

The Supreme Court of Ohio

COMMISSION ON CERTIFICATION OF ATTORNEYS AS SPECIALISTS

ANNUAL REPORT

Pursuant to Rule XIV of the Supreme Court Rules for the Government of the Bar of Ohio, an organization that has been accredited by the Commission on Certification of Attorneys as Specialists (“CCAS”) shall file an annual report in accordance with the schedule set by CCAS.

This report must be typed; handwritten reports will not be accepted.

Please direct any questions to Britney Cider, Secretary to the Commission at 614.387.9318.

Completed reports should be emailed to Britney.Cider@sc.ohio.gov.

I. GENERAL INFORMATION

Name of Organization:

Address:

Contact Person for Organization:

Email Address:

Phone Number:

Fax Number:

Website:

Has any of the contact information changed for your organization since your last annual report? Yes No

II. PROGRAM DATA

Total number of certified lawyers
(all specialties):

Total	New this reporting period	Dual certificate holders

Individual specialization program data during this reporting period:

Specialty Area	# of new applications	# of certificates granted	Total # certified in this area	*Attrition/Decertification
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Please attach another page if additional space is needed.

* Attach a list of names, attorney registration numbers, and addresses of all newly certified, recertified, and decertified Ohio specialists by specialty area

III. POLICIES & PROCEDURES

In the prior year, have there been any material changes to your organization's structure, operating standards, guidelines, or criteria and/or requirements for certification or re-certification of specialists that the organization has not previously reported to the Commission? Yes No

If Yes, what was the date of the changes?

If Yes, attach copies of the revised structure, operating standards, guidelines, applications, criteria, and/or requirements and explain the changes in detail.

Do you anticipate any material changes in your organization's structure, operating standards, guidelines, or criteria and requirements for certification or re-certification of specialists within the next year? (Pursuant to Gov. Bar R. XIV, Sec. 3(G), you must provide notice at least 60 days before any such material changes are to become effective. Please supplement your answer to this question as necessary prior to the next annual report to provide such notice, if applicable.)? Yes No

If Yes, what is the effective date of these changes?

If Yes, attach copies of the revised structure, operating standards, guidelines, applications, criteria, and/or requirements that are currently in effect and explain the changes in detail.

Have you determined that each Ohio certified specialist has complied with the minimum hour and specialty area requirements for Continuing Legal Education as required by Gov. Bar R. XIV, Sec. 4(D)? Yes No

Has each attorney who is certified as a specialist by your organization signed the Attorney Certification and Acknowledgment Form certifying full compliance with Gov. Bar R. XIV, Sec. 4(E) & (F) for this reporting period? Yes No

If, as part of the approval of your organization, the Commission required you to test Ohio lawyers regarding Ohio specific laws or rules, have you implemented this requirement? Yes No

What has your organization done during the past calendar year to develop and improve the professional competence of lawyers certified by your organization as required by Gov. Bar R. XIV, Sec. 3(E)?

What efforts has your organization taken in the past calendar year to promote certification generally and your certified specialists specifically, and in what way have they proven effective?

IV. VERIFICATION

I, _____ (name), _____ (title) of _____ (organization), being duly authorized to make this report and verification, declare that I have carefully read the Gov. Bar R. XIV, and certify that said certifying organization and the attorneys certified by said organization are fully in compliance with the Rule and additional conditions of certification of the agency. I further certify that the information in this report and the attachments hereto are true and accurate. I fully understand that failure to make a truthful disclosure of any fact or item of information required may result in the revocation of Accreditation.

Signature of Organization's Representative

Date

V. REQUIRED ENCLOSURES

Before submitting your annual report, please be sure to enclose the following items:

- A list of names, attorney registration numbers, and addresses of all newly certified, recertified, and decertified Ohio specialists by specialty area;
- If material changes were made in the past year and not were not previously disclosed, attach copies of the revised structure, operating standards, guidelines, applications, criteria, and/or requirements, including the prior version as well as the updated version;
- If material changes are proposed, attach copies of the revised structure, operating standards, guidelines, applications, criteria, and/or requirements that are currently in effect and highlight the proposed changes;
- Copies of your most recent financial statements (profit and loss statement, balance sheet, etc.) and most recent 990;
- A check for the required fee(s).

Please label enclosures and attachments as appendices and refer to them as such in your responses within the report.