

JUDICIAL AND LEGAL INTERNSHIP PROGRAMS

Legal and judicial internships provide an excellent opportunity for law students to observe and participate in the actual practice of law while continuing their formal education. Legal interns receive practical, firsthand experience in the internal workings of a law office and the day-to-day representation of clients. Judicial interns learn the internal workings of our court systems and the relationship of the Court (judge) and the Clerk's office to the lawyers practicing before the Court. Legal interns have the added advantage to act as advocates for their sponsor's clients by direct participation in court hearings and proceedings. Either type of internship may also earn elective academic course credit when additional documentation and the required administrative steps are completed. A brief description of each type of internship follows.

Legal Interns with a 3L practice card assist their sponsoring attorney in the general practice of law by drafting letters, pleadings and other documents, participating in meetings or status conferences with current clients, conducting legal research and participating in court proceedings. With proper supervision from the sponsoring attorney, and approval of the client and the Court, legal interns may actually “practice” law in almost every sense of the word by representing the client in court or in depositions and may make opening statements, closing arguments and examine witnesses at trial or in evidentiary hearings. An added benefit of the legal internship program is the ability to continue internship activities after graduation up until the date the results of first post-graduation bar licensing examination are announced.

Legal Interns without a 3L practice card assist their sponsoring attorney in the general practice of law by drafting letters, pleadings and other documents, observing, but not participating, in meetings or status conferences with current clients and conducting legal research. Legal interns without a 3L practice card **MAY NOT** participate in court proceedings. Legal interns without a 3L practice card **MAY NOT** “practice” law AT ALL. Interns without a 3L practice card **MAY NOT** interact with a client, judge, or another attorney that in any way would give the appearance of having a 3L practice card. The experience gained in this type of internship is from drafting documents, researching and observing legal proceedings.

Judicial Interns assist their sponsoring judge by drafting Orders and other court related documents for the judge’s signature, organizing the Court’s docket, making entries in official court/caserecords and such other duties as the judge may direct. While judicial interns do not actively engage in the representation of clients or parties in a case, they gain significant access and “networking” contact with a variety of lawyers and law firms and may gain significant experience in trial/court procedures through observations of court proceedings. Judicial internships automatically end on the date of the last final examination in the student’s last term of law school. Judicial interns do NOT need a 3L practice card, as they will NOT assist clients.

Application Procedures for Each Type of Internship:

To participate in a Legal Internship WITH A 3L PRACTICE CARD, a student must:

- 1) Have in his or her possession the Alabama State bar issued Certification card acknowledging the completed law student registration. If the student has not completed, submitted the student registration documents with the Bar, and received from the Bar his or her law student Certification card, the student may not participate in the intern program;
- 2) Must have a GPA of 2.50 or higher;
- 3) Be currently enrolled in the law school. If the student has graduated and/or has completed all required course work and are merely waiting for graduation ceremonies, the student is not eligible to start or begin an internship (Alabama State Supreme Court rule and not subject to waiver);
- 4) Have satisfactorily completed **a minimum of fifty-four (54) term hours** (approximately six full terms) of legal studies prior to the term in which the internship will begin. Grades of “Incomplete” may not be used to fulfill the fifty-four (54) hour minimum;
- 5) Be a student in “good standing” with BSL. A student on academic probation, on conduct probation, or who has overdue financial obligations to the school cannot participate in the program;
- 6) Deliver the following documents to the Assistant Dean in a single complete package:
 - a) The “Student Intern Application” form after verifying the term of the student’s graduation using his or her transcript and the appropriate “master” graduation plan posted to www.bsol.com (Curriculum Tab). For questions about which grad plan to follow, send an email to the Assistant Dean for verification.
 - b) A photocopy of the Alabama State Bar issued Law Student Registration Certification card as proof of registration with the Bar as a law student (sample copy available in the Appendix of this document);
 - c) A cover letter from the sponsoring attorney, on appropriate firm stationary, affirmatively stating that the sponsor agrees to support and supervise all intern activities and he/she will be professionally responsible for the student’s work as an intern (sample letters available in the Appendix of this document);
 - d) The “Student Intern Certification” (the student’s affidavit – sample available in the Appendix of this document);
 - e) ONLY if the student is pursuing a legal internship: the “Certificate of Supervising Attorney” (sponsor’s affidavit – samples available in the Appendix of this document).
- 7) Submit ALL documents as originals with “wet” signatures except for the photocopy of the Law Student Registration Certification card. Submission packages that contain photocopies of original documents or are missing documents will be rejected and

returned with no action taken to validate or implement the internship.

