

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 complete all fields on the application form. If any of your contact information changes, you must notify the Supreme Court of Pennsylvania, Office of the Prothonotary (Prothonotary) in writing, within 10 days of each occurrence. Changes will not be processed over the telephone. 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.

While an intern may be supervised by multiple attorneys within an office, there must be one designated supervising attorney who will assume personal professional responsibility for any work of the intern. The designated supervising attorney whose name appears on the form will be responsible in the first instance for verifying that another attorney within the organization is authorized to supervise the student. This designated supervising attorney must have knowledge of when the intern is acting under the direction of any additional supervising attorneys.

If the intern will be working for a private law firm, a letter must also be appended outlining the nature of the work to be performed and explaining how that work qualifies as eligible legal services under Pa.B.A.R. 322. If a letter is not provided, the application will be returned.

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  
801 City-County Building  
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

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

### Supervising Attorney Information

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

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.