

## **PROFESSIONAL FIRMS ANNUAL REPORT CHECKLIST**

I am completing this report for the period January 1, 2024 – December 31, 2024, because:

- I am required to complete an annual report for the period 2024 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 understand that it is my responsibility to provide accurate information in this report. The Office of Lawyers Professional Responsibility may rely upon the information I provide without verifying it or contacting me to correct it.
- I have reviewed all 3 pages of the form before filling it out. If I have received a form with fewer than 3 pages, I have followed up to obtain the missing page.
- I have checked the Secretary of State's website to confirm the status of my firm. (If a firm isn't terminated with the Secretary of State, and the lawyers involved are still licensed, then a report is required, even if the firm is winding up or if none of the lawyers are actively practicing law with the firm.)
- 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 2024. **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, 2024, and if an amendment is filed, I will supplement this report by January 31, 2025. 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. A lawyer need only be licensed in the jurisdiction in which that lawyer provides professional legal services; if the lawyer does not provide professional legal services in Minnesota, then the lawyer does not need to be licensed in Minnesota. See Minn. Stat. § 319B.02 subd. 17.
- I have reviewed the firm's records and determined that every lawyer furnishing professional legal services in 2024 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 2024 within Minnesota on behalf of the firm are authorized to practice law in Minnesota.
- I have reviewed the firm's records and have determined that every lawyer who is an owner in a position of governance authority in 2024 has a current, valid 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 2024 are authorized to practice law.
- 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.
- 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. An electronic signature must include both the signing attorney's name and an indication of the date signed.
- The attorney's name is printed under the signature.
- I have reviewed the report and confirmed that all questions are completed accurately.
- If all questions are not completed, or if I need clarification to answer the questions, I have contacted OLPR with my questions at [pfreport@courts.state.mn.us](mailto:pfreport@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