8) All application packages must be submitted by the following deadlines:

- Fall Term Deadline is September 15
- Spring Term Deadline is January 15
- Summer Term Deadline is May 15

If these submission dates fall on a day the office is not open, the deadline is the first day following the office is open. For example, if May 15 falls on a Sunday, the deadline to submit all paperwork is Monday May 16 before the office closes.

Submissions outside the submission window will rejected and returned. ALL COMPLETED DOCUMENTS, INCLUDING THE COMPLETED APPLICATION, A PHOTOCOPY OF THE ALABAMA STATE BAR ISSUED LAW STUDENT REGISTRATION CERTIFICATION CARD, SPONSORING ATTORNEY OR JUDGE LETTER, STUDENT INTERN CERTIFICATION, AND CERTIFICATION OF SUPERVISING ATTORNEY (if a legal internship) MUST BE TURNED IN BY THE DEADLINE.

OPTIONAL: Receiving Course Credit for Internship Work

If a student wishes to receive course credit for the intern work, the student must complete the additional steps listed below:

- 1) Register and pay for the desired internship elective course (Law 998 or Law 999) as current BSL regulations require. There is no requirement to register for either elective class if the student is not seeking academic credit;
- 2) Perform and record a minimum of sixty (60) hours of work as a legal or judicial intern during the scheduled internship elective term (see #1 immediately above). Students may not exceed or extend the court credit portion of the internship for more than one (1) term;
- 3) Deliver to the Assistant Dean, **no earlier than the first day of final exams and no later than the last day of final exams for each term**, an original record of the legal/judicial internship work performed during the term. Students must use the BSL Internship Record Form (included in the Appendix of this document) to log intern time. The report must be certified by the sponsoring judge or attorney and must contain similar information as provided in the sample documents found in the appendix.

Additional General Information

The following additional information is provided for further enlightenment:

- 1) Students who wish to receive the *Intern 3rd Year Practice Card* must participate in the intern program. Course credit is the optional part of the program - meeting the minimum

requirements for the intern program participation is not optional.

- 2) While each student has the option to participate as a legal intern, or a judicial intern, or both, students may not receive course credit for more than one (1) type of internship.
- 3) Students are responsible for locating a sponsoring attorney or judge. The Assistant Dean may be able to assist if a student is having difficulty finding a sponsor but the availability of an appropriate sponsor is not guaranteed. Sponsoring attorneys must hold a current and valid Alabama law license and must be in good standing with the Alabama State Bar Association (not under current suspension or license revocation). Sponsoring judges must be currently acting as a judge in an appointed or elected capacity holding regular court hearings or proceedings. Former, retired, or supernumerary judges do not satisfy the program requirements.
- 4) Students may work for only one sponsor at a time. While a student may work for or in a law firm with multiple attorneys, the student's registered sponsor remains professionally responsible for all work and legal ethics. If a student wants to change sponsors, the student and the new sponsor must execute and submit new/updated affidavits.
- 5) Students may not perform the work of an intern until on or after the date specified on the BSL issued Intern 3rd Year Practice Card. The practice card identifies the student as a participant in the program and will state specific starting and ending dates of the internship. The Intern 3rd Year Practice Card will be mailed directly to the sponsoring attorney or judge, for further transfer to the student, as soon as possible after the application and processing deadlines listed above.
- 6) Interns may work for his or her current employer or a relative and may serve in a paid or unpaid capacity for the intern work. Students may not receive fees, wages, gifts, "tips" or other compensation directly from any client for any services performed as an intern on their behalf. Nonetheless, if the student is regularly employed by a law firm, he or she may continue to receive the normal wages, salary, bonuses, 401K/IRA contributions and other employment related benefits that the employer provides in the normal course of the law firm's business practices even if the original source of income to the attorney or firm comes from a client for whom the student has provided legal services.
- 7) For interns NOT seeking course credit: Although not required to log and submit a record of all intern activities, the student and sponsor may want to maintain such a record for training or review purposes.
- 8) For interns seeking course credit: All internship work must be contemporaneously recorded to the tenth (1/10th) of the hour. Recording time in large blocks such as "8:00 am - 12:00 pm - Legal Research" or in a similarly vague or void-of-detail manner is unacceptable. Lunch time, break time, travel time, or time spent conducting investigative work may not be used toward the internship time log or intern work credit. Students must use the BSL Internship Record Form to log intern time. Student name, student number, and sponsor's signature must be clearly visible on each page. Sample record entries may

be found in the Appendix of this document.

