

**RULES OF THE SUPREME COURT  
OF THE STATE OF OKLAHOMA**

**on**

**LEGAL INTERNSHIP**

*5 O.S., Ch 1, App. 6*

*(Including Amendments, Regulations and Rule Interpretations through April 2003)*

**OKLAHOMA BAR ASSOCIATION**

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# RULES OF THE SUPREME COURT

## on

# LEGAL INTERNSHIP

IN RE: Adoption of Revised Rules of the Supreme Court of the State of Oklahoma on Legal Internship  
S.C.B.D. No. 2109. April 24, 2003

### Order to Approve Amendments to the Rules of the Supreme Court on Legal Internship

The Oklahoma Bar Association, through the Interim Executive Director, on April 18, 2003, submitted its “Application to Approve Amendments to the Rules of the Supreme Court on Legal Internship.”

The proposed revisions would amend the term “legal intern” throughout the Rules to the term “licensed legal intern” in order to distinguish persons authorized for a limited practice of law.

Upon consideration of the Application to Approve Amendments to the Rules of the Supreme Court on Legal Internship, as submitted, the COURT FINDS that said amendments are hereby approved.

DONE BY ORDER OF THE SUPREME COURT IN CONFERENCE THIS 24<sup>TH</sup> DAY OF APRIL, 2003.

/s/ JOSEPH M. WATT  
Chief Justice

ALL JUSTICES CONCUR.

#### **RULE 1            PURPOSE OF LICENSED LEGAL INTERNSHIP RULES**

##### **RULE 1.1        PURPOSE**

The purpose of these rules is to provide supervised practical training in trial advocacy and professional ethics to law students and to law graduates who have applied to take the first Oklahoma Bar Examination after graduation. The Licensed Legal Internship Program is not for the purpose of, nor to be used as, a vehicle to secure new or additional clients for the supervising attorney. (See Interpretation 96-1.)

#### **RULE 2            ELIGIBILITY FOR A LIMITED LICENSE**

##### **RULE 2.1        LAW STUDENT APPLICANT**

The law student applicant must meet the following requirements in order to be eligible for a limited license as a Licensed Legal Intern:

- (a) Have successfully completed fifty (50) academic hours in a law school program leading to a Juris Doctor Degree. The fifty hours must include the following courses: Professional Responsibility, Evidence and Civil Procedure I & II. A law student may apply when he or she is enrolled in courses which upon completion will satisfy this requirement. (See Interpretation 98-2 and 2002-1).
- (b) Have a graduating grade point average at his or her law school.
- (c) Have approval of his or her law school dean.
- (d) Have registered and been accepted as a law student with the Board of Bar Examiners of the Oklahoma Bar Association. Provided, that students from outside Oklahoma who are attending law school in Oklahoma, are exempt from registering as a law student in Oklahoma upon a satisfactory showing of similar registration and approval in a state whose standards for admission are at least as high as those for Oklahoma. The determination of the equivalence of standards is to be made by the Legal Internship Committee. (See Interpretation 98-3.)
- (e) Be a regularly enrolled student at a law school located in the State of Oklahoma.

**RULE 2.2      LAW GRADUATE APPLICANT**

The law graduate applicant must meet all of the requirements to take the first Oklahoma Bar Examination after graduation from law school in order to be eligible to apply for a limited license. (See Interpretation 97-3 and 97-4.)

**RULE 3          SUPERVISING ATTORNEYS**

**RULE 3.1      ELIGIBILITY**

To be eligible to act as a supervising attorney for a Licensed Legal Intern an attorney must meet the following requirements:

- (a) Be an active member of the Oklahoma Bar Association.
- (b) Be actively engaged in the practice of law at least five (5) years. If the supervising attorney is a staff member of a recognized legal aid program, public defender program, district attorney office, municipal attorney office, the Attorney General of the State of Oklahoma, or office of any other government agency, that attorney must have been actively engaged in the practice of law for at least one (1) year. If the supervising attorney is part of an approved law school internship program, no minimum length of practice is required to become a supervising attorney.
- (c) Not have a formal complaint pending pursuant to Rule 6 of the Rules Governing Disciplinary Proceedings (5 Okl. St. Ann. Ch. 1, App.-A). If a proposed supervising attorney is denied for this reason, he or she may appeal to the Professional Responsibility Commission of the Oklahoma Bar Association.
- (d) Initially file an affidavit with the Executive Director of the Oklahoma Bar Association acknowledging the responsibilities of a supervising attorney and accepting the requirements of the Licensed Legal Internship Rules.

**RULE 3.2      APPROVED LIST**

The Executive Director of the Oklahoma Bar Association shall keep a list of all approved supervising attorneys.

**RULE 3.3      NUMBER OF SUPERVISING ATTORNEYS**

A Licensed Legal Intern may have only one supervising attorney at any one time.

**RULE 3.4      SUBSTITUTE SUPERVISING ATTORNEY**

Another attorney may appear with a Licensed Legal Intern as a substitute supervising attorney if that attorney meets all requirements to become a supervising attorney except that he or she need not have filed the initial affidavit or be on the list of approved supervising attorneys. A substitute supervising attorney must:

- (a) Be a member of the same law firm as the supervising attorney, or
- (b) Be an attorney in another law firm or a sole practitioner in an office sharing arrangement with the supervising attorney and the supervising attorney must enter his or her appearance as co-counsel in each case where the Licensed Legal Intern uses the limited license.

**RULE 3.5      NUMBER OF LICENSED LEGAL INTERNS**

No attorney shall have supervision over more than three (3) Licensed Legal Interns at any one time. This requirement shall not apply to any attorney who is a staff member of a recognized legal aid program, public defender program, district attorney office, municipal attorney office, attorney general's office, or an approved law school internship program, including law school clinical programs.

**RULE 3.6 CHANGE OF SUPERVISING ATTORNEY**

A Licensed Legal Intern may change his or her supervising attorney by filing with the Executive Director of the Oklahoma Bar Association a change of supervisor form as provided by the Legal Internship Committee and paying the appropriate fee required by Rule 10. The Licensed Legal Intern shall not use his or her limited license under the new supervising attorney until the Licensed Legal Intern receives notification from the Oklahoma Bar Association that the new supervising attorney is approved.

**RULE 3.7 RESPONSIBILITIES OF SUPERVISING ATTORNEY**

Approved supervising attorneys have the following responsibilities:

- (a) Provide every opportunity for the Licensed Legal Intern to participate or observe courtroom experience.
- (b) Supervise and counsel the Licensed Legal Intern on all legal matters assigned to the Licensed Legal Intern, to insure proper preparation and quality representation by the Licensed Legal Intern.
- (c) Advise the client of the status of the Licensed Legal Intern and the nature of the limited license prior to obtaining the written consent of the client to the Licensed Legal Intern's representation.
- (d) Assume personal professional responsibility for the legal work performed by the Licensed Legal Intern under his or her supervision.
- (e) Read and understand these Rules on Licensed Legal Internship and specifically discuss with the Licensed Legal Intern the limitations placed on the limited license by these rules.
- (f) Provide practical training in trial advocacy and professional ethics to the Licensed Legal Intern.
- (g) Cooperate with the Licensed Legal Intern's law school on any reporting or evaluation requirements of the approved internship practice program.
- (h) Agree to assist in the administration of the Licensed Legal Internship Rules by serving as a reviewing panelist or other capacity as may be requested on the Legal Internship Committee.

