

PROFESSIONAL FIRMS FIRST REPORT CHECKLIST

I am completing this first report because:

- My firm (a) is a corporation, limited liability company, or limited liability partnership; (b) is or will be providing legal services in Minnesota, and/or (c) has active status with the Minnesota Secretary of State's Office.
- 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 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 the firm's organizational document, certificate of authority, or statement of qualification as filed with the Minnesota Secretary of State, and have enclosed a copy.**
- 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 2.
- I have confirmed that each person listed in Question 2 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 3.
- 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 4 and 5. 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 have determined that every lawyer furnishing professional legal services 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 furnishing professional services 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 or in a position of governance authority 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 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.
- 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's Professional Firms Team at PFreport@courts.state.mn.us or (651) 296-3952.
- I have included a paper check that is made out to the Office of Lawyers Professional Responsibility in the amount of \$100.00, 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 \$100.00 check is signed by someone authorized to sign on the account.
- The \$100.00 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