- 9) Grading: Interns seeking course credit will receive a grade of “satisfactory” for his or her efforts if the course requirements are satisfactorily completed within the allotted time. If a student fails to complete the sixty (60) hours of intern work before the last day of final exams in the scheduled intern elective term, or if a student fails to submit the record or log of intern work within the stated deadlines, the student will receive a grade of “unsatisfactory” and **will receive no academic credit**. Students receive three (3) hours of academic credit for satisfactorily completing the internship. The credit hours for the internship will count towards requirements for graduation but the credits and grades will not be used to calculate GPAs.

APPENDIX

IN THE SUPREME COURT OF ALABAMA
September 19, 2006

ORDER

IT IS ORDERED that the Alabama Rule for Legal Internship by Law Students be amended to read in accordance with the appendix attached to this order;

IT IS FURTHER ORDERED that this amendment is effective September 19, 2006.

IT IS FURTHER ORDERED that the following note from the reporter of decisions be added to follow the Alabama Rule for Legal Internship by Law Students:

"Note from the reporter of decisions: The order amending the Alabama Rule for Legal Internship by Law Students, effective September 19, 2006, is published in that volume of Alabama Reporter that contains Alabama cases from ____ So. 2d."

Nabers, C.J., and See, Lyons, Harwood, Woodall, Stuart, Smith, Bolin, and Parker, JJ., concur.

I Robert G. Esdale, Sr., as Clerk of the Supreme Court of Alabama, do hereby certify that the foregoing is a full, true and correct copy of the instrument(s) herewith set out as same appear(s) of record in said Court.

Witness my hand this 19th day of Sept., 2006

Robert G. Esdale, Sr.
Clerk, Supreme Court of Alabama

APPENDIX

ALABAMA RULE FOR LEGAL INTERNSHIP BY LAW STUDENTS

I. PURPOSE

The purpose of this rule is to help the Bar discharge its responsibility to provide competent legal services for all persons, and to encourage law schools to provide senior law students with practical training during the period of their formal education, and to establish procedures to govern student internships and supervision by sponsoring attorneys.

II. APPEARANCE BEFORE COURT OR TRIBUNAL

A. An eligible law student may appear as a student intern in any civil or criminal matter in any court or before an administrative tribunal in this State if the person on whose behalf he or she is appearing has consented in writing to that appearance and the sponsoring attorney, who shall also be the attorney of record in the court or tribunal, has approved the appearance in writing.

B. The certification of the client and the sponsoring attorney shall be submitted to the court or tribunal of appearance, which shall enter an order allowing the appearance. The certification shall be made a part of the record of the court or tribunal in the case or proceedings for which the student intern shall provide services on behalf of the client.

C. The sponsoring attorney shall personally supervise and oversee at all times any such student intern who shall appear before any court or administrative tribunal, and in any case tried before a jury the licensed attorney of record shall be present in court at all times during the trial of the case.

D. A student intern may also appear in any criminal matter on behalf of the State with the written approval of the prosecuting attorney or his or her authorized representative.

III. SERVICES

A. A student intern may make court appearances and provide any related services on behalf of the client that are approved by the client, the sponsoring attorney, and the court or tribunal.

B. In addition, a student intern may engage in other services, under the supervision of a member of the Alabama State Bar, including:

1. Preparation of pleadings and other documents to be filed in any matter, but such papers must be signed by the attorney of record.

2. Preparation of briefs, abstracts, and other documents to be filed in appellate courts of this State, but such documents must be signed by the attorney of record.

C. A student intern shall be authorized to interview, advise, and negotiate for a client while rendering assistance to the sponsoring attorney.

IV. REQUIREMENTS AND LIMITATIONS

In order to perform any services pursuant to the rule, the student intern must:

A. Be registered as a law student with the Secretary of the Board of Commissioners of the Alabama State Bar (hereinafter "Secretary") and duly enrolled in any school of law from which a graduate of such school is qualified and authorized to stand for the State of Alabama Bar Examination, provided such school of law has a full-time faculty member or a full-time administrator who is a graduate of a school of law supervising the certification of students and assigned the duties of supervising and counseling eligible and certified students. The registration requirements herein shall be satisfied by compliance with Rule I.A of the Rules Governing Admission to the Alabama State Bar. If a student desires to participate under this rule and does not intend to seek admission to the Alabama State Bar, the student must register in accordance with Rule I.A; however, the penalty imposed for

failure to register within 60 days of entry into law school shall not be applicable to the student.

