

**ACADEMY OF ADOPTION AND ASSISTED REPRODUCTION ATTORNEYS  
APPLICATION FOR REGULAR or PROVISIONAL MEMBERSHIP  
(INCLUDING INTERNATIONAL)**

Thank you for your interest in becoming a Fellow of the Academy of Adoption and Assisted Reproduction Attorneys (collectively referred to as “AAAA”). Membership is available by invitation to attorneys licensed to practice within a state of the United States, the District of Columbia, a territory of the United States, or a province of Canada, or otherwise authorized to practice law in any other nation, who meet certain requirements as described in the Academy Bylaws.

Benefits of membership include the following:

- Ability to cross-refer cases throughout the United States and abroad to qualified adoption and/or assisted reproductive technology (“ART”) practitioners;
- Network via referrals and interactions with other practitioners in the field;
- Ability to attend and present at “state of the art” CLE conferences and webinars;
- Access to on-line Membership Directory to locate other adoption and ART practitioners;
- Confidence that the practitioners listed are sufficiently qualified in other states and countries to handle adoption and/or ART matters;
- Coordination of legislative and public education efforts;
- Coordination of legal research;
- Notification via the listserv of recent developments and case decisions;
- Ability to call upon the amicus committee for AAAA to take a position in cases on appeal;
- Support and re-enforcement of ethical practices;
- Built in body of adoption and ART “advisors” via the listserv and at comprehensive and substantive conferences; and
- Growth of your practice through AAAA networking

Additional Benefits for Regular Fellows only include the following:

- Availability to the public and to adoption and/or ART agencies who look on-line for adoption and/or ART attorneys (Regular Fellows Only);
- Enhanced website presence via AAAA Online Attorney Directory;
- Ability to cross-link your own website to the on-line AAAA Directory; and
- Enhanced exposure of your practice through Academy outreach, marketing, and public relations.

The Academy Bylaws, Article IV, Section 1 and Section 4, set forth the requirements for Regular membership in either the Adoption practice section or ART practice section. Article IV, Section 11, sets forth the requirement for Provisional membership.

**Regular Adoption and ART practice section requirements include the following:**

1. Must be an attorney licensed to practice within a state of the United States, the District of Columbia, a territory of the United States, or a province of Canada, or otherwise authorized to practice law in any other nation, and who is proficient in the English language;
2. The attorney and the attorney's law practice are reputed to be, and continue to be, of the highest standards of ethics, competence, and professionalism;
3. The attorney complies with the Code of Ethics, Grievance Procedures, and the AAAA Bylaws;
4. If applying for the Adoption practice section of AAAA, the attorney has acted as counsel in at least fifty (50) adoption proceedings, twenty (20) of which must have been within the two (2) year period immediately preceding the application for membership, and (i) ten (10) of which must have involved interstate compact placements, or (ii) for attorneys not licensed to practice within a state of the United States, the District of Columbia, or a territory of the United States, ten (10) international placements with a United States component; however, if the attorney has not acted as counsel in the requisite number of interstate compact placements or international placements, but he or she has achieved special competence in, or made significant contributions to, the advancement of adoption law or procedure, he or she may be invited to admission by a vote of three-quarters (3/4) of the Board of Trustees;
5. If applying for the ART practice section of AAAA, the attorney has acted as counsel in at least fifty (50) diverse assisted reproductive technology matters. An "assisted reproductive technology or ART matter" is defined as any arrangement where an Intended Parent intends, through ART, to conceive a Child with the collaboration of a Donor/s or a Surrogate, or a Donor/s and a Surrogate. The arrangement may include, but is not limited to, the following matters between or among two or more individuals or between any individual and a coordinating program: a contract; a proposed contract; or legal representation with respect to parentage. For purposes of these definitions, each distinct legal phase of an ART arrangement constitutes a separate ART Matter. Therefore, even in the same ART arrangement, the contract phase and the parentage phase constitute separate ART Matters. However, if the attorney has not acted as counsel in the requisite number of diverse assisted reproductive technology matters as set forth above, he or she may be invited to admission by a vote of three-quarters (3/4) of the Board of Trustees, if the attorney has achieved special competence in, or has made significant contributions to, the advancement of the field of assisted reproductive law or procedure;
6. The attorney has engaged in the practice of law for at least five (5) years; and
7. The attorney is recommended for admission into AAAA by a member of the Academy whose practice encompasses adoption law and/or assisted reproductive technology law and who has personal knowledge of the attorney's practice and qualifications.

