[Date]

[Law School Name]

[Law School Address]

[Law School Address]

Re: Request for Law Student Practitioner Certification

Dear [Name]:

On behalf of [name of workplace], I request that [name(s) of student](s)] be certified as a Law Student Practitioner under the Supervised Practice Rules.

I certify that the student(s) is employed or has been placed in our office to provide legal services to clients and will be properly supervised at all times in accordance with the Supervised Practice Rules. Supervision will be by an attorney in our office who shall:

1. Assume personal professional responsibility for and supervision of the law student practitioner;
2. Sign all pleadings;
3. Ensure the law student practitioner is identified to the client and the tribunal and is knowingly accepted by both;
4. Appear with the law student practitioner in all trials and other proceedings except as otherwise permitted in Rule 5(A)(4);
5. Provide appropriate supervision and assistance as needed;
6. Send written notice to the law school and the Board of Law Examiners if terminating the supervisory relationship for any reason; and
7. Abide by all obligations set forth in the Supervised Practice Rules.

I understand that this certification will last for twelve months unless one of the four events listed in Rule 11(A) of the Supervised Practice Rules occur.

Sincerely,

[Name of Attorney Supervisor]

[Title of supervisor]