraph one (1) or must meet the experience requirements set forth in paragraph two (2).

1. Certification by the California Board of Legal Specialization as a specialist in the field of Probate Estate Planning and Trust Law.

**OR**

2. Competently performed to completion substantially all legal work, including the preparation and representation of a (proposed) guardian in at least three guardianship proceedings.
3. An applicant practicing law for less than three years must certify that he or she has completed not less than four hours of State Bar approved MCLE credits in the subject area of the panel for each year of practice. An applicant practicing law for three or more years must certify that he or she has completed not less than six hours of State Bar approved MCLE credits in the subject area of the panel during the three years preceding the application.

**IMMIGRATION**

This panel is categorized into three (3) sub-panels including a) Business Immigration; b) Removal Proceedings/In Detention; and/or c) Family/Affirmative Petitions. The applicant may apply for one, two or all three panels depending on the applicant meeting the criterion outlined below.

*Qualifications: **Business Immigration Panel***

1. Certified by the California Board of Legal Specialization as a specialist in the field of Immigration Law. Attached is a copy of my certificate. This qualifies me for membership on the panel without the necessity of completing the remainder of this form.

**OR:**

2. In the past two years, I have competently performed to completion substantially all legal work on no fewer than ten cases involving at least four of the following six different areas:
  - a. Labor Certifications: Prepared and processed an application for Alien Employment Certification through the Department of Labor, continuing to issuance of the immigrant visa;
  - b. Citizenship/Naturalization: Prepared and processed either a derivative citizenship case, a Not applicable. Certificate of citizenship case or a naturalization case;
  - c. Non-immigrant or Immigrant Visa Waivers: Handled to completion one waiver application under any of the following §§ of the INA: 212(a)(9)(B)(v); 212(d)(1); 212(e); 212(g); 212(h); 212(i); 212(d)(3);
  - d. Appeals: Handled any appeal to the Board of Immigration, Board of Alien Labor Certification Appeals.
  - e. Employment-based Non-Immigrant Visa Petitions: Including but not limited to: E-1/E-2; H-1B; L-1; O; P; R; TN;
  - f. State Department or Consular Practice;

*Qualifications: **Removal Proceedings/In Detention Panel***

1. Certified by the California Board of Legal Specialization as a specialist in the field of Immigration Law. Attached is a copy of my certificate. This qualifies me for membership on the panel without the necessity of completing the remainder of this form.

**OR:**

2. In the past two years, I have competently performed to completion substantially all legal work on no fewer than ten cases involving at least six of the following eight different areas:
  - a. Removal Proceedings: Handled a contested removal proceeding before Immigration Court;
  - b. Citizenship/Naturalization: Prepared and processed either a derivative citizenship case, a Not applicable. Certificate of citizenship case or a naturalization case;

- c. Refugee/Asylum: Handled an application to decision either before the Asylum Office or the Immigration Judge;
- d. Bond or custody proceedings;
- e. Appeals: Handled any appeal to the Board of Immigration, Board of Alien Labor Certification Appeals.
- f. Motions, writs or pleas in criminal cases relating to collateral immigration consequences in Federal or State courts;
- g. Prosecutorial discretion requests;
- h. Immigration applications for humanitarian relief, including but not limited to VAWA, U visa, T visa, Special Immigrant Juvenile Status, DACA, or TPS.

***Qualifications: Family/Affirmative Panel***

1. I am certified by the California Board of Legal Specialization as a specialist in the field of Immigration Law. Attached is a copy of my certificate. This qualifies me for membership on the panel without the necessity of completing the remainder of this form.

**OR:**

2. In the past two years, I have competently performed to completion substantially all legal work on no fewer than ten cases involving at least four of the following five different areas:
  - a. Immigrant Visas: Handled a family-based immigrant visa petition plus consular processing or adjustment of status either before the District Director or an Immigration Judge;
  - b. Citizenship/Naturalization: Prepared and processed either a derivative citizenship case, a Not applicable. Certificate of citizenship case or a naturalization case;
  - c. Non-immigrant or Immigrant Visa Waivers: Handled to completion one waiver application under any of the following §§ of the INA: 212(a)(9)(B)(v); 212(d)(1); 212(e); 212(g); 212(h); 212(i); 212(d)(3);
  - d. Appeals: Handled any appeal to the Board of Immigration, Board of Alien Labor Certification Appeals.
  - e. Other Non-Immigrant Visa Petitions: Including but not limited to B-1/2; K-1; F-1; M-1; J-1; Q-1.