**Provisional Adoption and ART practice section requirements include the following:**

1. Must be an attorney licensed to practice within a state of the United States, the District of Columbia, a territory of the United States, or a province of Canada, or otherwise authorized to practice law in any other nation, and who are proficient in the English language;
2. The attorney and the attorney's law practice are reputed, and continue to be of the highest standards of ethics, competence, and professionalism;
3. The attorney complies with the Code of Ethics, Grievance Procedures, and the AAAA Bylaws;
4. If applying for Provisional Membership in the Adoption practice section of AAAA, the attorney has acted as counsel in at least twenty-five (25) adoption proceedings, five (5) of which must have involved interstate compact placements, or for attorneys not licensed to practice within a state of the United States, the District of Columbia, or a territory of the United States, five (5) of which must have involved international placements with a United States component;
5. If applying for Provisional Membership in the ART practice section of AAAA, the attorney has acted as counsel in at least twenty-five (25) diverse assisted reproductive technology matters as defined above in number 5 under Regular ART practice section requirements; and
6. The attorney has engaged in the practice of law for at least three (3) years.

Invitation to membership in AAAA shall be within the sole discretion of the Board of Trustees.

The AAAA President and the Board of Trustees have authorized this application process for membership in AAAA. Please complete the application carefully, including the requisite grid, and follow the directions to assure prompt handling of your application. While the application at first glance may appear cumbersome, it is relatively straightforward and user-friendly.

**IMPORTANT: Please read the Academy Code of Ethics provided on the website prior to applying to AAAA. You must be in compliance with the Code and agree to remain in compliance once accepted.**

Please complete and submit the following to Jennie Sullivan, AAAA Executive Administrator, 859 Riverside Drive, #11, Greenwood, IN 46142:

- a. Application form (**remember to sign it**) with your signed releases and named references along with any accompanying materials.
- b. Your **Non-Refundable** application fee of \$200.00 payable to "American Academy of Adoption Attorneys." If you are applying to both the Adoption practice section and the ART practice section at the same time, your non-refundable application fee will be \$400.00. Also note that if you are offered membership, the \$750.00 (\$375 for Provisional) annual dues must be paid in order for you to become an AAAA Fellow.
- c. Copies of the following documents used in your legal practice:

- i. Any attorney advertisements or brochures you disseminate related to your adoption and/or ART practice; and
  - ii. Any fees and expenses materials, including fee agreements, employment contracts or agency fee materials, if your fees are included, related to your adoption and/or ART practice.
- d. Your completed case grid form(s) as follows:
  - i. If you are applying to Regular Membership in AAAA please verify that you have completed at least fifty (50) diverse adoption matters or ART matters according to the requirements stated above. You should put the month and year for each concluded proceeding in the appropriate block for each matter, filling in only one date per row for all fifty rows. To ensure client confidentiality, you **should not** list clients by their names or their initials in the grid.
  - ii. If you are applying to Provisional Membership in AAAA please verify that you have completed at least twenty-five (25) diverse adoption matters or ART matters according to the requirements stated above. You should put the month and year for each concluded proceeding in the appropriate block for each matter, filling in only one date per row for all twenty-five rows. To ensure client confidentiality, you **should not** list clients by their names or their initials in the grid.

If you have any questions about applying or need clarification, please contact:

AAAA Executive Administrator

Jennie Sullivan

[admin@adoptionart.org](mailto:admin@adoptionart.org)

317-407- 8422

If you want to know the status of your application, or have other questions about your application, please contact:

Adoption Membership Chair

Greg Franklin

[gfranklin@afylaw.com](mailto:gfranklin@afylaw.com)

585-442-0540

ART Membership Chair

Emily McArthur

[emily@mcarthurreproductivelaw.com](mailto:emily@mcarthurreproductivelaw.com)

303-674-1891

**Please indicate the membership type for which you are applying below:**

Regular Membership:

Provisional Membership:

Adoption

Adoption

ART

ART

Both

Both

**ATTENTION:** On occasion, in the course of conducting its due diligence, the membership committee finds that an applicant's experience is insufficient. Should that be the case with your application, would you like to be considered for Provisional Membership?

