

**Certification of Substantive Law-Related Employment
Colorado Licensed Legal Paraprofessional**

As proof of employment for each position, an applicant must provide a **Certification of Substantive Law-Related Employment** signed and certified by a work-supervising lawyer in support of an applicant's eligibility to sit for the Colorado Licensed Legal Paraprofessional licensure examination. **Please note** that requirements for work experience depend on which path the applicant is pursuing for eligibility; please review the employment eligibility requirements [here](#) prior to completing this document.

I, _____ (name of supervising attorney), am a member in good standing of the Bar of Colorado, Attorney License No. _____.

I hereby declare the following regarding _____ applicant for licensure as a Licensed Legal Paraprofessional (LLP):

1. I acted as supervising lawyer for the above-named applicant. The work performed under my supervision by the applicant was:
 - Substantive law-related practical experience work, defined as the supervised provision of legal or law-related services to individuals other than the applicant including, but not limited to:
 - a. drafting or substantively reviewing pleadings, legal documents, or correspondence;
 - b. completing or substantively reviewing JDF forms;
 - c. preparing reports or charts for Alternative Dispute Resolution (ADR) or litigation purposes;
 - d. legal research for ADR or litigation purposes; and,
 - e. interviewing litigants, parties, or witnesses.

Note: Hours worked in a research capacity for a professor or others do not qualify. Internships and externships that provide academic credit to the applicant do not count as employment for eligibility.

- Colorado Family Law Experience (defined as substantive law-related practical experience in Colorado family law or Colorado domestic relations practice, which includes any of the following:
 - a. a legal separation, declaration of invalidity of marriage, or dissolution of a marriage or civil union;
 - b. an initial allocation of parental responsibility ("APR") matter, including parentage determinations, that is not part of a dissolution of a marriage or civil union;
 - c. modification of APR regardless of whether the initial APR was part of a dissolution of a marriage or civil union, or modification of child support and/or maintenance;
 - d. protection orders, name changes, and adult gender designation changes; and,
 - e. responding to motions for remedial contempt citations under C.R.C.P. 107.

Note: In counting hours worked for the Colorado Family Law Experience requirement, hours worked on

other types of matters do not count, even if the factual basis involves disputes or legal issues among family members. Hours worked in a research capacity for a professor or others do not qualify. Internships and externships that provide academic credit to the applicant do not count as employment for eligibility.

2. Please check one:

- As this applicant’s supervising lawyer, I personally directed, approved, and had responsibility for the work performed by the applicant.
- The applicant performed work in support of multiple attorneys at our firm or organization. In my role at this firm or organization, I personally directed, approved, and had responsibility for a portion of the work performed by the applicant, and have conferred with all attorneys who personally directed, approved, and had responsibility for work performed by the applicant.

3. Within **each** of the previous **five years from the date of this certification** the applicant performed the indicated number of hours of substantive law-related practical work for my law firm or organization (provide information for the applicable years of employment with your firm or organization, but no more than 60 months from the date of this certification):

| Start Date (MM/DD/YYYY) | End Date (MM/DD/YYYY) | Number of Hours |
|-------------------------|-----------------------|-----------------|
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4. Within **each** of the previous **five years from the date of this certification** the applicant performed the indicated number of hours of substantive law-related practical work in the area of Colorado family/domestic relations law for my law firm or (provide information for the applicable years of employment with your firm or organization, but no more than 60 months from the date of this certification):

| Start Date (MM/DD/YYYY) | End Date (MM/DD/YYYY) | Number of Hours |
|-------------------------|-----------------------|-----------------|
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- Check this box if the applicant’s hours of Colorado family law/Colorado domestic relations practice are included in the total hours in item #3 above.

CERTIFICATION

I certify under penalty of perjury under the laws of the State of Colorado that the foregoing is true and correct.

Executed this _____ day of _____, 20_____

at _____ (City), _____ (State).

Certifying Attorney's Full Name (First, Middle, Last):

Signature:

Firm/Organization Name and Address:

Certifying Attorney's Email Address:

Certifying Attorney's Phone Number:
