

TO: Lawyers Professional Responsibility Board  
1500 Landmark Towers  
345 St. Peter Street  
St. Paul, MN 55102-1218

**PROFESSIONAL FIRMS FIRST REPORT**

Pursuant to the Minnesota Professional Firms Act, Chapter 319B, Minnesota Statutes, this form must be completed, executed and filed with the Lawyers Professional Responsibility Board before furnishing professional services within Minnesota.<sup>1</sup> If additional space is needed for any answer, please attach a separate sheet.

STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

The undersigned being first duly sworn, states the following under oath:

(1) Firm Name and Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Firm Telephone Number: \_\_\_\_\_

(2) Has there been any amendment made to the firm’s organizational document, certificate of authority, or statement of qualification? If so, please provide a copy of the amendment(s). Yes \_\_\_\_ No \_\_\_\_

(3) Please designate the position(s) within the firm that have governance authority.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(4) Please list the name and address of each owner with an ownership interest and each person occupying a position with governance authority:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- (5) Are all employees, agents and independent contractors who furnish professional legal services (as defined by Minn. Stat. § 319B.02, subd. 19) within Minnesota, on behalf of the professional firm, professionals authorized to practice law?\*
- Yes \_\_\_ No \_\_\_ N/A \_\_\_

**\*NOTE: Clerks, paralegals and other support staff furnishing services under the supervision of a licensed attorney are not furnishing professional services as defined in Minn. Stat. § 319B.02, subd. 19.**

- (6) Are all owners or other persons occupying a position with governance authority professionals authorized to practice law? Yes \_\_\_ No \_\_\_

This firm has, as of this date, complied with all of the provisions of the Minnesota Professional Firms Act.

IN WITNESS WHEREOF, the firm has caused this First Report to be executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by: \_\_\_\_\_, a professional authorized to practice law who is an owner or employee of the firm and is authorized by the firm to make the above statements.

\_\_\_\_\_  
Authorized signatory

SIGNED AND SWORN to before me

on \_\_\_\_\_, 20\_\_\_\_.

by \_\_\_\_\_.

**Notary Seal**

\_\_\_\_\_  
Notary Public

**Make Checks Payable to: Lawyers Professional Responsibility Board. The fee is \$100.00.**

\_\_\_\_\_  
<sup>1</sup> This report, must be accompanied by a copy of the firm's organizational document, certificate of authority, or statement of qualification as filed with the Secretary of State and exhibiting the Secretary of State's filing stamps.