Yes       No

\* \* \* \* \*

**Part I: General Information (To be completed by all applicants):**

1. Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

2. Firm Name: \_\_\_\_\_ No. of Attorneys: \_\_\_\_\_

3. Business Address: \_\_\_\_\_

\_\_\_\_\_

4. Office Phone: \_\_\_\_\_ Fax : \_\_\_\_\_

Cell Phone (optional): \_\_\_\_\_

Home Phone (optional): \_\_\_\_\_

5. E-Mail: \_\_\_\_\_

6. Website URL (e.g., www.babiesareus.com): \_\_\_\_\_

7. Your Firm's Practice Areas: \_\_\_\_\_

\_\_\_\_\_

8. Your Practice Areas: \_\_\_\_\_  
\_\_\_\_\_

9. State(s) and Date(s) of Bar Admission(s) \_\_\_\_\_  
State Bar Number(s) \_\_\_\_\_

10. Total Years in Practice: \_\_\_\_\_  
Years Handling Adoptions (if applicable): \_\_\_\_\_  
Years Handling ART Matters (if applicable): \_\_\_\_\_

11. Previous or concurrent occupation(s) separate from law practice (including dates):  
\_\_\_\_\_  
\_\_\_\_\_

12. Colleges and Universities attended:	Degrees/Dates:
_____	_____
_____	_____
_____	_____

13. Honors:

14. Publications:

15. Professional/Civic Organizations:

16. Hobbies/Interests/Volunteer Experience:

17. Have you previously applied for membership in AAAA (either Adoption or ART)?

\_\_\_\_\_

If yes, year and outcome of application: \_\_\_\_\_

18. Are you currently an active Adoption Fellow? \_\_\_\_\_ ART Fellow? \_\_\_\_\_

19. Have you ever been convicted of a crime, or do you now have any criminal charges pending against you? \_\_\_\_\_

If yes, please provide a detailed explanation of each case, by attachment, if necessary.

20. Have you ever been professionally disciplined, or do you now have pending any matter of professional discipline? \_\_\_\_\_

If yes, please provide a detailed explanation of each matter, by attachment, if necessary.

21. Have you ever been sued for malpractice or professional negligence, including counterclaims? \_\_\_\_\_

If yes, please provide a detailed explanation of each case including jurisdiction, case number, date, nature of case, outcome or current status, along with any relevant documents.

22. Please give us a short narrative as to why you want to become a Fellow of AAAA (Provisional or Regular).

**Part II: Adoption Information (To be completed by those applying to the Adoption practice section of AAAA):**

23. What percentage of your practice is adoption? \_\_\_\_\_%

24. Total number of terminations of parental rights, relinquishments and/or adoptions (collectively “adoptions”) you have handled as an attorney (including as guardian ad litem): \_\_\_\_\_

a. What percentage were:

i. Domestic:

Independent (private non-agency)	_____%
State Agency	_____%
Private Agency	_____%
Relative/Step-Parent	_____%
Contested/Litigated	_____%
Other (describe) _____	_____%

ii. International:

Independent	_____%
Agency	_____%

Contested/Litigated	_____	%
Other (describe) _____	_____	%
	Total	100%

b. What percentage were agency finalizations or international re-adoptions, only? \_\_\_\_\_%

c. In what percentage did you represent:

- i. Birth parent(s) \_\_\_\_\_%
- ii. Adoptive parent(s) \_\_\_\_\_%
- iii. Governmental agency \_\_\_\_\_%
- iv. Private licensed adoption agency \_\_\_\_\_%
- v. Child(ren) \_\_\_\_\_%
- vi. Other (describe) \_\_\_\_\_%

25. Number of adoptions in the past two years (Note that you need at least 20 total for the last two years if applying for Regular Membership unless proceeding under special competence. There is no two year requirement if applying for Provisional Membership):

Current Year: \_\_\_\_\_ Last Year: \_\_\_\_\_

26. In how many interstate or inter-country placements have you been involved where you were assisting in an adoption that involved the interstate compact application or a United States component (Note that you need at least 10 total if applying for Regular Membership unless proceeding under special competence. If you are applying for Provisional Membership you need at least 5 total)? \_\_\_\_\_

a. Between which states/countries?

\_\_\_\_\_

b. Identify any AAAA attorneys you worked with in the other states/countries and provide their email address.