**INSURANCE LITIGATION**

Includes all matters related to insurance law.

Qualifications: Within the past five years, the applicant must have competently performed to completion substantially all legal work, including the preparation or supervising of the preparation of all legal documents, in not less than three filed insurance litigation matters (e.g., claiming or resisting coverage, inter-carrier claims, or insurance bad faith) through final resolution. At least one of these cases must have included a mediation, and at least one must have been litigated through a contested motion for summary judgment.

In addition, either (1) at least one of the listed insurance litigation matters must have included a jury trial taken to verdict; or (2) the applicant has taken at least one matter to jury verdict in another area of practice which involves insurance-related issues; or (3) the applicant must provide evidence that, within the past five years, he or she has attended a formal legal education program, either as a student or a practicing attorney, that, in the discretion of the LRIS Committee, demonstrates a sufficient level of litigation training. Such programs generally must have included at least 30 hours of training in all areas of trial practice. Approved training programs include the San Diego Inn of Court, but another program may be accepted if the applicant provides evidence that it is of similar depth and scope. Such evidence should include, if available, a substantive description of the program published by the program provider.

An applicant practicing law for less than three years must certify that he or she has completed not less than four hours of State Bar approved MCLE credits in the subject area of the panel for each year of practice. An applicant practicing law for three or more years must certify that he or she has completed not less than six hours of State Bar approved MCLE credits in the subject area of the panel during the three years preceding the application.

### **INTELLECTUAL PROPERTY**

Includes all matters related to intellectual property that includes patents, federal trademarks/service marks, copyrights, computer law, entertainment, artists, and performers.

*Qualifications:* Applicant must be able to declare that he or she is licensed to practice before the U.S. Patent and Trademark Office.

### **AND**

Within the past five years, applicant must have handled three matters concerning the use and registration, transfer or infringement of federal trademarks or service marks.

### **OR**

Within the past five years, applicant must have handled three matters concerning the transfer, licensing, renewal, or infringement of copyrights. Please select the category(s) from which you wish to receive referrals.

### **OR**

Within the past five years, applicant must have competently performed to completion substantially all legal work, including three matters concerning proprietary rights peculiar to the computer industry. In at least one matter, applicant must have reviewed or drafted a software license or a computer consulting contract.

### **OR**

Within the past five years, applicant must have competently performed to completion substantially all legal work, including three matters (other than copyrights) concerning entertainment, artists, or performers. In at least one matter, applicant must have reviewed or drafted a contract for an entertainer, artist, or performer.

An applicant practicing law for less than three years must certify that he or she has completed not less than four hours of State Bar approved MCLE credits in the subject area of the panel for each year of practice. An applicant practicing law for three or more years must certify that he or she has completed not less than six hours of State Bar approved MCLE credits in the subject area of the panel during the three years preceding the application.

### **JUVENILE COURT DELINQUENT/DEPENDENCY**

Includes all matters related to proceedings in Juvenile Court, regardless of the nature, including criminal, delinquent and dependent child cases.

*Qualifications:* Applicant must be able to declare and provide a copy of his or her certificate as set forth in paragraph one (1) **and** be able to demonstrate experience in the practice of juvenile court delinquency/dependency law as delineated in paragraphs two (2), three (3), four (4), or five (5). As

documented below, within the past five years, the applicant must have competently performed to completion substantially all legal work, including the preparation or supervising of the preparation of all legal documents, for five contested hearings under W&I Code Section 602 through disposition hearing, or five contested hearings under W&I Code Section 300 through disposition or three criminal trials and two trials under the W&I Code.

If the applicant does not meet the requirements of paragraphs 2-4, below, then the applicant must provide evidence that, within the past five years, he or she has attended a formal legal education program, either as a student or a practicing attorney that, in the discretion of the LRIS Committee, demonstrates a sufficient level of training. Such programs generally must have included at least 30 hours of training in all areas of trial practice. Such evidence should include, if available, a substantive description of the program published by the program provider.

1. Certification of Competency to practice before the Juvenile Dependency Court. I have attached a copy of that certificate
2. W&I Code Section 602 Cases
3. W&I Code Section 300 Cases
4. Other Trial Work (Criminal or W&I Code)
5. Training

An applicant practicing law for less than three years must certify that he or she has completed not less than four hours of State Bar approved MCLE credits in the subject area of the panel for each year of practice. An applicant practicing law for three or more years must certify that he or she has completed not less than six hours of State Bar approved MCLE credits in the subject area of the panel during the three years preceding the application.

