

**OR OFFICE USE ONLY**

Check # \_\_\_\_\_ Amt. \_\_\_\_\_

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

**PROFESSIONAL FIRMS FIRST REPORT**

**Minn. Stat. § 319B.11, Subds. 3 & 4**

**Please complete one form for each professional firm**

(1) Law Firm Name: \_\_\_\_\_

Law Firm Address: \_\_\_\_\_

\_\_\_\_\_

Law Firm Mailing Address (if different): \_\_\_\_\_

\_\_\_\_\_

Law Firm Email: \_\_\_\_\_

Law Firm Phone Number: \_\_\_\_\_

(go to next page)

- (2) List the names of all people who are owners or have governance authority for the firm in the first column, and for each person, state their title or position with the firm. An ownership interest is defined in Minn. Stat. § 319B.02, Subd. 14, as “(1) with respect to a professional firm that is a corporation, except a nonprofit corporation, an owner of shares in the corporation; (2) with respect to a professional firm that is a limited liability company, a member in the limited liability company; and (3) with respect to a professional firm that is a limited liability partnership, a partner in the limited liability partnership.” **List all who have an ownership interest.** Governance authority is defined in Minn. Stat. § 319B.02, Subd. 9, as “the authority and responsibility to determine important policies for a professional firm; superintend the professional firm’s overall operations; and maintain general, active management of and ultimate control over all matters involving professional judgment.” **List all who have governance authority.**

Attach a separate sheet if needed.

<u>NAME</u>	<u>TITLE OR POSITION WITHIN FIRM</u>

- (3) We will presume everyone listed in the answer to Question (2) can be reached at the firm address provided in the answer to Question (1). If anyone listed above cannot be reached at the firm address, please list their individual addresses on a separate sheet.

DECLARATION

After reviewing the necessary records, the undersigned states as follows:

**(4) All lawyers (whether employees, agents, or independent contractors) who furnish professional legal services on behalf of the firm within Minnesota are authorized to practice law in Minnesota.**

a. If any lawyer furnishing professional legal services within Minnesota on behalf of the firm is not authorized to practice law in Minnesota, please describe and explain on an attached sheet.

**(5) All firm owners and those occupying a position of governance authority, as listed in Question (2), are either lawyers authorized to practice law in Minnesota, or lawyers licensed by another state to practice law.**

a. If any lawyer who was an owner or in a position of governance authority was not authorized to practice law in Minnesota or licensed by another state to practice law, please describe and explain on an attached sheet.

**The undersigned is an owner or employee of the firm who is duly licensed to practice law and authorized to make the above statements on behalf of the firm.**

As provided in Minnesota Statutes § 358.116, I declare under penalty of perjury that everything I have stated in this document is true and correct.

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Signature of authorized attorney)

\_\_\_\_\_  
(Print name of person signing above)

Include check for \$100.00 payable to **Office of Lawyers Professional Responsibility**