

# California Lawyers Association Committee Application Form 2019-2020

This application form can be filled out on your computer, and then printed for your signature and attachments (see instructions below). Alternatively, the document can be printed in its blank form and completed by hand (use a pen with dark ink).

**Questions: Contact Appointments at [appointments@calawyers.org](mailto:appointments@calawyers.org) or 916-516-1760.**

## INSTRUCTIONS

**You may only apply to a maximum of two committees; appointment will be limited to one committee. A separate application form is required for EACH committee appointment sought, and is to include detail about the experience RELEVANT to the committee appointment sought. If the space provided is not sufficient for your response, type "See Attached" and attach a separate page.**

**Committee requirements:** For more information, see [Appointments Process](#). For particular information about requirements and vacancies, [contact the section](#).

**Participation of Diverse Members:** The California Lawyers Association values diversity and broad-based representation in its appointments. The recruitment and selection of applicants with diverse backgrounds, experiences, outlooks, and ideas and geographical diversity brings qualities essential to the governance of the legal profession and to the services the California Lawyers Association provides to its diverse members and to the public.

The California Lawyers Association's Board of Representatives is committed to the active solicitation and encouragement of members with a broad array of backgrounds and life experiences including members with skills or attributes that are underrepresented in the legal profession to submit applications for appointments to all bar sponsored entities.

The Board seeks to recruit and obtain applicants with a breadth and depth of perspective including, but not limited to the following: geographic location, practice area, size of law practice, length of time practicing, volunteer work, specific accomplishments, educational background, race, ethnicity, gender, age, sexual orientation, and disability for each of the entities to which the board makes appointments.

California Lawyers Association provides equal access to all applicants and complies with all applicable anti-discrimination laws in its appointment process.

**Statement of Interest:** Your statement should **clearly state** why you wish to serve on the committee and what you can contribute that makes you a good candidate for appointment. Suggested areas for inclusion in the statement: (1) unique characteristics, perceptions, experiences, personal talents, or qualifications that you would bring to the committee; (2) communication skills and leadership abilities that you possess that will lend to the activities of the committee; and (3) hardships or disadvantages you have had to overcome and how this experience will contribute to your service with the California Lawyers Association.

### APPLICATION CHECKLIST:

- Application form with all questions completed.
- Resume or biography (5 pages maximum). **If a resume or biography exceeds 5 pages, only the first 5 pages will be considered during the appointment process.**
- Letters of recommendation (maximum three). A letter of recommendation is helpful but not required. If letters are being submitted, they **must** be submitted with the application. **If more than three letters are received, only the first three will be considered with the application.**
- Sign and date application, and follow the application filing instructions. Your application is confidential.
- If you submit an application electronically (e-mail), please do not mail a hard copy.**

# APPLICATION FILING INSTRUCTIONS

- **Attach your application, resume, and letter(s) of recommendation in the following order:**
  - 1) Application form, signed and dated.
  - 2) Resume or biography (5 pages maximum).
  - 3) Letter(s) of recommendation (maximum three)
- **Submitting Application:** For each committee application (maximum two applications), submit one (1) single-sided copy of the application form and the attachments; collate and staple in the order noted above.
- **Resume/Biography:** Your resume or biography may include any of the following: business, occupational or professional licenses; legal and general educational background; academic, professional or civic honors; articles or publications authored (**do not attach copies**); accomplishments of note; proven commitment to volunteer work/capacity to make expected time commitment; national, state and/or local bar committee service, professional and/or community association memberships, personal and/or organizational references.
- **Letters of Recommendations (maximum three):** A letter of recommendation is helpful but not required. If letters are being submitted, they **must** be submitted with the application.

**DEADLINE: March 1, 2019**

Applications for committees with immediate vacancies may have different deadlines. Please check the California Lawyers Association's website at <https://calawyers.org> for deadlines for committees with immediate vacancies. On occasion, the application deadline for a committee may be extended. Deadline extensions are posted at the website; applicants also may contact Appointments for information about extended deadlines.

**MAIL OR DELIVER EACH COMMITTEE APPLICATION TO (if submit electronically, do not mail hard copy):**

Appointments  
California Lawyers Association  
400 Capitol Mall, Suite 650  
Sacramento, CA 95814

E-mail:  
[appointments@calawyers.org](mailto:appointments@calawyers.org)

**Applications must be received by the established deadline, and must be signed and dated.** Signatures may be via pen or via official digital signature, such as through Adobe Pro, but typed “/s/” signatures will not be accepted. Applications may be submitted via mail or e-mail.