\_\_\_\_\_

\_\_\_\_\_

c. Describe your involvement.

d. For interstate placements, how many required ICPC approval? \_\_\_\_\_

27. Number of international adoptions in the past 2 years and between which countries:

Total Number: \_\_\_\_\_

Current year: \_\_\_\_\_ Countries: \_\_\_\_\_

Re-finalization only: \_\_\_\_\_

Full adoption process: \_\_\_\_\_

Last year: \_\_\_\_\_ Countries: \_\_\_\_\_

Re-finalization only: \_\_\_\_\_

Full adoption process: \_\_\_\_\_

28. If you regularly represent (or handle adoptions involving) licensed adoption agencies, please provide the agency name, address, telephone number, email address and name of a contact person for each such agency:

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29. If you regularly represent (or handle adoptions involving) facilitators (those who match birth parents and adoptive parents, but are not licensed as child placing agencies), please provide the facilitator's name, address, telephone number, email address and name of a contact person for each such facilitator:

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30. Please provide names of all AAAA Fellows and their email addresses (not already identified in item 26) with whom you have worked or consulted on any adoption related cases, with whom you may have given presentations, and/or who may be familiar with your work in adoption matters:

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31. Please list any adoption-related Continuing Legal Education (CLE) credit hours that you have attended, either sponsored by AAAA or another group. Also indicate if you have taught or given any adoption-related presentations at any conferences and, if so, then include your presentation outline with this application.

CLEs Attended

<u>DATE</u>	<u>COURSE/CONFERENCE TITLE</u>	<u>LOCATION</u>	<u>#OF CLE CREDITS</u>

CLEs Presented

<u>DATE</u>	<u>COURSE/CONFERENCE TITLE</u>	<u>LOCATION</u>	<u>#OF CLE CREDITS</u>

**Part III: ART Information (To be completed by those applying to the ART practice section of AAAA):**

32. What percentage of your practice is ART? \_\_\_\_\_%

33. Approximate total number of ART matters you have handled as an attorney:  
\_\_\_\_\_

- a. What estimated percentage were:
- i. Drafting and/or Reviewing ART Agreements \_\_\_\_\_%
  - ii. Obtaining Pre-Birth Orders \_\_\_\_\_%
  - iii. Obtaining Parentage Orders \_\_\_\_\_%
  - iv. Handling Adoptions Relating to ART Matters \_\_\_\_\_%
  - v. Other Birth Certificate Amendment Procedures \_\_\_\_\_%
  - vi. Contested ART Matters \_\_\_\_\_%
  - vii. Other (describe) \_\_\_\_\_%
- Total 100%

- b. In what estimated percentage did you represent:
- i. Surrogate or Gestational Carrier \_\_\_\_\_%
  - ii. Intended Parent(s) \_\_\_\_\_%
  - iii. Egg Donor(s) \_\_\_\_\_%
  - iv. Sperm Donor(s) \_\_\_\_\_%
  - v. Embryo Donor(s) \_\_\_\_\_%
  - vi. Medical Clinics \_\_\_\_\_%
  - vii. Private Coordinating Programs \_\_\_\_\_%
  - viii. Other (describe) \_\_\_\_\_%
- Total 100%

34. Number of ART matters in the past two years:

Current Year: \_\_\_\_\_ Last Year: \_\_\_\_\_

35. In approximately how many ART matters have you been involved in which you were working with conflict or coordination of law issues and attorneys in other states or countries? \_\_\_\_\_

a. Between which states/countries?  
\_\_\_\_\_

b. Identify any AAAA Fellows you worked with in the other states/countries and provide their email address.  
\_\_\_\_\_

c. Describe your involvement.

36. Number of international ART matters in the past 2 years and between which countries:

Total Number: \_\_\_\_\_

Current year: \_\_\_\_\_ Countries: \_\_\_\_\_

Re-finalization only: \_\_\_\_\_

Full adoption process: \_\_\_\_\_

Last year: \_\_\_\_\_ Countries: \_\_\_\_\_

Re-finalization only: \_\_\_\_\_

Full adoption process: \_\_\_\_\_

37. If you regularly represent (or handle ART matters involving) surrogacy or egg donor programs, please provide the program name, address, telephone number, email address and name of a contact person for each such program:

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38. If you regularly represent (or handle ART matters involving) any medical facilities or fertility clinics, please provide the clinic name, address, telephone number, email address and name of a contact person for each such facility:

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39. Please provide names of all AAAA Fellows and their email addresses (not already identified in item 35) with whom you have worked or consulted on any ART related cases, with whom you may have given presentations, and/or who may be familiar with your work in ART matters:

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40. Please list any ART-related Continuing Legal Education (CLE) credit hours that you have attended, either sponsored by AAAA or another group. Also indicate if you have taught or given any ART-related presentations at any conferences and, if so, then include your presentation outline with this application.