**RULE 3.8 TERMINATION OF SUPERVISING ATTORNEY APPROVAL**

- (a) The Legal Internship Committee shall terminate its approval of any supervising attorney when:
  - (1) The requirements as to eligibility are not being met by the attorney, or
  - (2) Good cause is shown which includes, but is not limited to, failure to require the Licensed Legal Intern to meet the monthly in-court practice requirement.
- (b) Before the approval of a supervising attorney may be terminated the supervising attorney shall be provided notice and the opportunity for a hearing before the Legal Internship Committee where the attorney shall be required to show cause why approval should not be terminated. The decision of the Legal Internship Committee shall be final with no right to appeal.

**RULE 4 LAW SCHOOLS INTERNSHIP PROGRAMS**

**RULE 4.1 APPROVED LAW SCHOOL INTERNSHIP PROGRAMS**

A law school may create an internship training program as part of its regular curriculum which uses Licensed Legal Interns licensed by the Supreme Court of the State of Oklahoma. These programs may be of two types:

- (a) A program directly supervised by the faculty of the law school.
- (b) A program directly supervised by practicing attorneys with indirect supervision through the faculty of the law school.

**RULE 4.2        MINIMUM CRITERIA FOR LAW SCHOOL PROGRAMS**

Each law school shall be responsible for the creation of its own criteria for the establishment of a Licensed Legal Internship program. Each law school may impose requirements more stringent than these rules, however the program must meet the following criteria:

- (a) All Licensed Legal Internship programs shall be directed toward assuring the maximum participation in court by the Licensed Legal Intern.
- (b) The law school shall create a reporting system where the Licensed Legal Intern reports activities at least on a monthly basis. The reports shall be signed by the Licensed Legal Intern and the supervising attorney on the forms established by the law school. The report shall include a statement by the supervising attorney that the Licensed Legal Intern completed the number of in-court practice hours reported.
- (c) The law school shall require the termination of the Licensed Legal Intern in the program or his transfer to another supervising attorney if the in-court practice requirement is not maintained or the requirements of the law school Licensed Legal Internship program are not satisfactorily met.

**RULE 4.3        APPROVAL OF LAW SCHOOL PROGRAMS**

The Legal Internship Committee shall review the law school's Licensed Legal Internship program to determine if it meets these requirements and notify the law school of any deficiencies.

**RULE 5        PROCEDURE TO OBTAIN LIMITED LICENSE**

**RULE 5.1        DOCUMENTATION**

A law student or a law graduate may obtain a limited license to practice law as a Licensed Legal Intern in the State of Oklahoma in the following manner:

- (a) Application Form
  - (1) File an application form that is provided by the Executive Director of the Oklahoma Bar Association.
- (b) Law School Certificate.
  - (1) A law student applicant shall have his or her school furnish to the Executive Director of the Oklahoma Bar Association a certification that the student has completed sufficient academic hours to comply with the eligibility requirements and that the student does have a graduating grade point average. The law school shall also provide a letter from the dean stating that in the opinion of the dean the student is aware of the professional responsibility obligations connected with the limited license and that in the dean's opinion the applicant is capable of properly handling the obligations which will be placed upon the student through the use of the limited license.
  - (2) A law graduate applicant shall request his or her law school to furnish to the Executive Director of the Oklahoma Bar Association a certificate that the student has graduated from law school and attach the certificate to the application.
- (c) Supervising Attorney Form
  - (1) The law student applicant and the law graduate applicant must attach to their application the supervising attorney form signed by an approved supervising attorney certifying that the supervising attorney:
    - (a) Will employ applicant under his or her direct supervision.

- (b) Recommends the applicant for a limited license.
  - (c) Has read and understands the Licensed Legal Internship Rules and
  - (d) Agrees to provide the opportunity for the applicant to obtain the required number of monthly in-court practice hours.
- (2) The law student applicant may take the Licensed Legal Internship Exam without filing the Supervising Attorney Form but may not be sworn in as a Licensed Legal Intern until the Supervising Attorney Form is filed and approved.
- (d) Enrollment Form
- (1) The law student applicant shall provide proof that he or she is enrolled in an approved law school internship program prior to being sworn in as a Licensed Legal Intern.
- (e) Application Fee
- (1) Pay a one time application fee as provided in Rule 10.

#### RULE 5.2 LICENSED LEGAL INTERNSHIP EXAMINATION

Applicants for a limited license shall prove they are knowledgeable of the Licensed Legal Internship Rules and Professional Responsibility Rules in the following manner:

##### (a) LAW STUDENT APPLICANT

- (1) If a written examination is given it will be an examination prepared by the Legal Internship Committee and/or the Multi-State Professional Responsibility Examination.
- (2) If an oral examination is given, the law student applicant must be approved by a three member panel of supervising attorneys or other attorneys who are appointed by the Legal Internship Committee to review law student applications. Two of the members of the panel may perform any act for the panel.

##### (b) LAW GRADUATE APPLICANT

The law graduate application must be reviewed and approved by a panel of attorneys appointed by and serving at the pleasure of the Oklahoma Supreme Court. The Supreme Court Reviewing Panel shall advise the Executive Director of the Oklahoma Bar Association of the results of the review on all law graduate applicants. (See Interpretation 97-3 and 97-4.)

##### (c) DATE OF EXAMINATION

The Executive Director of the Oklahoma Bar Association after consultation with each of the law schools in the State of Oklahoma and the Supreme Court Reviewing Panel shall set the dates for the Licensed Legal Internship Examinations and advise the applicant, the Legal Internship Committee, the law schools, and the reviewing panel members of the date and place for the written or oral examinations.

#### RULE 5.3 DUTIES OF OKLAHOMA BAR ASSOCIATION

The Oklahoma Bar Association through the Executive Director shall:

- (a) Review all application forms for a limited license to practice law as a Licensed Legal Intern in the State of Oklahoma to determine if the applicant is eligible for a limited license under these rules and advise the applicant if any deficiencies exist.
- (b) Review all applications from attorneys to become supervising attorneys to determine if all requirements have been met for an attorney to become a supervising attorney and advise the supervising attorney if any deficiencies exist.

(c) Forward to the Chief Justice of the Supreme Court of Oklahoma the names of all applicants who have met the requirements of these rules in order to be granted a limited license to practice law in the State of Oklahoma. If it is determined that an applicant has not met all requirements under these rules an appeal may be taken to the Legal Internship Committee. The decision of the Legal Internship Committee is final and the applicant does not have a further right to appeal.

