

- Use this form to add or change a supervising lawyer, or to extend the supervision date of a current supervising lawyer.
- Page one must be completed by the Licensed Legal Intern.
- Page two, the supervising lawyer’s declaration, must be completed by the supervising lawyer.
- If the Licensed Legal Intern is leaving a clinical program and the new supervisor is not part of a clinical program and the intern has not previously paid the application fee, the fee is \$50. **There is no fee to make changes to supervision if an application fee of \$50 has already been paid.**
- Please email the completed forms to rule9@wsba.org
- If you do need to pay the \$50 fee, **do not email payment information:**
 - Email the form to rule9@wsba.org; and
 - Mail a copy of the form with a check to the address below or call 206-443-9722 to make a payment over the phone.

Washington State Bar Association
 Attn: Admissions
 1325 4th Ave., Suite 600
 Seattle, WA 98101-2539

Intern Name: _____ Intern ID No. _____

Phone: _____ E-mail: _____

Address: _____

My current Rule 9 Licensed Legal Intern Card lists my supervisor(s) as:

Supervisor: _____ Bar No.: _____ Supervision End Date: _____

Supervisor: _____ Bar No.: _____ Supervision End Date: _____

I wish my new card to read:

Supervisor: _____ Bar No.: _____ Supervision End Date: _____

Supervisor: _____ Bar No.: _____ Supervision End Date: _____

An intern is permitted up to two supervisors from different offices. Each supervisor from a different office must submit a declaration. Supervisors from the same office are not required to be listed on the intern’s ID card. See APR 9(c) and (d)(9).

Signature of Intern: _____ Date: _____

For office use only	Prod. Code: INTERN_CHANGEF 4001	
Rule 9/Legal Intern Fees – 42270 – RSD		
Date _____		
Check no. _____	Amount \$ _____	



DECLARATION OF SUPERVISING LAWYER

To be completed by the Supervising Lawyer:

I, _____, WSBA No. _____, hereby certify as follows:

- (1) I am an active member in good standing of the Washington State Bar Association and have not been subject to discipline as described in Washington Supreme Court Admission and Practice Rule (APR) 9(c)(2).
- (2) I have been engaged in the active practice of law for at least 3 years, having been admitted and licensed to practice in the State of Washington in the year _____. (If licensed in Washington for fewer than 36 months, provide a certificate from the other state bar to which you belong attesting to your admission date, continuous active status (at least prior to admission in Washington and current good standing.)
- (3) I am presently engaged in the active practice of law with:

Name of Firm or Organization

Supervising Lawyer's Email Address

The Licensed Legal Intern and Supervising Lawyer will be notified of the license effective date and legal intern ID number by email. Verify your email address is up to date at www.mywsba.org.

- (4) I agree to act as the supervising lawyer for:

Licensed Legal Intern

from Mo. ____ Day ____ Yr ____ **until** Mo. ____ Day ____ Yr ____ and will furnish such information and reports regarding the Licensed Legal Intern's practice as may be required.

- (5) I will faithfully supervise and direct the Licensed Legal Intern's practice and will comply with all provisions of Rule 9 of the Washington Supreme Court's Admission and Practice Rules and will be responsible for the Licensed Legal Intern's conduct. I understand that providing adequate supervision is the ethical duty of a supervising lawyer and that failure to do so may be grounds for discipline.
- (6) This ____ is/ ____ is not a law school clinical education program that provides free legal services for low income clients.
- (7) Not including this intern, the number of interns I am currently supervising is _____. (No supervising lawyer shall supervise more than one Licensed Legal Intern at a time, except as provided for under APR 9(f)(vi)(b) and (c)). *You must notify the WSBA in writing if your supervision of the Licensed Legal Intern ends prior to the date stated on your declaration.*
- (8) If the Licensed Legal Intern is also supervised by a lawyer from another office, I have contacted the other lawyer and we have determined that such concurrent supervision will not create a conflict of interest for the Licensed Legal Intern.

I certify under penalty of perjury under the laws of the State of Washington that the foregoing information is complete, true and correct.

Dated _____, at _____.

Location Signed

Supervisor's Signature

