

PROFESSIONAL FIRMS ANNUAL REPORT CHECKLIST

I am completing this report for the period January 1, 2022 – December 31, 2022, because:

- I am required to complete an annual report for the period 2022 because during all or part of this time my firm (a) provided legal services, or (b) was established, or (c) was dissolved, or (d) was active with the Secretary of State's Office.
- I have included my firm's name in Question 1.
- I have included my firm's address in Question 1.
- I have included an email and telephone number for my firm in Question 1.
- I have reviewed whether the firm amended its organizational document, certificate of authority, or statement of qualification in 2022. If there were no amendments, I have answered Question 2 by selecting "None." If there were amendments, I have answered Question 2 by either selecting applicable descriptions of the contents of each amendment, or if there is no applicable description, have attached either a copy of the amendment or a separate sheet describing the contents of the amendment.
- I will keep track of whether the firm files any additional amendments between now and December 31, 2022, and if an amendment is filed, I will supplement this report by January 31, 2023. I understand that no additional fee is required to supplement.
- I have reviewed the firm's records to identify all people who have an ownership interest in the firm as defined in Minn. Stat. § 319B.02, Subd. 14 or have a position of governance authority as defined in Minn. Stat. § 319B.02, Subd. 9. I have reviewed the firm's records to determine the titles or positions of those with governance authority. Based on this information, I have completed Question 3.
- I have confirmed that each person listed in Question 3 can be reached at the firm's mailing address set forth in the answer to Question 1. If anyone cannot be reached at the firm's mailing address, I have listed that person's individual mailing address in my answer to Question 4.
- I understand that the last page of the report is a declaration under penalty of perjury that must be completed, dated, and signed by a lawyer who is an owner or employee of the firm who is both licensed to practice law and authorized to make the statements set forth in paragraphs 5 and 6.

- I have reviewed the firm's records and have determined that no lawyer furnishing professional legal services in 2022 within Minnesota on behalf of the firm was suspended from the practice of law in Minnesota at any point in 2022 for nonpayment of fees, failure to comply with CLE requirements, or any other reason. I have further determined that every lawyer furnishing professional legal services in 2022 within Minnesota on behalf of the firm has a current, valid Minnesota law license. I can therefore state under penalty of perjury that all lawyers who furnished professional services in 2022 within Minnesota on behalf of the firm are or were at the time authorized to practice law in Minnesota. If that is not the case, I have contacted OLPR Paralegals Patricia La Rue or Abby Hartman as set forth below.
- I have reviewed the firm's records and have determined that none of the firm owners or people in a position of governance authority in 2022 within Minnesota was suspended from the practice of law at any point in 2022 for nonpayment of fees, failure to comply with CLE requirements, or any other reason. I have further determined that every lawyer who is an owner in a position of governance authority in 2022 has a current, valid Minnesota law license. I can therefore state under penalty of perjury that all owners and those occupying a position of governance authority with the firm in 2022 are or were at the time authorized to practice law in Minnesota. If that is not the case, I have contacted OLPR Paralegals Patricia La Rue or Abby Hartman as set forth below.
- I have confirmed that the attorney who is making the declaration is an owner or employee of the firm, is authorized to make the statements in the declaration on behalf of the firm, and is licensed to practice law in Minnesota.
- I have filled out the State and County in which the declaration is being signed.
- The attorney making the declaration under penalty of perjury has reviewed it, signed it either in ink or electronically, and dated it.
- The attorney's name is printed under the signature.
- I have reviewed the report and confirmed that all questions are completed.
- If all questions are not completed, or if I need clarification to answer the questions, I have contacted OLPR Paralegals Patricia La Rue or Abby Hartman at 651-296-3952 or by email at patricia.larue@courts.state.mn.us or abby.hartman@courts.state.mn.us.
- I have included a paper check that is made out to the Office of Lawyers Professional Responsibility in the amount of \$25.00, that is written on an account with sufficient funds, and that is not written on an attorney trust account or IOLTA account.

- I have written the name of the professional firm in the memo line of the check.
- The \$25.00 check is signed by someone authorized to sign on the account.
- The \$25.00 check is dated including the correct year (please double check).
- I have included a paper version of the report and the paper check in an envelope and have mailed it with sufficient postage to:

Office of Lawyers Professional Responsibility
Attn: Professional Firms
445 Minnesota Street, Suite 2400
St. Paul, MN 55101-2139