

Supreme Court of Pennsylvania  
Office of the Prothonotary  
414 Grant Street  
801 City-County Building  
Pittsburgh, PA 15219-2463



**Pa. B.A.R. 321**  
Phone: (412) 565-2816  
<http://www.pacourts.us/courts/supreme-court/>

## **Instructions for Application for Certification for Formal Participation in Legal Matters by Law Students Under Pa.B.A.R. 321 and 322**

You must submit an ORIGINAL application, which MUST be typed or legibly written. You must answer every question with complete and absolute candor. You must complete, sign, date, and return the *Application for Certification for Formal Participation in Legal Matters by Law Students Under Pa.B.A.R. 321 and 322*, along with the completed *Dean's Certification Under Pa.B.A.R. 321 and 322*. Complete all questions and information blocks using the appropriate area on the application.

### **Application Instructions**

#### **Applicant Information:**

You must provide your full name, complete address, including zip code and telephone numbers. Any communications from the board office will be mailed to the address listed on your application. You have the option to provide your e-mail address, which will be used in the event that all other attempts to contact you are unsuccessful. Your e-mail address is considered a part of your confidential application and will not be released to anyone. If your name, address and/or telephone number(s) change, you must notify the Supreme Court of Pennsylvania, Office of the Prothonotary (Prothonotary) in writing, within 10 days of each occurrence. Name, address and/or telephone number changes will not be processed over the telephone and must be in writing.

Please indicate the month, day, and year of your birth.

Indicate the name, location and dates of attendance of your current law school, along with the number of semesters already completed. Note: You must complete AND SIGN the top portion of the enclosed *Dean's Certification*, have the bottom portion completed by your law school dean, and return it simultaneously with the filing of your application.

#### **Supervising Attorney Information:**

You must provide all requested information regarding your Supervising Attorney, including the attorney's Supreme Court I.D. Number. If you have previously been certified under another Supervising Attorney, please indicate whether the attorney designated on this Application is in addition to or in place of the previous attorney.

Applicants may have more than one supervising attorney. However, one attorney must be designated to assume personal professional responsibility for any work of the intern, and have knowledge of when the intern is acting under the direction of another supervising attorney. This designated attorney should be listed on this form. All other supervising attorneys must be authorized by the designated supervising attorney and must be listed on a separate sheet appended to this form.

You **MUST SIGN AND DATE** the *Application* and *Dean's Certification* in the spaces provided. Return your completed *Application* and *Dean's Certification* to:

Supreme Court of Pennsylvania  
Office of the Prothonotary  
414 Grant Street  
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Pittsburgh, PA 15219-2463

All applications are processed and maintained by the Prothonotary. The Board of Law Examiners is responsible for the creation and distribution of application forms only, and does not maintain information regarding applications for certification as a legal intern.

**Note:** Once your completed *Application* and *Dean's Certification* have been processed by the Prothonotary, you will receive a copy of the letter sent to your Supervising Attorney. This letter, which notifies your Supervising Attorney that you have been certified under Pa.B.A.R. 321 and 322, will include your dates of eligibility.



## Application for Certification for Formal Participation in Legal Matters by Law Students Under Pa.B.A.R. 321 and 322

This application must be typed or legibly printed.

### Applicant Information

Prefix	First Name	Middle Name or Initial	Last Name	Suffix
Address 1			Telephone Number: ( ) -	Home
Address 2			( ) -	Business
City	State	Zip Code	Email (optional)	
Date of Birth (mm/dd/yyyy)				
Current Law School	State	Begin Date (mm/yyyy)	End Date (mm/yyyy)	Number of Semesters completed
Other Law School	State	Begin Date (mm/yyyy)	End Date (mm/yyyy)	Number of Semesters completed

### Supervising Attorney Information

Name of Supervising Attorney	Supreme Court I.D. Number
Firm or Organization	Telephone Number
Address	City State Zip

Have you previously been certified as a legal intern?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If Yes, is the Supervising Attorney named on this Application:	<input type="checkbox"/> in place of the previous Supervising Attorney	OR	<input type="checkbox"/> in addition to the previous Supervising Attorney?

I verify that the statements of facts made by me in this application are true and correct, and that they are made subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities. I further verify that I have not omitted any facts or matters pertinent to this application.

Signature \_\_\_\_\_

Date \_\_\_\_\_



## DEAN'S CERTIFICATION UNDER PA. B.A.R. 321 AND 322

**To be completed and SIGNED by the applicant:**

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
Law School: \_\_\_\_\_ Semesters Completed: \_\_\_\_\_

I hereby consent to the release of the information requested in this form.

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

\_\_\_\_\_  
Date

**To be completed by law school:**

(If the following cannot be signed, please attach a letter of explanation.)

I hereby certify that the above-named applicant is a duly enrolled student at the above-named law school, that s/he has completed at least three semesters or the equivalent thereof at this law school or another ABA accredited law school, and to the best of my knowledge, s/he is in good standing in the class. I further certify that, to the best of my knowledge and based on the records of our law school and any other law school attended, the above-named applicant is of good character and competent legal ability, as demonstrated by a satisfactory academic record, and is adequately trained to perform duties as a legal intern. I also certify that I have approved the Supervising Attorney, for the purposes of Pa.B.A.R. 321 and 322.

I certify that I have answered with complete candor, and if I feel that I cannot answer this form as requested, I will not sign below and will provide an explanation.

\_\_\_\_\_  
Signature of Dean/Law School Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**NOTE:** All original forms should be mailed directly to the Supreme Court of Pennsylvania, Office of the Prothonotary. The Prothonotary is responsible for processing all applications, and will advise the Pennsylvania Board of Law Examiners of all applications certified for formal participation in legal matters. The Board of Law Examiners is responsible only for the creation of application forms and tracking of certified legal interns.