**RULE 5.4 DECISION BY THE OKLAHOMA SUPREME COURT**

The Oklahoma Supreme Court shall grant or deny the application for a limited license. Its decision shall be forwarded to the Executive Director of the Oklahoma Bar Association who shall inform the applicant of the court's decision.

**RULE 5.5 LICENSED LEGAL INTERN OATH OF OFFICE**

The applicant will be informed by the Executive Director of the Oklahoma Bar Association as to when he or she may appear before the Supreme Court, a Justice of the Supreme Court, the Court of Criminal Appeals or the judge thereof, or one of the Courts of Appeal or a judge thereof to take the oath of office. A special oath of office shall be prepared by the Oklahoma Supreme Court and administered to all successful applicants prior to the granting of the limited license.

**RULE 5.6 LICENSED LEGAL INTERN TITLE**

The applicant who is granted a limited license by the Oklahoma Supreme Court shall be known as a Licensed Legal Intern.

**RULE 6 TERM OF LIMITED LICENSE**

**RULE 6.1 TERMINATION OF THE LIMITED LICENSE**

The limited license shall terminate automatically when:

(a) A Licensed Legal Intern's cumulative grade point average falls below a graduating grade point average for his or her particular law school.

(b) A Licensed Legal Intern no longer is working for an approved supervising attorney.

(c) A Licensed Legal Intern has passed the first bar examination given after the Licensed Legal Intern graduated from law school and is administered the oath by the Oklahoma Supreme Court admitting the Licensed Legal Intern as a practicing attorney.

(d) A Licensed Legal Intern has not finished requirements for graduation from law school within twenty-four months following being sworn in as a Licensed Legal Intern. Upon application and good cause being shown the Legal Internship Committee or the Supreme Court Reviewing Panel may extend the term of the limited license for a period not to exceed one year.

(e) For any reason a Licensed Legal Intern is no longer enrolled in an approved law school internship program without having completed the requirements for graduation. A Licensed Legal Intern need not be enrolled in such a course for summer sessions or vacation periods.

(f) The Licensed Legal Intern does not pass or fails to take the Oklahoma Bar Examination immediately subsequent to the Licensed Legal Intern's graduation from law school. (See Interpretation 96-1, 97-3, 97-4, 98-5 and 2000-1.)

- (1) However the Licensed Legal Intern may petition for reinstatement after failing the Bar Examination the first time by showing good cause and filing an appropriate law graduate application with the Executive Director of the Oklahoma Bar Association. Reinstatement petitions shall be heard by the Supreme Court Reviewing Panel.

(g) The Licensed Legal Intern otherwise fails to be administered the oath by the Supreme Court and admitted to practice immediately subsequent to the Licensed Legal Intern's graduation from law school.

**RULE 6.2          INACTIVE STATUS OF THE LIMITED LICENSE**

A Licensed Legal Intern can avoid termination of the limited license under Rule 6.1(b) or (e) and therefore inactivate his or her limited license by notifying the Executive Director of the Oklahoma Bar Association in writing of the inactive status of his or her limited license. The limited license can then be reactivated in a future semester or upon graduation by the Licensed Legal Intern notifying the Executive Director of the Oklahoma Bar Association of his or her intention to reactivate the limited license and filing a new supervising attorney form. (See Interpretation 98-4 and 98-5.)

**RULE 6.3          REVOCATION OF THE LIMITED LICENSE**

For good cause the Legal Internship Committee may revoke the limited license of any Licensed Legal Intern after notice is given and a hearing afforded. An order of revocation must be filed with the Executive Director of the Oklahoma Bar Association and a copy sent to the Chief Justice of the Supreme Court but will not be filed in the Supreme Court. Upon revocation of the limited license the Licensed Legal Intern shall surrender his or her license to the Executive Director of the Oklahoma Bar Association.

**RULE 7            PRACTICE UNDER THE LIMITED LICENSE**

**RULE 7.1          APPLICABLE TO COURTS OF RECORD, MUNICIPAL COURTS  
AND ADMINISTRATIVE AGENCIES**

Subject to the limitations in these Licensed Legal Internship Rules the limited license allows the Licensed Legal Intern to appear and participate in the State of Oklahoma before any Court of Record, municipal court, or administrative agency. The Licensed Legal Intern shall be subject to all rules applicable to attorneys who appear before the particular court or agency.

**RULE 7.2          IN-COURT PRACTICE REQUIREMENT**

The Licensed Legal Intern who is working for a practicing attorney, district attorney, municipal attorney, attorney general, or state governmental agency shall have at least eight (8) hours per month of in-court experience. Such experience may be obtained by actual in-court participation by the Licensed Legal Intern or by actually observing the supervising attorney or other qualified substitute supervising attorney in courtroom practice.

**RULE 7.3          SUPERVISION OF APPROVED SUPERVISING ATTORNEY**

All actions of the Licensed Legal Intern shall be under the direction and supervision of an approved supervising attorney and the Licensed Legal Intern shall not assume the responsibility of representation without reviewing the procedures and consequences of each particular case with his or her supervising attorney.

**RULE 7.4          LICENSED LEGAL INTERN SIGNATURE AND IDENTIFICATION OF STATUS**

A Licensed Legal Intern shall not sign any pleading motion or brief which is to be filed unless the document is co-signed by the Licensed Legal Intern's supervising attorney. A Licensed Legal Intern shall not represent himself or herself as an attorney but shall be identified as a Licensed Legal Intern in all written or oral communications.

**RULE 7.5          CRIMINAL REPRESENTATION LIMITATION**

Representation by the Licensed Legal Intern in criminal cases is limited in the following manner:

(a) If the Licensed Legal Intern is employed by a prosecutor the supervising attorney must be present in court:

- (1) At a jury trial in either a felony or misdemeanor case.
- (2) At the non-jury trial of a felony case.

In all other situations the supervising attorney need not be present in court.

(b) If the Licensed Legal Intern is employed by a defense attorney in a criminal case the supervising attorney must be present in district court or in municipal court:

- (1) At all stages of a felony case.
- (2) At a jury trial of either a felony or misdemeanor case.
- (3) At all stages of a misdemeanor case when a second conviction for the same crime constitutes a felony under Oklahoma law.

In all other situations the supervising attorney need not be present in district court or municipal court.

#### RULE 7.6 CIVIL REPRESENTATION LIMITATIONS

Representation by the Licensed Legal Intern in civil cases is limited in the following manner.

(a) In civil matters where the controversy does not exceed five thousand dollars (\$5,000.00) exclusive of costs and attorneys fees the Licensed Legal Intern may appear at all stages without the supervising attorney being present. (See Interpretation 97-2.)