CLEs Attended

<u>DATE</u>	<u>COURSE/CONFERENCE TITLE</u>	<u>LOCATION</u>	<u>#OF CLE CREDITS</u>

CLEs Presented

<u>DATE</u>	<u>COURSE/CONFERENCE TITLE</u>	<u>LOCATION</u>	<u>#OF CLE CREDITS</u>

## REFERENCES

Provide the names, addresses, telephone numbers and **e-mail addresses** of at least five people who are familiar with your work in adoption and/or ART. These references may not include employees, clients (except for agencies), members of your firm or members of your family. Please include at least one current AAAA Fellow whose practice encompasses adoption and/or ART, as appropriate, and who has personal knowledge of your practice and qualification. You also may include a judge or justice or adoption agency representative. **Once your completed application is received, you will be sent an Application Questionnaire. Please ask each of your references to complete the Application Questionnaire and ask that they be returned directly to the appropriate Membership Chair.** At least four Questionnaires must be returned for your application to be complete.

(1) \_\_\_\_\_(AAAA Fellow)

\_\_\_\_\_

(2) \_\_\_\_\_

\_\_\_\_\_

(3) \_\_\_\_\_

\_\_\_\_\_

(4) \_\_\_\_\_

\_\_\_\_\_

(5) \_\_\_\_\_

\_\_\_\_\_

Please provide either a statement/letter from your state/country/province confirming active bar membership OR contact information for the same, and contact information for investigation of disciplinary actions.

Website, and email, if possible, of organization able to confirm bar membership:

\_\_\_\_\_

Website, and email, if possible, of organization for investigation of disciplinary actions:

\_\_\_\_\_

**TERMS AND CONDITIONS  
RELEASE OF LIABILITY**

I declare under penalty of perjury that the statements in this application for membership are true, accurate and complete. I authorize any bar association, court, lawyer disciplinary organization, or law enforcement agency to disclose matters pertaining to me to the Academy of Adoption and Assisted Reproduction Attorneys (“AAAA”) in connection with its investigation of my application for membership.

I hereby release, discharge and exonerate AAAA, its officers, directors, members, fellows, agents and representatives, and any and all persons or agencies furnishing information in connection with this application, from any and all liability of every nature and kind arising out of the furnishing of such information, whether communicated orally or in writing. I further waive any claims which may arise with respect to such information or its disclosure. I hereby indemnify and hold harmless AAAA, its officers, directors, members, fellows, agents and representatives from any and all liability arising from or in any way related to its investigation, processing and decision making with regard to any membership application I make, have made, or will make in the future to AAAA, including this application.

If I am applying for Provisional Membership, I have read the Bylaws and Code of Ethics of AAAA. I understand that Provisional Members of AAAA do not have the same privileges as Fellows of AAAA. I also understand that there are restrictions to which Provisional Members are required to adhere such as limitations on revealing association with AAAA. If I am offered membership as a Provisional Member I agree to adhere to these restrictions. I am aware that violation of these limitations is grounds for immediate expulsion from AAAA and bar from future admission into AAAA in any capacity.

I understand and agree that membership in AAAA is by invitation only and that applying for membership does not necessarily mean that the Board of Trustees will extend an invitation to me. I understand and agree that invitations for membership are within the sole discretion of the Board of Trustees, and that its decision is final.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

I agree that I have read the Academy Code of Ethics that was provided with this application and I represent that, if admitted, I agree to comply with the Code of Ethics.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

**ACADEMY OF ADOPTION AND ASSISTED REPRODUCTION ATTORNEYS  
AUTHORIZATION FOR RELEASE OF INFORMATION**

To all bar associations, lawyer regulatory entities, lawyers, law enforcement agencies, courts, court administrators, clerks of court, judges, Interstate Compact on the Placement of Children compact administrators, licensed adoption agencies, social workers and any other individuals who have knowledge of information pertinent to my application for membership to the Academy of Adoption and Assisted Reproduction Attorneys (hereinafter "AAAA"):

I, \_\_\_\_\_ (PRINT NAME), the undersigned, am making application for membership to AAAA, and in doing so, authorize and request the release of information and records to AAAA, and the attorney members of AAAA assigned to conduct the due diligence on my application. This information will be used for the purpose of determining my eligibility and qualification for membership.

This Authorization shall be valid for a period of one year after my execution of same. A copy of this Authorization shall be considered as effective as the original.

Please be aware that I completely waive whatever right I may have to obtain any information you provide to AAAA pertaining to my background, and suitability for membership.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

Address: \_\_\_\_\_  
\_\_\_\_\_

Date of birth: \_\_\_\_\_