### **LANDLORD-TENANT: TRANSACTIONAL, RESIDENTIAL, AND COMMERCIAL**

Includes all matters related to preparing commercial and residential leases, including lease amendments, lease modifications, lease assignments, lease guarantees, sub tenancy agreements, broker agreements, property management agreements, etc. related to the rental or leasing of any property offered for rent commercially or as a personal residence.

#### **TRANSACTIONAL:**

Qualifications: Within the past three years, the applicant must have competently participated in at least four instances of reviewing lease-related documents and advising a client on their legal rights as it related to said documents.

#### **RESIDENTIAL:**

Qualifications: within the past three years, the applicant must have competently participated in at least four instances of reviewing lease-related documents and advising a client on their legal rights as it related to said documents.

**EDUCATION REQUIREMENTS:** An applicant must certify that he or she has completed no less than six hours of State Bar approved MCLE credits in courses focused on preparing lease-related documents.

#### **COMMERCIAL:**

Qualifications: Within the past three years, the applicant must have competently participated in preparation and presentation of legal work in at least four commercial landlord-tenant litigation matters to completion, including at least one action involving affirmative relief claims against a landlord, and, at least one contested commercial unlawful detainer trial resulting in judgment.

In addition to the requirements above, an applicant practicing law for less than three years must certify that he or she has completed no less than three hours of State Bar approved MCLE credits in a course focused on commercial landlord / tenant litigation laws and procedures, and, not less than three hours of State Bar approved MCLE credits in a course focused on rules of evidence at trial.

## **LEGAL MALPRACTICE**

Includes all matters related to legal malpractice.

*Qualifications:* Within the past five years, the applicant must have competently performed to completion substantially all legal work, including the preparation or supervising of the preparation of all legal documents, in not less than three filed legal malpractice matters through final resolution. At least one of these cases must have included a mediation.

In addition, either (1) at least one of the listed legal malpractice matters must have included a jury trial taken to verdict; or (2) the applicant has taken at least one matter to jury verdict in another area of practice; or (3) the applicant must provide evidence that, within the past five years, he or she has attended a formal legal education program, either as a student or a practicing attorney, that, in the discretion of the LRIS Committee, demonstrates a sufficient level of litigation training. Such programs generally must have included at least 30 hours of training in all areas of trial practice. Approved training programs include the San Diego Inn of Court, but another program may be accepted if the applicant provides evidence that it is of similar depth and scope. Such evidence should include, if available, a substantive description of the program published by the program provider.

An applicant practicing law for less than three years must certify that he or she has completed not less than four hours of State Bar approved MCLE credits in the subject area of the panel for each year of practice. An applicant practicing law for three or more years must certify that he or she has completed not less than six hours of State Bar approved MCLE credits in the subject area of the panel during the three years preceding the application.

## **MARITIME**

Includes all matters related to admiralty and maritime matters such as personal injury, contract. Employment that occur on or near the water.

*Qualifications:* Within the past five years, the applicant must have competently performed to completion substantially all legal work, including the preparation or supervising of the preparation of all legal documents, in not less than three maritime matters through final resolution. These matters must include at least one seaman's personal injury claim filed under the Jones act and/or general maritime law.

In addition, either (1) at least one of the listed matters must have included a jury trial taken to verdict; or (2) the applicant has taken at least one matter to jury verdict in another area of practice; or (3) the applicant must provide evidence that, within the past five years, he or she has attended a formal legal education program, either as a student or a practicing attorney, that, in the discretion of the LRIS Committee, demonstrates a sufficient level of litigation training. Such programs generally must have included at least 30 hours of training in all areas of trial practice. Approved training programs include the San Diego Inn of Court, but another program may be accepted if the applicant provides evidence that it is of similar depth and scope. Such evidence should include, if available, a substantive description of the program published by the program provider.

In addition to the requirements above, an applicant practicing law for less than three years must certify that he or she has completed not less than four hours of State Bar approved MCLE credits in the subject area of the panel for each year of practice. An applicant practicing law for three or more years must certify that he or she has completed not less than six hours of State Bar approved MCLE credits in the subject area of the panel during the three years preceding the application.