(b) In civil matters where the controversy exceeds five thousand dollars (\$5,000.00) the Licensed Legal Intern may appear without his supervising attorney present only in the following situations:

- (1) Waiver, default, or uncontested divorces.
- (2) Friendly suits including settlements of tort claims.
- (3) To make an announcement on behalf of a supervising attorney.
- (4) Civil motion dockets, provided that a Licensed Legal Intern may prosecute but not defend motions and/or pleadings that may or could be the ultimate or final disposition of the cause of action.
- (5) Prosecute or defend contested motions to modify child support orders or decrees except when a change of custody of minor child is involved. (See Interpretation 89-1.)
- (6) Depositions.

(c) In all other civil legal matters, including but not limited to probate, contested divorces and adoption proceedings, and ex-parte matters, such as temporary orders in divorce cases, restraining orders, temporary injunctions, etc., the Licensed Legal Intern shall only appear when accompanied by and under the supervision of an approved supervising attorney. (See Interpretation 91-2, 96-2 and 97-1.)

#### RULE 7.7 JUVENILE DELINQUENT AND DEPRIVED PROCEEDING REPRESENTATION

Representation by the Licensed Legal Intern in juvenile cases is limited in the following manner:

(a) The supervising attorney **must be present** in court:

- (1) During Bench and Jury trials
- (2) During Prospective Merit and Probable Cause hearings
- (3) During Show Cause appeals
- (4) During Review hearings
- (5) During Show Cause hearings when the intern is representing the Parent or Child.

- (b) The supervising attorney **need not be present** in court:
  - (1) During the presentation of a plea agreement, if the attorney has signed the agreement
  - (2) During bond and/or Detention hearings
  - (3) During Arraignment hearings
  - (4) During Show Cause hearings, when the Licensed Legal Intern is representing the State.

**RULE 7.8 APPELLATE REPRESENTATION LIMITATIONS**

In all appellate matters, criminal or civil, the Licensed Legal Intern shall appear before the court only when accompanied by, and under the supervision of, an approved supervising attorney.

**RULE 8 PERMISSION OF CLIENT**

**RULE 8.1 PERMISSION OF CLIENT**

Before a Licensed Legal Intern may act on behalf of any client, permission of that client shall be obtained by the supervising attorney. (See Interpretation 91-3.) That permission shall be shown to the court in the following manner:

- (a) In a criminal prosecution where confinement is a possible punishment, the trial court shall interrogate the defendant in open court, prior to the trial in order to determine whether the defendant knows the status of a Licensed Legal Intern, that the Licensed Legal Intern is not a fully accredited lawyer, and that the defendant knowingly and intelligently understands the nature of his right to an attorney. The defendant knowing this information must consent to have the Licensed Legal Intern represent him. A record shall be made of the questions asked and the answers given. The supervising attorney shall prepare and cause to be filed in the case an authorization, signed by the supervising attorney and the defendant authorizing the Licensed Legal Intern to represent the defendant in the case. The authorization shall substantially conform to the example set forth in Exhibit "A".
- (b) In a civil case, the supervising attorney shall prepare and have the client sign an authorization which recites that the supervising attorney has explained the status of the Licensed Legal Intern to the client and that the client consents to representation by the Licensed Legal Intern. The authorization shall substantially conform to the example set forth in Exhibit "A". The original of this authorization shall be filed in the trial court's file when an intern first makes an appearance in the proceeding and a copy shall be mailed to all parties in the case. When the supervising attorney-client relationship is a continuing one, one omnibus authorization shall be sufficient and copies of the original may be filed in later cases as appropriate. (See Interpretation 91-1.)

**RULE 9 COMPENSATION OF THE LICENSED LEGAL INTERN**

**RULE 9.1 COMPENSATION OF THE LICENSED LEGAL INTERN**

No Licensed Legal Intern may charge a client for services. However the supervising attorney may charge fees for the services rendered by the Licensed Legal Intern. The supervising attorney is entitled to be awarded attorneys fees for the services rendered by the Licensed Legal Intern in those cases where the awarding of attorneys fees is provided by law. Nothing herein shall prevent the supervising attorney or agency from compensating the Licensed Legal Intern for work done. However, Licensed Legal Interns shall be considered non-lawyers for the purpose of any Disciplinary Rule governing the division of legal fees.

**RULE 10 FEES**

**RULE 10.1 FEES**

The following fees shall be paid to the Oklahoma Bar Association by either the Licensed Legal Intern or supervising attorney.

- (a) Application Fee - A one time fee of \$50.00.
- (b) Change of Supervisor Fee - \$10.00.

**RULE 11 LEGAL INTERNSHIP COMMITTEE**

**RULE 11.1 CREATION**

In order to assist the Oklahoma Bar Association and the Oklahoma Supreme Court in administering these rules there is created the Legal Internship Committee as a permanent committee of the Oklahoma Bar Association. At least one representative from the faculty of each law school in Oklahoma shall be appointed a member on the Legal Internship Committee.

**RULE 11.2 RESPONSIBILITIES OF THE LEGAL INTERN COMMITTEE**

The Legal Intern Committee has the following responsibilities:

- (a) Furnish copies of these rules to law student and law graduate applicants for a limited license.
- (b) Furnish copies of these rules to supervising attorneys.
- (c) Supervise the administration of these rules and make suggestions to the Oklahoma Bar Association and the Oklahoma Supreme Court for improvement, amendment, and revision of these rules.
- (d) Develop and approve any forms required by these Rules with the cooperation of the Oklahoma Bar Association.
- (e) Promulgate such regulation as may become necessary in order to effectuate the intentions of these rules.

**REGULATIONS OF OKLAHOMA BAR  
ASSOCIATION LEGAL INTERNSHIP COMMITTEE**

Pursuant to Rule 11.2(e) of the Rules of the Supreme Court on Licensed Legal Internship, the OBA Legal Internship Committee has adopted the following Regulations through December 31, 2002.

**REGULATION I**

**INTERPRETATION AND REVISION OF LICENSED LEGAL INTERNSHIP RULES**

(A) Any person having a question regarding the Licensed Legal Internship Rules, Regulations, or Rule Interpretations shall direct the question to the Licensed Legal Intern Coordinator at the Oklahoma Bar Association or the Chair of the OBA Legal Internship Committee. The Legal Intern Coordinator, in consultation with the Chair if necessary, may informally respond to all questions, unless they are covered by paragraph B of this Regulation. The inquire and/or response may be oral unless any participant in the inquiry requests that it be in writing.

(B) If the Legal Intern Coordinator or Chair believes at any stage that the inquiry raises an issue not covered by existing Rules, Regulations or Rule interpretations, or raises an ambiguity in the existing Rules, Regulations or Rule Interpretations, or if the person making the inquiry is not satisfied with the informal response and requests in writing that the question be considered further, the question shall be placed on the agenda of the next meeting of the Legal Internship Committee for consideration. The Committee may affirm the response of the Legal Intern Coordinator, direct the Legal Intern Coordinator to make a different response, issue a formal Rule Interpretation, revise the Regulations, or recommend amending the Rules.

