# Application for Practice under Rule 12.02(f)(1) & (2) and Training Waiver under Rule 12.02(f)(3)

Use this application to submit training requirements or request a waiver for approval by the Standing Committee of the Legal Paraprofessional Program to provide advice and/or representation in court and/or mediation in the following areas:

1. Family law cases in which the pleadings include allegations of domestic abuse or child abuse (Rule 12.02(f)(1)) and/or
2. Orders for protection and harassment restraining orders (Rule 12.02(f)(2)).

## Instructions

1. Review all LPP documentation, including the Supervised Practice Rule 12 and Appendix 1 to Rule 12.
2. Electronically complete this form and save to your computer.

**TIP:** This is a Microsoft Word document. To complete this form electronically: 1) “Save as” to your computer, 2) fill out the form fields, 3) save and/or print a copy, 4) submit to the Standing Committee.

1. Complete all relevant fields on this application. Ensure both the legal paraprofessional and supervising attorney sign under Section 4 on this form.
2. Attach any relevant documentation demonstrating the training you attended.
3. Submit a separate application for each legal paraprofessional and supervising attorney association.
4. Send completed applications and all relevant attachments using one of the methods provided on the last page of this application.

## Legal Paraprofessional Information

The contact information you provide on this form becomes a public record and will be published on the LPP public roster on the Judicial Branch website.

**Today’s Date:**

**Contact Information:**

**First name:       Middle Initial:       Last:**

**Email:**

I have been previously approved to participate in the LPP.

## Identify Purpose

### What are you submitting?

Details regarding training requirements. (Complete Training Information section below.)

Waiver application. (Click to jump to [Training Waiver Information](#Waiver_Information) section.)

## Training Information

### 1. Are you seeking approval for:

Domestic violence and child abuse cases

Orders for Protection and Harassment Restraining Orders

### 2. Training completed for approval under Rule 12.02(f)(1)

#### For all applicants:

| **REQUIREMENTS:** |
| --- |
| 1. At least 8 hours of training. 2. Training must include the subjects listed below. 3. Training must have been completed within 2 years prior to seeking certification under Rule 12.04(a). 4. Training must be approved by the Standing Committee for Legal Paraprofessional Program (after application submission). |

##### List at least 8 hours of qualifying training below:

###### The dynamics of domestic violence:

###### Domestic violence and child abuse screening, including screening for safety, lethality, and suicide:

###### Trauma-informed legal representation:

###### Understanding other systems that respond to domestic violence and child abuse and how the legal and other issues in family law cases intersect and affect the responses of other systems:

###### Intercultural effectiveness and cultural competency:

### 3. Training completed for approval under Rule 12.02(f)(2)

#### For applicants for Order for Protection & Harassment Restraining Order Cases ONLY:

| **REQUIREMENTS:** |
| --- |
| 1. 6 hours of continuing education that must include the subjects listed below. 2. Training must have been completed within 2 years prior to seeking certification under Rule 12.04(a). 3. Training must be approved by the Standing Committee for Legal Paraprofessional Pilot Program (after application submission). |

##### List 3 hours of qualifying continuing education below:

###### The law and procedure governing proceedings seeking orders for protection under Minn. Stat. § 518B.01 and harassment restraining orders under Minn. Stat. § 609.748 and the differences between orders for protection and harassment restraining orders

###### Preparation of pleadings and other documents

###### The legal and other consequences of issuance of an order for protection or a harassment restraining order, including implications for other legal proceedings

##### List EITHER:

##### Qualifying evidentiary continuing education below:

###### 3 hours continuing education on evidentiary hearings in order for protection and harassment restraining order cases which **must include** a mock evidentiary hearing

##### OR

##### Shadowing experience with the supervising attorney at both:

###### One (1) evidentiary hearing for an order for protection under Minn. Stat. § 518B.01

###### One (1) evidentiary hearing for a harassment restraining order under Minn. Stat. § 609.748

### 4. Attach copies of training and CLE documentation supporting your application.

## Training Waiver Information

Legal paraprofessionals participating in the LPP can request a waiver of the training requirements under Rule 12.02(f)(3). The waiver request should describe how their experience meets the learning objectives outlined in the [Training Information](#Training_Information) section in this form. If applicable, attach documentation supporting your request. Each application is reviewed on a case-by-case basis.

### 1. Are you seeking a waiver for:

Domestic violence and child abuse cases

Orders for Protection and Harassment Restraining Orders

### 2. How many years of experience do you have as a paralegal in family law?

This should account only for your time working in family law experience.  For example, if 50% of your time is spent on family law, and you’ve carried that caseload for two years, you would have one-year of family law.

### 3. Please estimate how many cases you have had in your time as a family law paralegal related to domestic violence and child abuse (itemize for each).

*For example:*

* *Domestic violence: 10*
* *Child abuse: 5*

### 4. Describe the steps you will take to ensure your knowledge is up-to-date on issues related to domestic violence and child abuse.

### 5. Describe all training or education you have had related to domestic violence and child abuse, including: course provider, learning objectives, date(s) of training, and CLE approval (if any).

Applicant may provide this information in an attachment.

*Only answer the below questions if seeking waiver for OFPs and HROs.*

### 6. Estimate how many OFP and HRO cases you have had in your time as a family law paralegal.

*For example:*

* *HRO: 15*
* *OFP: 10*

### 7. Describe the steps you will take to ensure your knowledge is up-to-date on issues related to OFPs and HROs.

### 8. Describe all training or education you have had related to Orders for Protection and Harassment Restraining Orders, including: course provider, learning objectives, date(s) of training, and CLE approval (if any).

Applicant may provide this information in an attachment.

## Signatures

*I declare under penalty of perjury that everything I have stated in this document is true and correct. Minn. Stat. § 358.116*

**Legal Paraprofessional**

**Supervising Attorney**

***Applications must be signed by both the legal paraprofessional and supervising attorney.***

### 5. Submit to the Standing Committee

If you’re a new applicant, submit this form and accompanying documentation with the Minnesota Legal Paraprofessional Program (LPP) Application for Participation. If you’ve already been approved, submit this form and accompanying documentation.

Send complete application forms and all relevant attachments to the Legal Paraprofessional Program Standing Committee by email or U.S. Mail.

* For email submissions send to [paraprogram@courts.state.mn.us](mailto:paraprogram@courts.state.mn.us)
* For U.S. Mail send to:

Legal Paraprofessional Program Standing Committee  
25 Rev. Dr. Martin Luther King Jr. Blvd.  
Suite 150  
Saint Paul, MN 55155

##### The LPP Standing Committee may ask for additional information in relation to your application prior to approval or denial of a waiver request. Each application is reviewed individually by the Standing Committee and approval is at the discretion of the Standing Committee.