## **MEDICAL MALPRACTICE**

Includes all matters related to medical, dental and pharmaceutical malpractice.

*Qualifications:* Within the past five years, the applicant must have competently performed to completion substantially all legal work, including the preparation or supervising of the preparation of all legal documents, in not less than three filed medical malpractice matters through final resolution. At least one of these cases must have included a mediation.

In addition, either (1) at least one of the listed medical malpractice matters must have included a jury trial taken to verdict; or (2) the applicant has taken at least one matter to jury verdict in another area of practice; or (3) the applicant must provide evidence that, within the past five years, he or she has attended a formal legal education program, either as a student or a practicing attorney, that, in the discretion of the LRIS Committee, demonstrates a sufficient level of litigation training. Such programs generally must have included at least 30 hours of training in all areas of trial practice. Approved training programs include the San Diego Inn of Court, but another program may be accepted if the applicant provides evidence that it is of similar depth and scope. Such evidence should include, if available, a substantive description of the program published by the program provider.

In addition, either (1) at least one of the listed medical malpractice matters must have included a jury trial taken to verdict; or (2) the applicant has taken at least one matter to jury verdict in another area of practice; or (3) the applicant must provide evidence that, within the past five years, he or she has attended a formal legal education program, either as a student or a practicing attorney, that, in the discretion of the LRIS Committee, demonstrates a sufficient level of litigation training. Such programs generally must have included at least 30 hours of training in all areas of trial practice. Approved training programs include the San Diego Inn of Court, but another program may be accepted if the applicant provides evidence that it is of similar depth and scope. Such evidence should include, if available, a substantive description of the program published by the program provider.

## **MILITARY LAW**

Includes all matters related to disciplinary proceedings, consisting of courts martial and non-judicial punishment given under Art. 15 of the uniform Code of Military Justice; and proceedings before Administrative Military Boards, including but not limited to physical evaluation boards, investigative boards, administrative discharge boards, and courts of inquiry.

*Qualifications:* Applicant must be able to provide a copy of his or her certificate as set forth in paragraph one (1) or be able to demonstrate experience in the practice of military law as delineated in paragraphs two (2), three (3), or four (4). For those applicants applying with a background of private practice under paragraph (2), applicant must, within the past five years, have competently performed to completion substantially all legal work in not less than two courts-martial. For those applicants applying with a background of private practice under paragraph (3), applicant must, within the past five years, have competently performed to completion substantially all legal work in not less than three VA, DRB, or BCMR/BCNR matters. If the applicant does not meet the requirements of paragraphs (2) or (3) the he or she must provide evidence that, within the past five years, he or she has attended a formal legal education program, either as a student or a practicing attorney that, in the discretion of the LRIS Committee, demonstrates a sufficient level of criminal state felony training. Such evidence should include, if available, a substantive description of the program published by the program provider.

1. Certified by the Office of the Judge Advocate General of one of the Armed Services as competent to serve as trial counsel, defense counsel, law officer, or military judge at Special or General Courts Martial.

**OR**

2. Represented in the last five years at least two accused persons facing courts-martial charges. Of those two cases, at least one was a fully contested special or general courts-martial before members (juries).

**OR**

3. Represented in the last five years at least three clients before the U.S. Department of Veterans Affairs (VA), a service Discharge Review Board (DRB), or a service Board for Correction of Military Records (BCMR/BCNR).

### **PERSONAL INJURY-PLANTIFF**

Includes all matters related to tort claims against persons or entities, including personal injury claims, property damage, wrongful death cases and intentional torts.

Applicant has within the past five years, the applicant must have competently performed to completion substantially all legal work, including the preparation or supervising of the preparation of all legal documents, in not less than five filed personal injury matters, on behalf of plaintiffs, through final resolution. At least one of these cases must have included a mediation.

In addition to the requirements above, the applicant must certify that he/she has completed the SDCBA's Civil Trial Advocacy Part 1-3. This course must be completed within 30 days after panel approval by the LRIS Committee. Failure to complete will suspend LRIS membership. Please forward

Training Course: Civil Trial Advocacy Webinar Bundle

<https://www.sdcba.org/index.cfm?pg=semwebCatalog&panel=showBundle&bundleid=259>

**OR**

Have completed at least on jury trial from start to completion.

### **PERSONAL INJURY- DEFENDANT**

Includes all matters related to tort claims against persons or entities, including personal injury claims, property damage, wrongful death cases and intentional torts.