(C) If the Committee issues a formal Rule Interpretation or revises a Regulation, a copy of the Rule Interpretation or revised Regulation shall be provided each law school, the person making the inquiry, and all current Licensed Legal Interns and Supervising Attorneys. It shall also be published in one issue of the Oklahoma Bar Journal and on the OBA website. Formal Rule Interpretations and revised Regulations shall control unless changed by the Oklahoma Bar Association Board of Governors or the Oklahoma Supreme Court. An annual summary of formal Rule Interpretations and revised Regulations shall be transmitted to the OBA Board of Governors no later than August 1 of each year, including all formal Rule Interpretations and revised Regulations from July 1 of the previous year to June 30 of the current year. After review by the Board of Governors, the report shall be transmitted to the Oklahoma Supreme Court by September 1 of that year.

(D) If the Committee recommends a revision to the Rules, the proposed revision shall be submitted in writing to the next meeting of the OBA Board of Governors for consideration. Upon approval of the Board of Governors, the proposed revision to the Rules shall be sent to the Supreme Court of Oklahoma for consideration. Proposed revisions to the Rules are not effective until adopted by Order of the Supreme Court of Oklahoma. After approval by the Supreme Court, the revised Rule shall be provided to all participants in the Legal Internship Program and published in the Oklahoma Bar Journal.

**REGULATION 2**

**DEFINITION OF "IN COURT" PRACTICE EXPERIENCE**

(A) Rule 7.2 of the Licensed Legal Internship Rules requires that the Licensed Legal Intern who is working for a practicing attorney, district attorney, municipal attorney, attorney general, or state governmental agency shall have at least eight (8) hours per month of "in court" practice experience.

(B) Licensed Legal Interns subject to Rule 7.2 who are enrolled in an approved law school internship program may accumulate "in court" practice experience throughout a law school semester as long as the total "in court" practice experience hours required during a semester is equivalent to at least eight (8) hours per month considering the number of months in a semester. For a typical fourteen (14) week semester, twenty-eight (28) hours of "in court" practice experience would be required. A Licensed Legal Intern who is not enrolled in an approved law school internship program due to graduation or other vacation period shall obtain at least eight (8) hours each month of "in court" practice experience without accumulation from month to month.

(C) The definition of "in court" practice experience includes:

1. Actual participation by the Licensed Legal Intern in a courtroom proceeding in Oklahoma. However, it must be remembered that under the Legal Internship Rules, the Licensed Legal Intern is not authorized to actually participate in Federal Court proceedings unless an individual judge grants permission or a Rule of the Federal Court permits such

practice.

2. Actually observing the Licensed Legal Intern's supervising attorney or other qualified substitute supervising attorney in a courtroom proceeding. The Licensed Legal Intern may observe courtroom proceedings handled by his or her supervising attorney in Federal Court and courts in other states.

3. Actual observation of an attorney other than the supervising attorney or a qualified substitute supervising attorney only if:

(a) the attorney being observed meets the qualifications of Rule 3.1(a)(b) & (c); and

(b) the supervising attorney or a qualified substitute supervising attorney is present.

This observation may be in Federal Court and the courts of other states.

4. Participation by the Licensed Legal Intern or observation of the Licensed Legal Intern's supervising attorney or other qualified substitute supervising attorney shall satisfy the "in court" practice experience requirement under the following circumstances even though the proceeding does not necessarily occur in a courtroom:

(a) Judge's chambers proceedings - only with the judge and opposing counsel present. For example, a pre-trial conference or settlement conference before a judge. Time spent in the hall negotiating with opposing counsel concerning the matters to be raised at the pre-trial conference or settlement conference would not be considered "in court" practice experience.

(b) Ex parte proceedings - only for the amount of time the Licensed Legal Intern's case is before the Judge and only in conformance with Rule 7.6(b)(4). For example, obtaining a signature approving a motion to enter or authorizing publication notice or a temporary restraining order generally would only provide brief opportunities to accumulate "in court" practice experience.

(c) Taking or defending depositions - provided not more than 2.5 deposition hours may be accumulated and counted per month. For Licensed Legal Interns who are enrolled in an approved law school internship program, a maximum of nine (9) deposition hours may accumulate and be counted during a fall or spring semester and a maximum of four and one-half (4.5) deposition hours may accumulate during a summer semester and be counted.

(d) Motion, arraignment or other sounding dockets - only when the Licensed Legal Intern's case is being argued before the court. Time spent watching other attorneys argue their cases while waiting for your case to be called does not satisfy the "in court" practice experience requirement unless the supervising attorney or a qualified substitute supervising attorney is present. No more than one (1) hour per month of such observation may be counted as "in court" practice experience.

(e) Administrative hearing body - only when the hearing officer or a member of the hearing panel is an attorney and the proceeding is adjudicative in nature. For example, administrative hearings that would provide "in court" practice experience include those hearings before: Corporation Commission, Oklahoma Tax Commission, Department of Public Safety, Social Security Administration, and Employment Security Commission. On the other hand administrative hearings that would not provide "in court" practice experience include those hearings before: City Council and City Planning Commissions.

(f) Asset hearings - including all time the Licensed Legal Intern spent questioning a witness whether or not the judge remains present for the entire hearing.

(g) Tribal Court proceedings.

(h) Up to two (2) hours per month of drafting pleadings and motions that are subsequently filed in substantially the form prepared by the Licensed Legal Intern.

(i) Settlement conferences, mediations, and arbitrations conducted by attorney mediators/arbitrators/ settlement judges are considered "in court" practice experience. (See Interpretation 90-1.)

(j) 341 Hearings of Creditors in U.S. Bankruptcy Courts are considered “in court” practice experience. (See Interpretation 98-1.)

5. Unless Regulation 2(c)(3) applies, observation of an attorney who is not the Licensed Legal Intern’s supervising attorney or other qualified substitute supervising attorney shall not satisfy the “in court” practice experience requirement.

### REGULATION 3

#### WRITTEN LICENSED LEGAL INTERNSHIP EXAMINATION

##### (A) Uniformity of Examination Dates

1. The Licensed Legal Internship Examination shall be administered five (5) times during the year by each of the Colleges of Law as follows:

(a) In January, on a Thursday or Friday no later than the end of the second week in which classes are held at the particular College of Law;

(b) In April, on the fifth Thursday or Friday after the March Multi-State Professional Responsibility Examination is given;

(c) Either one (1) week before the start of the College of Law’s summer term or at the end of the first week in which classes are held in the College of Law’s summer term;

(d) No later than the end of the second full week in which classes are held in the fall term at the particular College of Law;

(e) In November, on a Thursday or Friday, no later than the end of the first full week of November. (Approved September 23, 2002)

2. Each College of Law shall notify the Executive Director of the dates set for the Licensed Legal Internship Examination at the particular College of Law, consistent with Regulation 3(A)(1). The notice required by this section shall be given as soon as the dates are set and as soon as any change is made to a previously-notified date, but no less frequently than annually. The Executive Director shall periodically cause a compilation of the examination dates for all the Colleges of Law to be sent to each College of Law, the Supreme Court Reviewing Panel, and the Legal Internship Committee. (Approved September 23, 2002)

3. No student may be given a make-up test for any reason, including but not limited to a failing grade or failure of the student to take the Licensed Legal Internship examination when scheduled at the student’s own law school. However, for good cause shown, a student may request and be given permission to take the Licensed Legal Internship Examination at the scheduled time at another law school, instead of at the student’s own law school. Any student wishing this accommodation shall make the request at the student’s own law school. If the student’s own law school approves the request, the law school shall make appropriate arrangements with the other law school. Nothing in this section shall prohibit a student who fails the examination in one examination cycle to take the examination in the next scheduled examination cycle. (Approved by the Supreme Court September 23, 2002.)