B. Have completed legal studies amounting to at least four (4) semesters (not less than 54 semester hours), or the equivalent if the school is on some basis other than a semester basis.

C. Be certified in writing by the dean of his or her law school as being of good character and competent legal ability, and as being adequately trained to perform as a legal intern.

D. Be introduced to the court in which he or she is appearing by an attorney admitted to practice in that court.

E. Certify in writing that he or she has read and will abide by the Alabama Rules of Professional Conduct and also subscribe to an oath that he or she will support the Constitutions of the United States and the State of Alabama and will faithfully perform the duties of a student intern. The certificate and oath are to be filed with the Secretary.

F. Neither ask for nor receive any compensation or remuneration of any kind for specific services from the person on whose behalf he or she renders services; provided, however, that the student intern may be paid a set salary or hourly wage by an employing lawyer, law firm, government office, or other entity providing legal services.

G. The sponsoring attorney shall certify to the court or tribunal that he or she will fulfill his or her responsibilities as sponsoring attorney as set forth in this rule.

V. CERTIFICATION

The certification of a student by the law school dean:

A. Shall be filed with the Secretary and shall remain in force and effect as long as he or she continues as a student in good standing, and after graduation from law school may remain in force and effect until the results of the next Alabama Bar examination are announced.

B. May be withdrawn by the dean at any time by mailing a notice to that effect to the Secretary.

C. May be terminated by the Board of Commissioners of the Alabama State Bar at any time. Notice of the termination shall be filed with the Secretary and with the dean of the law school in which the student is enrolled.

D. The Secretary shall maintain a continuous register of all law students currently certified as legal interns. This register shall include all pertinent information required under this rule.

VI. ATTORNEY'S RESPONSIBILITY

The member of the Bar to whom the eligible student intern is assigned and under whom the student intern does any of the things permitted by this rule shall:

A. File an appropriate certificate as sponsoring attorney of a law student intern with the Secretary.

B. Assume personal professional responsibility under the Alabama Rules of Professional Conduct for the student intern's work.

C. Secure the prior written consent of the client for the services actually to be performed in court by the student intern and keep the client advised of the services being performed by the student intern.

D. Supervise the activities and services of the student intern, all of which shall be performed under the member's direction and with his or her knowledge and approval.

CERTIFICATION

The Committee on Character and Fitness of the Board of Bar Commissioners of the Alabama State Bar does hereby certify, after investigation and examination made by it, that it is reasonably satisfied that

EXAMPLE - this is the only copied document we can accept

is entitled to registration as a law student under the provisions of the current rules Governing Admission to the Bar of Alabama, and agreeable to such findings, does hereby issue to him/her this Certificate of Registration.

Date _____ day of _____, 20_____

Committee on Character and Fitness of the Alabama State Bar

BSL Judicial/Legal Intern Application

(Please print legibly (or type) and circle the required information as appropriate)

Date: _____

Name: _____

Cumulative GPA: _____ Daytime E-mail: _____

Semester of Application: _____, 20 _____
Semester Year

Type of internship desired (please circle your choice): Legal Judicial

I desire academic credit (please circle your choice): Yes No

I have completed six (6) semesters of law school/54 hours: Yes No

I have registered with the bar as a law student: Yes No

I plan to graduate (verify from your transcript): _____ / _____
Month/Semester Year

My Sponsor's Name is: _____

My Sponsor's Law Firm
or Judicial Circuit (judges only) is: _____

My Sponsor's Mailing Address is: _____

My Sponsor's Telephone Number is: _____ / _____
Area Code Number

I understand that I am responsible for complying with all rules, procedures, notices, program updates and news announcements pertaining to the BSL Internship Program as published in the *Alabama Rule For Legal Internship by Law Students*, the *BSL Student Handbook*, and the Birmingham School of Law official website (www.bsol.com).

Signature

For Office Use Only:

1st semester hours _____

2nd semester hours _____

Total intern hours _____

What Type Of Work May I Record For My Intern Hours?

Students often ask “What type of work may I record for my intern hours?” or “Is _____ a job or task I can log for intern hours?” The answer will depend completely upon whether or not you are acting as a legal intern with or without a 3L practice card or judicial intern and whether or not the job or task is more related to the physical acts or mental deliberations of an attorney vs. purely clerical tasks of an office assistant or clerk.

