

Administrative Law 2009
Subject Matter Application (Updated 10/27/09)

Please print:

Name: _____ Firm: _____

Are you willing to be a mentor? _____ yes _____ no

Are you willing to co-counsel? _____ yes _____ no

Are you Board Certified in Administrative Law? _____ yes _____ no

If yes, you are not required to provide case names or proof of prior experience. Please indicate the areas you wish to receive referrals. If your practice is limited to a small number of agencies, please list the agencies and boards with which you work. Attach separate sheet if needed. Please sign below.

If no, please provide the following information:

Within the last three (3) years I have handled or participated in at least three (3) out of the twelve (12) following agency proceedings. (please check)

- ____ (1) Formal rulemaking proceeding
- ____ (2) Judicial appeal of contested case proceeding
- ____ (3) Court appearance concerning suit with agency other than appeal of contested case proceeding
- ____ (4) Agency informal settlement conference
- ____ (5) Represented a client before an administrative agency concerning a permit or license application or contest
- ____ (6) Represented a client before an administrative agency or agency staff concerning obtaining formal or informal advice or guidance
- ____ (7) Represented a client before an administrative agency concerning defense of threatened or actual initiation of charges of violation of agency enabling acts or implementing rules
- ____ (8) Presented a professional seminar or article concerning administrative law
- ____ (9) Mediation or arbitration concerning administrative law
- ____ (10) Pre-trial discovery in an administrative contested case proceeding
- ____ (11) Pre-hearing conference in an administrative contested case proceeding
- ____ (12) Contested case hearing before administrative law judge or agency board

Please list 3 agency proceedings in the same areas you have marked above.

<u>Case Name</u>	<u>Forum</u>	<u>Type of Proceeding</u>	<u>Date Initiated</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Please indicate any special practice areas: _____

_____ I certify that 20% of my practice is in administrative law and I have disclosed this percentage on my application for malpractice insurance. I certify that I have fifteen (15) hours of CLE in administrative law in the past three (3) years.

I declare that:

1. I am familiar with the Texas Administrative Procedure Act.
2. I am familiar with the Texas Freedom of Information Act.
3. I am familiar with the Texas Open Meetings Act.

I had full responsibility for all cases listed in the application, or if not, I have attached an explanation.

Date _____ Signature _____

Please complete the application as completely as possible. If you believe you have other relevant experience, please elaborate on a separate sheet.