Qualifications: Applicant has within the past five years, the applicant must have competently performed to completion substantially all legal work, including the preparation or supervising of the preparation of all legal documents, in not less than five filed personal injury matters, on behalf of defendants, through final resolution. At least one of these cases must have included a mediation.

In addition to the requirements above, the applicant must certify that he/she has completed the SDCBA's Civil Trial Advocacy Part 1-3. This course must be completed within 30 days after panel approval by the LRIS Committee. Failure to complete will suspend LRIS membership.

**OR**

Have completed at least on jury trial from start to completion.

### **PROBATE**

Includes all matters related to decedent's estate administration, joint tenancy terminations, and other probate code proceedings.

Qualifications: Applicant must be able to provide a copy of his or her specialist certificate as set forth in paragraph one (1) or must meet the experience requirements set forth in paragraph two (2).

1. I am certified by the California Board of Legal Specialization as a specialist in the field of Probate Estate Planning and Trust Law. Attached is a copy of my certificate. This qualifies me for membership on the panel without the necessity of completing the remainder of this form.

**OR**

2. Within the last five years I have competently performed to completion substantially all legal work in the following matters.
  - A. At least three probate estate administrations proceeding through final distribution:  
**AND**
  - B. At least two accounting in a decedent's estate

An applicant practicing law for less than three years must certify that he or she has completed not less than four hours of State Bar approved MCLE credits in the subject area of the panel for each year of practice. An applicant practicing law for three or more years must certify that he or she has completed not less than six hours of State Bar approved MCLE credits in the subject area of the panel during the three years preceding the application.

**REAL ESTATE LITIGATION**

Includes all matters related real estate disputes both commercial and residential.

Qualifications: Within the past five years, the applicant must have competently performed to completion substantially all legal work, including the preparation or supervising of the preparation of all legal documents, in not less than three (3) filed real estate litigation matters through final resolution. Real estate matters include but are not necessarily limited to: commercial lease matters, real estate purchase and sale claims, easement and right of way issues, quiet title claims, foreclosure matters; construction loan agreements and/or construction contracts disputes; any dispute over the priority of a monetary encumbrance; enforcement of equitable servitude; land planning/land use dispute, real property environmental issues; title insurance matters; tenancy-in-common/partition actions; or HOA related claims.

In addition, either (1) at least one of the listed real estate litigation matters must have included a trial taken to verdict; or (2) the applicant has taken at least one matter to verdict in another area of practice; or (3) the applicant must provide evidence that, within the past five years, he or she has attended a formal legal education program, either as a student or a practicing attorney, that, in the discretion of the LRIS Committee, demonstrates a sufficient level of litigation training. Such programs generally must have included at least 30 hours of training in all areas of trial practice. Approved training programs include the San Diego Inn of Court, but another program may be accepted if the applicant provides evidence that it is of similar depth and scope. Such evidence should include, if available, a substantive description of the program published by the program provider.

In addition to the requirements above, an applicant practicing law for less than three years must certify that he or she has completed not less than four hours of State Bar approved MCLE credits in the subject area of the panel for each year of practice. An applicant practicing law for three or more years must certify that he or she has completed not less than six hours of State Bar approved MCLE credits in the subject area of the panel during the three years preceding the application.

## **REAL ESTATE TRANSACTIONS**

Includes all matters related to advice and preparation of sales agreement and other sales, escrow and financing documents, and advice and preparation of leases, options, and related realty transactions including boundary disputes.

*Qualifications:* The applicant must certify that in the past five years, at least 25% of his or her practice has been devoted to representing persons involved in real estate transactional issues. Further, as documented below, within the past five years, the applicant must have competently performed to completion substantially all legal work, including the preparation or supervising of the preparation of all legal documents, in the real estate transactional matters identified in paragraph (2). At least one real property transaction must have been handled to completion.

### **1. Real Estate Transactional Issues**

In the past five years, at least 25% of my practice has been devoted to representing persons involved in at least three of the following issues:

- Foreclosure matters;
- Construction loan agreements and/or construction contracts;
- Development of a sub-division;
- Any dispute over the priority of a monetary encumbrance, enforcement of equitable servitude, or an alleged nuisance;
- any land planning/land use work, including applications that you have processed before the planning department of any jurisdiction;
- Environmental impact statements for any proposed development;
- title insurance matters and reviewing title reports;
- Any transactions secured by real property
- Tenancy-in-common agreements;
- HOA and COA matters.