(a) Passing Grades for the Licensed Legal Internship Examination -- The passing grade for the two (2) hour, 100 question Licensed Legal Internship Examination shall be 70. The passing grade for the one (1) hour, 50 question Licensed Legal Internship Examination shall be 35.

(b) Handicapped Students – Insofar as procedures for the administration of the examination for handicapped students are concerned, the Colleges of Law shall apply the same policy of accommodation to handicapped students that they apply to the administering of their law school examinations.

## REGULATION 4

### FALSE REPRESENTATIONS

#### AS TO BEING A SUPERVISING ATTORNEY OR AS TO BEING A LICENSED LEGAL INTERN

(A) Whenever the Legal Internship Committee is informed that an attorney has allegedly represented him/herself as a supervising attorney and/or represented that a law student in his/her employ is a Licensed Legal Intern, when according to the records of the Oklahoma Bar Association such attorney is not an approved supervising attorney or such student is not an active Licensed Legal Intern, that information shall be forwarded by the Chair of the Legal Internship Committee to the General Counsel of the Oklahoma Bar Association without comment or further investigation by the Legal Internship Committee.

### SUMMARY OF LICENSED LEGAL INTERNSHIP RULE INTERPRETATIONS

The following is a summary list of Licensed Legal Internship Interpretations that have been adopted by the Legal Internship Committee pursuant to Regulations. A complete copy of each rule interpretation is available at the Oklahoma Bar Association.

- 89-1 Under Rule 7.6(b)(5), it is permissible for a Licensed Legal Intern to handle without his or her supervising attorney being present the prosecution of a Motion to Confirm Sheriff's Sale when the amount in controversy exceeds \$5,000. (Adopted November 16, 1989)
- 90-1 "In court" practice experience includes out of court arbitration only when the arbitrator is an attorney and the decision is binding on all parties. Court sponsored arbitration is within the definition of "in court" time. (Adopted November 15, 1990)
- 91-1 Under Rule 8.1(b), a Licensed Legal Intern employed by the State of Oklahoma and representing an agency of the State of Oklahoma is required to file an appropriate affidavit indicating permission of the state agency being represented. The Licensed Legal Intern should obtain authorization to represent the state agency from the director or someone with authority within the state agency and his or her supervising attorney. (Adopted August, 1991)
- 91-2 Under Rule 7.6(c), a Licensed Legal Intern handling a jury trial in an involuntary commitment/mental health hearing must appear only with a supervising attorney present. (Adopted November 8, 1991.)
- 91-3 Under Rule 8.1, a Licensed Legal Intern may act on behalf of a client only after permission of the client has been obtained by the supervising attorney. Since Rule 8.1 allows for no exception, consent is required even if a supervising attorney determines that no substantive representation is involved in a court appearance. (Adopted November 8, 1991.)
- 96-1 Rule 6.1, in conjunction with Rule 1.1, means that if a Licensed Legal Intern is not admitted to the Oklahoma Bar following the Oklahoma Bar Examination immediately subsequent to the Licensed Legal Intern's graduation from law school, that Licensed Legal Intern's limited license automatically terminates pursuant to Rule 6.1. (Adopted March 29, 1996)
- 96-2 Rule 7.6(c) requires that a Licensed Legal Intern be accompanied by his/her supervising attorney when appearing in guardianship and change of name proceedings, whether contested or uncontested.
- 97-1 For purposes of Rule 7.6, mediations and arbitrations are "stages" of a civil matter. Therefore, if the amount in controversy exceeds five thousand dollars (\$5,000.00), the Licensed Legal Intern may appear at a mediation or arbitration only with his/her supervising attorney present. (Adopted June 18, 1997)
- 97-2 Under Rule 7.6(a), where a garnishment action is instituted to collect a judgment balance of less than five thousand dollars (\$5,000.00), the Licensed Legal Intern may appear at a hearing on a Claim for Exemption from Garnishment without his/her supervising attorney present. Any resulting orders must be signed by the supervising attorney. (Adopted June 18, 1997)

- 97-3 Rule 2.2, in conjunction with Rule 5.2(b) and Rule 6.1(f), means , a law graduate is only eligible to apply for a Licensed Legal Intern license between graduation from law school and the first Bar Exam after graduation from law school. (Adopted June 18, 1997)
- 97-4 Under Rule 2.2, in conjunction with Rule 5.2(b) and Rule 6.1(f), attorneys licensed to practice in other states are not eligible to apply for a Licensed Legal Intern license as a Law Graduate applicant. (Adopted June 18, 1997)
- 98-1 Appearance at or observing the supervising attorney or a qualified substitute supervising attorney at a 341 Meeting of Creditors in U.S. Bankruptcy Court is considered “in court” practice experience. (Adopted February 9, 1998)
- 98-2 A student who has completed the four (4) hour first year course in Civil Procedure offered by the University of Oklahoma College of Law satisfies the requirement of Rule 2.1(a) for Civil Procedure I and II, because the Civil Procedure course covers the same subject matter areas as formerly presented in Civil Procedures I and II. (Adopted November 11, 1998.)
- 98-3 Under Rule 2.1, a law student regularly attending an accredited law school outside Oklahoma, in a state which does not meet the “reciprocity” requirements of Rule 2.1(d), may obtain a Licensed Legal Intern license for the summer if the student meets all the requirements of Rule 2.1 (including having registered and been accepted as a law student with the Board of Bar Examiners of the Oklahoma Bar Association), is enrolled in one or more summer courses at either OU, OCU, or TU, and meets the school’s requirements for participation in the Licensed Legal Internship Program. (Adopted December 18, 1998.)
- 98-4 Under Rule 6.2, a Licensed Legal Intern who obtains a Temporary License by action of the Board of Bar Examiners can avoid termination of the Licensed Legal Intern license by notifying the Executive Director of the Oklahoma Bar Association in writing of the inactive status of his or her limited license by reason of obtaining a Temporary License. (Adopted December 18, 1998.)
- 98-5 Under Rules 6.1(f)(1) and 6.2, a Licensed Legal Intern whose Licensed Legal Intern license is on inactive status by reason of obtaining a Temporary License and who fails the Bar Examination the first time may make application pursuant to Rule 6.1(f)(1) for reinstatement. Reinstatement petitions shall be heard by the Supreme Court Reviewing Panel. (Adopted December 18, 1998.)
- 2000-1 Under Rule 6.1 (f)(1), if a Licensed Legal Intern fails the Bar Examination the first time, any petition for reinstatement must be accompanied by proof that the Licensed Legal Intern has made application with the Board of Bar Examiners to take the next scheduled Bar Examination after the first failure. If the Licensed Legal Intern does not take the Bar Examination after the first failure, or otherwise fails to be admitted after taking the second Bar Examination, the Licensed Legal Intern license terminates permanently. (Adopted September 10, 2001.)
- 2002-1 Under Rule 2.1 (a), “successfully completed fifty (50) academic hours in a law school program leading to a Juris Doctor Degree” means that the hours must count toward the Juris Doctor Degree independent of any joint degree program in which the student may be enrolled. Any course approved by the law school faculty through its normal procedures for inclusion in the student’s Juris Doctor Degree requirements shall count toward the fifty (50) hour requirement. (Adopted September 23, 2002)