LEGAL INTERNS:

For legal interns, your activities should be focused upon learning new job skills or techniques which are unique to what an attorney does; not general office skills. Appropriate duties include:

- Initial interviews with potential clients (to determine whether or not they have a claim - not for the purpose of completing intake or other information forms);
- Follow-up meetings with the client and/or the sponsoring attorney as the case or litigation progresses (discovering additional facts, deposition preparation, etc.);
- Drafting complaints, pleadings, or other legal documents (executing a “cut & paste” job from other documents is merely word processing);
- Drafting responses to the Court or opposing counsel;
- Drafting client letters or external communications;
- ONLY if you have a 3L practice card: participating in court proceedings such as depositions, docket calls, trial conferences, plea hearings, jury voir dire, or conducting direct advocate representation at trial by making opening statements, closing arguments or examining/cross examining witnesses. You may attend this proceedings without a 3L practice card but MAY NOT participate in any manner.

On the other hand, duties or tasks that are not “lawyerly” are unsuitable and inappropriate for recording as legal intern work. Some examples are:

- Answering the telephone;
- Word processing;
- Ordering and/or organizing client medical records;
- Making photocopies for files;
- Auditing a client’s file;
- Preparing or filing client billing statements or indigent claim forms with the court;
- Shredding/disposing of client documents, etc.

JUDICIAL INTERNS:

As a judicial intern, you are given a good bit more leeway in the type and quantity of tasks you may record as “intern” work. Essentially, your job is to support the Court (i.e., judge) in whatever capacity the judge may direct. Thus, you may be called upon to do some clerical tasks, such as retrieving case files from the Clerk’s Office, making routine clerical entries in those case files, or other similar tasks which would not ordinarily qualify as intern work in a legal internship setting. But, just as with the legal internship, other repetitive routine office tasks such as making photocopies or answering the telephone should not be recorded as intern work.

Duties of the Attorney Sponsoring a Legal Intern

(Revised 7/29/2016)

Only attorneys who hold a current Alabama law license and who are in good standing with the Alabama State Bar Association may sponsor law students for legal internships. The attorney who agrees to sponsor a student must:

- Be familiar with the Alabama Supreme Court rules governing legal internships (the prospective intern is responsible for providing a copy of the Court's rules to the sponsor).
- Assume personal and professional responsibility for the student's work.
- Personally supervise and oversee the actions of the legal intern at all times.
- Endeavor to provide the intern sufficient opportunities to learn practical legal skills in the areas of research, drafting/submission of court documents, interviewing & counseling of clients, and the representation of clients in court.
- Be physically present in court at all times with the intern to supervise their activities during trials, court hearings or depositions.
- Obtain prior written consent from the client before any participation of the intern in any court proceeding. With the exception of capital murder cases, interns may conduct plea agreements or settlement negotiations, make opening statements or closing arguments at trial, and examine witnesses.
- Obtain approval from the Court before allowing the intern to participate in-court sessions.
- Secure the prior written consent of the district attorney or his/her representative if the intern's court appearance involves the representation of the State in a criminal matter.
- Cause to be filed with the Court or Clerk of Court copies of the "*Certificate of Supervising Attorney*" and the client's informed consent documentation which shall be made a part of the official record of the case.
- Certify a detailed record of the time spent by the intern performing his/her duties (if the student is performing the internship work for course credit).

Sample Sponsor Letter - Attorney

(Letterhead Stationary)

Dear Dean Charles:

I would like to apply to have your third year law student, _____ (student's name) _____, work with (me/our law firm) under the Alabama State Supreme Court/Alabama State Bar's Legal Internship Program. I agree to comply with the directives of the *Alabama Rule for Legal Internship by Law Students* and Birmingham School of Law's rules concerning the *Duties of the Attorney Sponsoring a Legal Intern*.

I understand my responsibilities as a sponsoring attorney and will comply with same. _____ (student's name) _____ will be working directly under my supervision and I will be professionally responsible for all of (his/her) actions while working under the legal internship program.

Sincerely,
(Sponsoring Attorney)

Duties of the Judge Sponsoring a Judicial Intern

(Revised 7/29/2016)

Only judges who are members of the Alabama State Bar and are currently serving on the bench may sponsor law students for the purposes of a judicial internship. The judge who agrees to sponsor a student must:

- Assume personal and professional responsibility for the student's work.
- Assist the student in his/her preparation for the work of a judicial intern to the extent the judge considers it necessary.
- Personally supervise and oversee the actions of the judicial intern at all times.
- Endeavor to provide the intern sufficient opportunities to learn and observe practical legal skills in the areas of research, drafting of court documents, and the representation of clients at trial.
- Certify a detailed record of the time spent by the intern performing his/her duties (if the student is performing the internship work for course credit).