**CALIFORNIA LAWYERS ASSOCIATION**

**APPLICATION FOR 2019 – 2020 APPOINTMENTS**

Your application is confidential. You may only apply to a maximum of two committees; appointment will be limited to one committee. A separate application form is required for each committee appointment sought, and is to include detail about the experience RELEVANT to the committee appointment sought. Review the requirements for each committee at the CLA's website. Committee requirements are also available from the CLA's appointments and committee staff. You will be notified by email of the decision on your application no later than 7/8/2019. Your notification will be sent via email to your State Bar public email of record; attorney members should ensure that their contact information is up-to-date. Terms for most committees begin at the close of the 2019 CLA Annual Meeting (10/12/2019).

Office Use Only-Processed:

**Instructions.** Fill in on your computer using the fillable text boxes, or complete by hand using a pen with dark ink or by typewriter. Print a copy of the completed application. Date and sign the application. Attach: (1) resume or biography (five page maximum), and (2) any letters of recommendation (maximum three). Do not submit copies of books, articles or certificates with your application. Follow filing instructions at the beginning of this form.

**NAME:**

**STATE BAR NUMBER:**

**CHECK HERE IF YOU ARE NOT ADMITTED TO PRACTICE LAW IN CALIFORNIA:**  If you are not a lawyer and/or are not admitted to practice law in California, you may apply for some positions as a public member. Some committees require public members to be non-lawyers. Please review the committee descriptions at the CLA's website for requirements. If appointed, your address information may be published at the CLA's website. If you do not wish your e-mail address to be public, check the "private" box at the e-mail address line below.

**COMMITTEE APPOINTMENT SOUGHT**  
Select ONE committee from the drop-down list below:

**COMMITTEE NAME:**

**EMPLOYER / FIRM / AGENCY:**

**ADDRESS:**

**CITY / STATE / ZIP CODE:**

**DAYTIME PHONE:**

**FAX NUMBER:**

**E-MAIL ADDRESS:**

My e-mail is public

My e-mail is private

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**HOW DID YOU LEARN OF THIS VACANCY?** *(check one; specify if requested)*

Board of Representatives *(name)*: \_\_\_\_\_

\_\_\_\_\_ Committee chair

Colleague

Local bar association

CLA publication or CLA website Other

*(specify)*: \_\_\_\_\_

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**WHICH ONE OF THE FOLLOWING BEST DESCRIBES YOUR OCCUPATION?** *(check one; specify if requested)*

Private practice

Publicly employed lawyer

Corporate law department

Law teaching

Quasi-judicial officer

Non-governmental legal services organization

Non-profit organization

Retired justice or judge

Retired lawyer

Other *(specify)*: \_\_\_\_\_

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**WHAT IS THE SIZE OF YOUR OFFICE?** *(check one)*

Sole practitioner

2-10 lawyer office

11-35 lawyer office

36-100 lawyer office

101+ lawyer office

Not applicable

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**LIST DATE ADMITTED TO THE STATE BAR OF CALIFORNIA** *(month and year)*: \_\_\_\_\_

I am currently *(check one)*:      Active      Inactive

List other jurisdictions to which you have been admitted to practice: \_\_\_\_\_

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**LIST LENGTH OF TIME IN PRACTICE:** \_\_\_\_\_

If not a lawyer, list length of time in profession: \_\_\_\_\_

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**LIST FIELDS IN WHICH YOU PRACTICE:**

**LIST FIELDS IN WHICH YOU ARE CERTIFIED AS A SPECIALIST:**

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**VOLUNTEER SERVICE.** List prior volunteer service with the State Bar, local or specialty bar associations, community or other organizations. Please focus on activities that prepare you for a position to the committee appointment sought:

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**CALIFORNIA LAWYERS ASSOCIATION SECTIONS.** List the CLA sections of which you are a member  
*(all applicants to a section's executive committee must be members of that section).*

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**DISCIPLINE RECORD.** List any formal disciplinary charges filed against you by the State Bar of California, including disposition of such charges and any public record of discipline.

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**STATEMENT OF INTEREST.** Please state why you wish to serve on the committee and what you can contribute that makes you a good candidate for appointment.

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**EXPERIENCE:** Describe any previous work or experience you may have had with the committee.

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**ADDITIONAL BACKGROUND:** Describe any additional background you would like to share relevant to your appointment to the committee, including but not limited to how you can contribute to the diversity and broad composition of the CLA's committees and commissions.

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**Applicants are requested, but not required,** to provide the following information. If you wish to self-identify as a member of a community or to describe your background, please complete the following:

**Gender:**      Male  
                   Female

**Ethnicity:** \_\_\_\_\_

**Age:** \_\_\_\_\_

**Sexual Orientation** (e.g., do you self-identify as a member of the gay, lesbian, bisexual or transgender community):

**Other Diversity Factor(s):**

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**SIGNATURE:** Sign and date your application.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Signatures may be via pen or official digital signature; typed "/s/" signatures will not be accepted.) (m/d/yy)

**DEADLINE: March 1, 2019**

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