**EXHIBIT "A"**

IN THE \_\_\_\_\_ COURT OF \_\_\_\_\_,  
STATE OF OKLAHOMA

_____ ,	)	
	)	
	)	
PLAINTIFF.	)	
	)	
VS.	)	Case No.
	)	
_____ ,	)	
	)	
DEFENDANT.	)	

**AUTHORIZATION OF CLIENT TO REPRESENTATION BY LICENSED LEGAL INTERN**

I, the undersigned client, state that:

1. I am represented by the undersigned attorney in the above captioned case.
2. My attorney has explained the Licensed Legal Internship program to me and that I may be represented at times in this case by a Licensed Legal Intern who is working under the supervision of my attorney.
3. I understand that a Licensed Legal Intern is a law student and not a fully accredited lawyer.
4. I further understand that a Licensed Legal Intern has been granted a Limited License to practice law in certain cases by the Supreme Court of Oklahoma.
5. Knowing the above information and after having the status of a Licensed Legal Intern fully explained to me by my attorney, I consent to being represented in this case by a Licensed Legal Intern.

\_\_\_\_\_  
CLIENT SIGNATURE

I, the undersigned attorney, have been approved by the Oklahoma Bar Association as a supervising attorney under the Licensed Legal Internship Rules, and have explained the above information to my client, believe my client understands the status of a Licensed Legal Intern, and agree to supervise my Licensed Legal Intern in this case.

\_\_\_\_\_  
SUPERVISING ATTORNEY SIGNATURE

OBA NO: \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE: \_\_\_\_\_

DATE: \_\_\_\_\_

# **LICENSED LEGAL INTERNSHIP**

## **FORMS**

**LAW STUDENT INSTRUCTION SHEET**

OKLAHOMA BAR ASSOCIATION

INSTRUCTION SHEET FOR LICENSED LEGAL INTERNS

**\*\*\*BEFORE MAKING APPLICATION TO BECOME A LICENSED LEGAL INTERN, PLEASE READ THE RULES OF THE SUPREME COURT OF THE STATE OF OKLAHOMA ON LICENSED LEGAL INTERNSHIP, INCLUDING AMENDMENTS, REGULATIONS AND INTERPRETATIONS THROUGH DECEMBER 31, 2002.\*\*\***

In connection with the Legal Internship program, certain forms are used by the Legal Internship Committee of the Oklahoma Bar Association. The following are instructions on the use of these forms:

**LAW STUDENT APPLICANTS. . . (FORMS 1, 2, & 3)**

1. FORM NO. 1, Rev. 12/02

Law Student Application for a Limited License as a Licensed Legal Intern to Practice Law in the State of Oklahoma:

- (a) On Item 1 print or type your name, address, etc.
- (b) A copy of this Application should be furnished to your law school.
- (c) Attach Form 2 if you checked line 7(a). If you checked 7(b), file Form No. 2 as soon as possible after obtaining a supervising attorney.
- (d) Attach your check for \$50.00 to your application and send directly to the Oklahoma Bar Association, P.O. Box 53036, Oklahoma City, OK 73152.

2. FORM NO. 2, Rev. 12/02

Law Student Application for Approval as a Supervisor of Legal Interns in the State of Oklahoma:

- (a) A copy of this form should be furnished to your law school.
- (b) This form must be filed with the Oklahoma Bar Association in order to be sworn in as a legal intern.

3. FORM NO. 3, Rev. 12/02

Application for Change of Supervisor While a Law Student:

- (a) A copy of this form should be furnished to your law school.
- (b) Attach your check for \$10.00 to your application and send directly to the Oklahoma Bar Association, P.O. Box 53036, Oklahoma City, OK 73152.

TO: THE EXECUTIVE DIRECTOR OF THE OKLAHOMA BAR ASSOCIATION  
1901 LINCOLN BLVD., P.O. BOX 53036  
OKLAHOMA CITY, OKLAHOMA 73152  
ATTN: LEGAL INTERN COORDINATOR

**LAW STUDENT APPLICATION FOR A LIMITED LICENSE  
AS A LICENSED LEGAL INTERN TO PRACTICE LAW IN THE STATE OF OKLAHOMA**

**AFFIDAVIT**

(Mr.)  
1. Name in full (Ms.) \_\_\_\_\_

Present Address \_\_\_\_\_

Street City Zip  
Tele.No. \_\_\_\_\_  
Residence Business E-Mail Address

2. Social Security No. \_\_\_\_\_ Date of Birth \_\_\_\_\_

3. I am currently enrolled as a law student at \_\_\_\_\_ and plan to graduate \_\_\_\_\_.

4. I hereby apply for a limited license to practice law in the State of Oklahoma under the Licensed Legal Internship Rules of the Supreme Court of the State of Oklahoma for the \_\_\_\_\_ Semester.

5. I have furnished a copy of this application to my law school and have requested the law school to furnish the Oklahoma Bar Association the following:

- (a) Certification re completion of academic hours, grade point average, and required courses.
- (b) Letter re awareness of professional responsibility obligation connected with the limited license.
- (c) Letter expressing opinion as to whether or not the Supreme Court of the State of Oklahoma should grant me a limited license to practice law in this State.
- (d) Proof of enrollment in an approved law school internship program.

6. Check the appropriate statement:

- (a) \_\_\_\_\_ I have registered as a law student with the Board of Bar Examiners of the Oklahoma Bar Association and have been accepted, effective \_\_\_\_\_, by the Board as a law student; (Date)
- (b) \_\_\_\_\_ I am registering, or have registered, Nunc Pro Tunc, effective \_\_\_\_\_; or; (Date)
- (c) \_\_\_\_\_ I am furnishing proof of registration and acceptance as a law student in \_\_\_\_\_ which state meets the requirements of Rule 2.1d of the Licensed Legal Internship and has reciprocity with the state of Oklahoma(Alabama, Florida, Illinois, Mississippi, Missouri, North Dakota, or Ohio)
- (d) \_\_\_\_\_ Indicate whether you are taking the Long Exam or the Short Exam. If you are taking the short form, attach a copy of your MPRE score sheet.