### **2. Transactional Documents**

In the past five years, I have competently performed to completion substantially all legal work pertaining to the preparation or negotiation of at least one of each of the following types of documents:

- a. Escrow Documents
- b. Lease Related Documents
- c. Sale Related Documents
- d. Promissory Note Related Documents
- e. Real Property Transaction Handled to Completion

An applicant practicing law for less than three years must certify that he or she has completed not less than four hours of State Bar approved MCLE credits in the subject area of the panel for each year of practice. An applicant practicing law for three or more years must certify that he or she has completed not less than six hours of State Bar approved MCLE credits in the subject area of the panel during the three years preceding the application.

## **SECURITIES**

Includes all matters related to fraud under the federal and state securities laws.

*Qualifications:* Within the past five years, the applicant must have competently performed to completion substantially all legal work, including the preparation or supervising of the preparation of all legal documents, in not less than three filed securities litigation matters through final resolution. At least one of these cases must have included a mediation. Further, at least one of these cases must

have involved allegations of securities fraud, and one of these cases (it can be the same case) must have involved allegations of faulty advice given by a broker-dealer.

In addition, either (1) at least one of the listed securities litigation matters must have included a jury trial taken to verdict; or (2) the applicant has taken at least one matter to jury verdict in another area of practice; or (3) the applicant must provide evidence that, within the past five years, he or she has attended a formal legal education program, either as a student or a practicing attorney, that, in the discretion of the LRIS Committee, demonstrates a sufficient level of litigation training. Such programs generally must have included at least 30 hours of training in all areas of trial practice. Approved training programs include the San Diego Inn of Court, but another program may be accepted if the applicant provides evidence that it is of similar depth and scope. Such evidence should include, if available, a substantive description of the program published by the program provider. An applicant practicing law for less than three years must certify that he or she has completed not less than four hours of State Bar approved MCLE credits in the subject area of the panel for each year of practice. An applicant practicing law for three or more years must certify that he or she has completed not less than six hours of State Bar approved MCLE credits in the subject area of the panel during the three years preceding the application.

### **SMALL CLAIMS**

Includes all matters related to small claims issues.

#### *Qualifications:*

- (a) Completed the two on-line courses entitled: (1) Small Claims Court: Procedures and Practices; and (2) Small Claims Court: Consumer and Substantive Laws, available on the Temporary Judge Resource page at the following web address:

[http://www2.courtinfo.ca.gov/cjer/pro\\_tem.htm](http://www2.courtinfo.ca.gov/cjer/pro_tem.htm).

Completed certificates will be attached.

- (b) Limit entire fee for assisting a client with a small claims case to \$500. If client receives a judgment in excess of \$5,000, attorney fee can exceed \$500, but cannot exceed 10% of the total judgment.
- (c) Enter into a written fee agreement with each client.
- (d) Personally, handle the client's matter.
- (e) Will not charge for the first half hour consultation (even if retained).
- (f) Submit any fee dispute with a Small Claims Client (if the client agrees) to binding arbitration by the San Diego County Bar Association's Fee Arbitration Committee.

An applicant practicing law for less than three years must certify that he or she has completed not less than four hours of State Bar approved MCLE credits in the subject area of the panel for each year of practice. An applicant practicing law for three or more years must certify that he or she has completed not less than six hours of State Bar approved MCLE credits in the subject area of the panel during the three years preceding the application.

### **SMALL CLAIMS APPEALS**

Includes all matters related to small claims appeals.

#### *Qualifications:*

1. Must have competently performed to completion all or substantially all legal work, including the preparation of all legal documents, in not less than two filed small claims appeals or civil litigation matters through final resolution. These matters may not include family law, immigration law, bankruptcy, probate, or administrative cases.
2. Completed the two on-line courses entitled: (1) Small Claims Court: Procedures and Practices; and (2) Small Claims Court: Consumer and Substantive Laws, available on the Temporary Judge Resource page at the following web address:

<http://www2.courtinfo.ca.gov/protem/>

3. The applicant must provide evidence that, within the past three years, he or she has attended a formal legal education program, either as a student or a practicing attorney, that, in the discretion of the LRIS Committee, demonstrates a sufficient level of litigation training. Such programs generally must have included at least 5 hours of training in all areas of trial practice. Approved training programs include the San Diego Inn of Court or the 2018 Civil Litigation Conference, but another program may be accepted if the applicant provides evidence that it is of similar depth and scope. Such evidence should include, if available, a substantive description of the program published by the program provider.

