WSBA

REGULATORY SERVICES DEPARTMENT

To: APR 6 Law Clerk Program Applicants, Potential Tutors
From: Talia Clever, Law Clerk Program Coordinator, Liaison to the Law Clerk Board

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The Admission to Practice Rule (APR) 6 Law Clerk Program is an alternative to law school which meets the requirements of APR 3(b) Qualifications for Bar Examination. Successful completion of the Law Clerk Program meets the education requirement to qualify for the Washington State bar exam. It is a four year program designed to supply a theoretical, scholastic, and clinical experience through the combination of work and study with an experienced lawyer or judge.

Please review thoroughly:

- These application instructions
- Rules and Regulations Governing the Washington State Law Clerk Program, eff. 1/2014
- Clerk's Application for Enrollment in the Washington State APR 6 Law Clerk Program
- Tutor's Application

Applications must be received at least 60 days before a meeting of the Law Clerk Board. The Law Clerk Board meetings are held quarterly in February, May, August, and November, generally on the first or second Friday of the month. Please contact the Bar Association for specific dates.

Application checklist:

- ❑ One complete original law clerk application with attached sheets as necessary and two unstapled copies.
- ❑ Two original letters of recommendation (and two copies of each) from people unrelated to you, not including your proposed tutor, attesting to your good moral character and appraising your ability to undertake and successfully complete the program.
- ❑ Sealed transcripts from **all** undergraduate and graduate institutions. This includes institutions attended from which you did not graduate. One transcript from each institution.
- ❑ The potential tutor's application and statement, with attached sheets as necessary, and two unstapled copies.
- ❑ $50.00 processing fee.

- ❑ **Optional,** if applicable, a petition for advanced standing. See Regulation 3-2 for requirements.
- ❑ **Optional,** if applicable, assistant tutor's application(s).

Send completed application and $50 fee to:

Law Clerk Board
Washington State Bar Association
1325 Fourth Avenue, Suite 600
Seattle, WA 98101-2539

Applicant Interview
If your application appears to meet the program requirements you will be assigned a Law Clerk Board liaison. You will be notified of the Board member's contact information so you can schedule an interview. An interview with both the clerk and the tutor before the Board's meeting is required. The liaison will make a recommendation to the Board regarding your enrollment. You will be notified of the Board's decision within a week after the Board meeting. The soonest you can start the Program is the 1st of the month following the Board meeting. For example, if approved at the February Board meeting the soonest you can start the program is March 1st.

Advanced Standing
APR 6(b)(6) and Regulation 3-2 provide the requirements for advanced standing for law school courses completed. No form is provided for the petition; it should conform to the requirements in Regulation 3-2. Any petition for advanced standing must accompany your application for enrollment.

Program Fees
If accepted into the Law Clerk Program, a law clerk must pay the year's program fee within 30 days of his or her start date. The fee for each calendar year is $1500. If beginning the program mid-year, the law clerk may pay a pro-rated fee of $125 per month for the first calendar year in the program. The law clerk must pay $1500 for each intermediate year to remain enrolled in the program. For example, if a clerk begins the program in November and pays $375, he or she will owe $1500 for the next year in January, $1500 for each intermediate year, and may prorate in the last year if there are fewer than 12 months of study remaining.

Program fees cover administrative costs only. Program participants are responsible for obtaining all study materials.

Responsibility of the Applicant, Authority of the Law Clerk Board
It is the applicant's responsibility to show eligibility to apply for the program which includes, among other requirements, completion of a bachelor's degree, regular paid employment by a tutor with 10 years of active experience, and good moral character. See APR 7 and 21-24 for more information about the duty of applicants and good moral character. http://www.courts.wa.gov/court_rules/

The Law Clerk Program is authorized by the Washington State Supreme Court and regulated by the WSBA Board of Governors. The Law Clerk Board is authorized to administer the program as provided for in the rules and regulations. It does not have the authority to waive or modify any requirements of the program. An applicant must show that he or she meets the requirements to apply for the program and comply with the requirements of the program while enrolled.

Limitations of the Law Clerk Program
Note that the Law Clerk Program does not provide a J.D. degree and the program is not accredited by the American Bar Association. It meets the requirements for admission to the practice of law in Washington State only. Admission requirements are established on a state by state basis. For more information about other state's requirements see http://www.ncbex.org/

Enrollment in the Law Clerk Program is not an admission to the practice of law in any capacity. A lawyer-tutor must assure proper supervision of non-lawyer staff, such as the law clerk, at all times.

Review Procedures

Review procedures are included in the Law Clerk Program Regulations. They provide:

A. **Review of Right.** An applicant, law clerk or tutor, has a right to have the Board of Governors review the following decisions of the Board:

(1) Rejection of an application for enrollment in the program;

(2) Termination of a law clerk's enrollment in the program; or

(3) Requiring a law clerk to change tutors.

B. **Discretionary.** An applicant, law clerk or tutor may ask the Board of Governors to review any decision made by the Board.

C. **Filing.** A petition requesting either review of right or discretionary review shall be:

(1) in writing,

(2) directed to the Board of Governors;

(3) filed at the Bar Association office; and

(4) filed within 30 days of the date the law clerk or applicant received notice of the decision.

Please contact the WSBA if you have any questions about the Law Clerk Program.