

Clerk Name _____

Tutor Name _____

Liaison Name _____

APR 6 Regulation 5-1(C)

“A law clerk may take leave or vacation in increments of one month upon written notice to the Board. A law clerk may take leave of longer than one month only upon advance written request and approval by the Board. Exceptions for emergency medical situations may be considered. A law clerk may not request leave of more than 12 consecutive months.”

Please select **one** of the following:

- I am providing written notice to the Law Clerk Board that I will be taking one month of leave in _____
Month
- I am providing a written request to the Law Clerk Board to take a leave of absence for the following months:
 - January July
 - February August
 - March September
 - April October
 - May November
 - June December

Reason for leave **(optional)**

Email the completed form and any attachments to lawclerks@wsba.org. If requesting a leave of absence for Board review (more than one month), submit the form at least two weeks prior to an upcoming Law Clerk Board meeting. The meeting schedule is located on the [WSBA website](#).

For each month of leave, you must submit a monthly certificate to BOX (see sample attachment).

Law Clerk Signature _____ Date _____



TUTOR'S MONTHLY CERTIFICATE
LAW CLERK PROGRAM

Month: May 2022 Clerk: Law Clerk Name

1. Course studied this month: None – On Leave Grade: Pass Fail
2. List textbooks and materials: _____

3. Did you prepare and administer a written examination to the clerk this month: Yes No
Prepared and administered by assistant tutor, _____
4. Average number of hours the Law Clerk studied each week: _____
5. Average number of hours the Law Clerk was employed each week: _____
6. In the space provided, explain the tasks and duties the Law Clerk engaged in during the month:

7. Average number of hours each week devoted to the clerk's personal supervision: _____
8. In your opinion, is the clerk progressing satisfactorily in the program? _____
If no, explain in the space provided:

9. What course will the law clerk be studying next month? Contracts I-II

CERTIFICATION OF PRIMARY TUTOR

I, _____, fully understanding that the foregoing information and grades will be used by the Law Clerk Board in determining whether or not the above-named clerk is progressing satisfactorily in the program, I hereby certify that:(1) the foregoing information is true and correct; (2) I, or the assistant tutor named above, administered a written examination to the clerk this month; and (3) the examination was answered without research, assistance or reference to source materials during the examination, and the grade stated above is correct.

Date

Primary Tutor's signature