### **SOCIAL SECURITY DISABILITY**

Includes all matters related to social security laws and procedures.

Qualifications: Within the past four years, the applicant must have competently performed to completion substantially all legal work, including the preparation or supervising of the preparation of all legal documents, in not less than five administrative proceedings before an Administrative Law Judge through final resolution, and/or three Reconsideration proceeding, and one appeals before the Appeals Counsel subsequent to a hearing.

An applicant practicing law six (6) hours of State Bar approved MCLE credits in the subject area of the panel for each year of practice.

### **TAXATION**

Includes all matters related to advice on income tax reporting and payment, income tax planning, sales and use tax deposits, business tax planning and other related taxes.

Qualifications:

- I am certified by the California Board of Legal Specialization as a specialist in the field of Taxation Law. Attached is a copy of my certificate. This qualifies me for membership on the panel without the necessity of completing the remainder of this form.

OR

- I have more than two years' experience practicing tax law, during which time I devoted more than one-third of my time to taxation law and related matters.

OR (at least one of the following),

- (1) Have an LLM degree in taxation, or

- (2) Have or have had within the last five years, an active a Certified Public Accountant's certificate.

An applicant practicing law for less than three years must certify that he or she has completed not less than four hours of State Bar approved MCLE credits in the subject area of the panel for each year of practice. An applicant practicing law for three or more years must certify that he or she has completed not less than six hours of State Bar approved MCLE credits in the subject area of the panel during the three years preceding the application.

### **WILLS, TRUSTS, AND ESTATE PLANNING**

Includes all matters related to Wills, intervivos gifts, trusts, gifts, estate tax and estate tax planning.

*Qualifications:* Applicant must be able to provide a copy of his or her specialist certificate as set forth in paragraph one (1) or must meet the experience requirements set forth in paragraphs two (2) through six (6). \*\*Note, the cases in two (2) through six (6) can all be related matters.

1. Certified by the California Board of Legal Specialization as a specialist in the field of Probate Estate Planning and Trust Law. Attach a copy of certificate. This qualifies for membership on the panel without the necessity of completing the remainder of this form.

#### **OR**

2. The applicant within the past five years, competently performed to completion substantially all legal work, in the preparation and execution of at least five Wills (reciprocal Wills for husband and wife to be counted as one Will).

#### **AND**

3. The applicant within the five years, has competently performed to completion substantially all legal work in the preparation and execution of at least five intervivos trusts and counselled the clients regarding the funding thereof. Identification of such matters is as follows:

#### **AND**

4. The applicant within the past five years, has competently performed to completion substantially all legal work in the preparation and execution of at least three trusts with provisions involving the following areas: Irrevocable Trusts; Life Insurance Trusts; Charitable Remainder/Lead Trusts; Special Needs Trusts; A/B Trusts; or QTIP Trusts.

#### **AND**

5. The applicant within the past 5 years has competently performed to completion substantially all legal work, in at least three trust administrations, at least one of which included a California Probate Code-compliant trust accounting.

#### **AND**

6. The applicant within the past five years, has competently performed to completion substantially all legal work, in the preparation and execution of at least five Advance Health Care Directives and Powers of Attorney.

#### **AND**

An applicant practicing law for less than three years must certify that he or she has completed not less than four hours of State Bar approved MCLE credits in the subject area of the panel for each year of practice. An applicant practicing law for three or more years must certify that he or she has completed not less than six hours of State Bar approved MCLE credits in the subject area of the panel during the three years preceding the application.

### **WORKERS' COMPENSATION**

Includes all matters related to prosecution of claimants claims for industrial injuries from on-the-job accidents.

*Qualifications:* Within the past five years, the applicant must have competently performed to completion substantially all legal work, including the preparation or supervising of the preparation of all legal documents, in not less than five filed Workers Compensation matters through final resolution. At least one of the listed matters must have included a trial before a Workers' Compensation Administrative Law Judge.

An applicant practicing law for less than three years must certify that he or she has completed not less than four hours of State Bar approved MCLE credits in the subject area of the panel for each year of practice. An applicant practicing law for three or more years must certify that he or she has completed not less than six hours of State Bar approved MCLE credits in the subject area of the panel during the three years preceding the application.