Sample Sponsor Letter - Judge

(Letterhead Stationary)

Dear Dean Charles:

I would like to apply to have your senior student, _____ (student's name) _____, work with me as a Judicial Intern in my capacity as Judge of _____ (city, district, circuit, etc.) _____ under Birmingham School of Law's Judicial Internship Program. I have been provided a copy of, and am familiar with, BSL's *Duties of the Judge Sponsoring a Judicial Intern*.

I understand my responsibilities as a sponsoring judge under the rules set forth by the law school and I am willing to comply with all provisions thereof. _____ (student's name) _____ will be working directly under my supervision and I will be professionally responsible for all of (his/her) actions while working for me under the judicial internship program.

Sincerely,
(Sponsoring Judge)

Alabama Rule for Legal Internship by Law Students

Student Intern Certification

I, _____, a student
at _____ (name of law school), certify that I meet all of the
following requirements as stated in the *Alabama Rule for Legal Internship by Law Students*:

1. I have registered as a law student with the Alabama State Bar in accordance with the *Rules Governing Admission to the Alabama State Bar*;
2. I have completed legal studies amounting to at least four semesters of law school;
3. I have read and will comply with the *Alabama Code of Professional Conduct* and all other rules relevant to the matter in which I am involved;
4. I have read and understand the requirements and limitations imposed by the *Alabama Rule for Legal Internship by Law Students*;
5. I will accept no compensation from the party or parties on whose behalf I am rendering services; and
6. I attest that I will support the Constitution of the United States and the State of Alabama and will faithfully perform the duties of a student intern.

Signature

Print Name

State of _____

County of _____

Sworn to and subscribed before me on this the _____ day of _____ 200____.

Signature of Notary

My Commission Expires: _____

Alabama Rule for Legal Internship by Law Students

Certificate of Supervising Attorney

I, _____, certify the following with respect to the *Alabama Rule for Legal Internship by Law Students*:

1. I will assume professional responsibility under the *Alabama Rules of Professional Conduct* for all activities and services rendered by _____ as a student intern;
2. I will secure prior written consent of every client for services actually performed in court by this student intern;
3. I will keep the client advised of the services being performed by this student intern;
4. I will supervise the activities and services of this student intern which will be performed under my direction, knowledge and approval;
5. I will be present in court at all times with this student intern in any case tried before a jury;
6. I will supply the court or tribunal a copy of this certification and a copy of the client's written consent upon seeking permission of the court or tribunal to permit the appearance of this student intern.

Signature

Printed Name

State of _____

County of _____

Sworn to and subscribed before me on this the _____ day of _____ 200_____.

Signature of Notary

My Commission Expires:_____

BSL Legal & Judicial Internship Record

(Revised 12/2013)

Student Name: _____ Student Number: _____

Date	Client Name or Case #	Description of Work	Time *
XXXXXXX	XXXXXXXXXXXXXXXXXX	Total Hours This Page:	
XXXXXXX	XXXXXXXXXXXXXXXXXX	Total Hours From Previous Pages:	
XXXXXXX	XXXXXXXXXXXXXXXXXX	Total Hours:	

* Time to be recorded in 1/10th of an hour.

Page _____ of _____

Sponsor's Certification: "I certify that the above entries are a true and correct record of the time expended by my sponsored intern while working under my supervision."

Sample Entries

Legal Internship:

Date	Client Name or Case #	Description of Work	Time
9/12/13	J. Miller	Draft complaint	0.8
9/15/13	AWJ, CV13-022282	Attend deposition (<u>or</u> docket call <u>or</u> trial <u>or</u> Admin Hearing)	2.5
10/20/13	State v. R. Williams	Research: "exigent circumstances search"	0.4
11/29/13	(Sealed)	Juvenile delinquency hearing	1.8

-----OR-----

Judicial Internship:

Date	Client Name or Case #	Description of Work	Time
10/03/13	DC13-1915	Research: "Is allocution required to properly accept a guilty plea?"	0.6
10/09/13	Various	Pull & organize case files for judge's docket call	1.0
11/28/13	State v. R. Williams	Draft Order for judge's signature	0.3
11/30/13	Anonymous v. Anonymous	Divorce trial (hearing closed at Court's direction)	3.5