7. Check the appropriate statement:

- (a) \_\_\_\_\_ I have secured employment under the direct supervision of \_\_\_\_\_, a practicing attorney and an active member of the Oklahoma Bar Association and am attaching "Application for Approval as a Supervisor of Licensed Legal Interns in the State of Oklahoma".

(b) \_\_\_\_\_ I have not secured employment and will furnish the Oklahoma Bar Association an "Application for Approval of Supervisor of Licensed Legal Interns in the State of Oklahoma" as soon as I obtain employment.

8. I have studied and am familiar with the current Revised Rules of the Supreme Court of the State of Oklahoma on Licensed Legal Internship, 5 O.S., ch. 1, app. 6, and the current Oklahoma Rules of Professional Conduct, 5 O.S., ch. 1, app. 3-A.

\_\_\_\_\_  
(Applicant's Signature)

STATE OF OKLAHOMA        )  
  )  
COUNTY OF \_\_\_\_\_  )        SS:

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:  
\_\_\_\_\_

**NOTE:        A NON-REFUNDABLE FILING FEE OF \$50.00 PAYABLE TO THE OKLAHOMA BAR ASSOCIATION MUST ACCOMPANY APPLICATION [RULE 10.1(a)]**

TO: THE EXECUTIVE DIRECTOR OF THE OKLAHOMA BAR ASSOCIATION  
1901 LINCOLN BLVD., P.O. BOX 53036  
OKLAHOMA CITY, OKLAHOMA 73152  
ATTN: LEGAL INTERN COORDINATOR

**LAW STUDENT APPLICATION FOR APPROVAL AS A  
SUPERVISOR OF LICENSED LEGAL INTERNS IN THE STATE OF OKLAHOMA**

Supervisor's Name: \_\_\_\_\_ OBA # \_\_\_\_\_

Law Firm: \_\_\_\_\_ Office Tele: \_\_\_\_\_

Office Address: \_\_\_\_\_  
Street City Zip

**AFFIDAVIT**

1. As a proposed supervisor, I state I am an active member of the Oklahoma Bar Association and have been actively engaged in the practice of law since \_\_\_\_\_. (If you have been practicing for less than five (5) years, list public agency by whom you are employed) \_\_\_\_\_.
2. I accept responsibility for the direct supervision of \_\_\_\_\_, a law student at \_\_\_\_\_, as a Licensed Legal Intern, effective \_\_\_\_\_. I recommend that this applicant be granted a limited license.
3. I have read and am familiar with the current Rules of the Supreme Court of the State of Oklahoma on Licensed Legal Internship, 5 O.S., ch. 1, app. 6. I shall discuss with the Licensed Legal Intern the limitations placed on the limited license by these rules.
4. I shall provide every opportunity for the Licensed Legal Intern to participate in or observe courtroom experience in order to obtain the required number of monthly in-court practice hours.
5. I shall supervise and counsel the Licensed Legal Intern on all legal matters assigned to him/her to insure proper preparation and quality representation by him/her, or where the intern is supervised by an appropriate or qualified supervising attorney, I shall make myself aware of the adequacy of supervision and counsel with the legal student about that experience.
6. I shall advise the client of the status of the Licensed Legal Intern and the nature of the limited license prior to obtaining the written consent of the client to the legal intern's representation.
7. I shall assume personal professional responsibility for the legal work performed by the Licensed Legal Intern under my supervision.
8. I shall provide the Licensed Legal Intern practical training in trial advocacy and professional ethics.
9. I agree that I will review all intern reports submitted by the Licensed Legal Intern to his/her College of Law to determine that the reports are accurate and reflect the actual time the Licensed Legal Intern spent in the various activities reported.
10. I shall cooperate with the Licensed Legal Intern's law school on any reporting or evaluation requirements of the approved internship practice program.
11. I agree to assist in the administration of the Licensed Legal Internship Rules by serving on the Legal Internship Committee as a reviewing panelist or in another capacity as may be required.

12. I do not have a formal complaint pending against me pursuant to Rule 6 of the Rules Governing Disciplinary Proceedings (5 Okla. St. Ann. Ch. 1, App. 1-A).

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervising Attorney

STATE OF OKLAHOMA        )  
  )  
COUNTY OF \_\_\_\_\_  )

SS:

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
My Commission Expires:



6. I shall advise the client of the status of the Licensed Legal Intern and the nature of the limited license prior to obtaining the written consent of the client to the Licensed Legal Intern's representation.
7. I shall assume personal professional responsibility for the legal work performed by the Licensed Legal Intern under my supervision.
8. I shall provide the Licensed Legal Intern practical training in trial advocacy and professional ethics.
9. I agree that I will review all intern reports submitted by the Licensed Legal Intern to his/her College of Law to determine that the reports are accurate and reflect the actual time the Licensed Legal Intern spent in the various activities reported.
10. I shall cooperate with the Licensed Legal Intern's law school on any reporting or evaluation requirements of the approved internship practice program.
11. I agree to assist in the administration of the Licensed Legal Internship Rules by serving on the Legal Internship Committee as a reviewing panelist or in another capacity as may be required.
12. I understand the requested change of supervisor shall **NOT** take place until this request has been approved by the Oklahoma Bar Association and I will not permit the Licensed Legal Intern to appear in court until I have been informed of the approval of the change of supervisor.
13. I do not have a formal complaint pending against me pursuant to Rule 6 of the Rules Governing Disciplinary Proceedings, 5 Okla. St. Ann., ch. 1, app. 1-A, (Supp. 1997, as amended July 8, 1997).

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Proposed Supervising Attorney

STATE OF OKLAHOMA            )  
  )  
COUNTY OF \_\_\_\_\_        )        SS:

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
My Commission Expires:

\_\_\_\_\_  
NOTARY PUBLIC

**NOTE:**            *A NON-REFUNDABLE FILING FEE OF \$10.00 PAYABLE TO THE OKLAHOMA BAR ASSOCIATION MUST ACCOMPANY THIS APPLICATION. [RULE 10.1(b)]*

**AFTER GRADUATION**  
**INSTRUCTION SHEET FOR LICENSED LEGAL INTERNS**

\*\*\*BEFORE MAKING APPLICATION TO BECOME A LICENSED LEGAL INTERN, PLEASE READ THE RULES OF THE SUPREME COURT OF THE STATE OF OKLAHOMA ON LICENSED LEGAL INTERNSHIP, INCLUDING AMENDMENTS, REGULATIONS AND INTERPRETATIONS THROUGH DECEMBER 31, 2002.\*\*\*

In connection with the Licensed Legal Internship program, certain forms are used by the Legal Internship Committee of the Oklahoma Bar Association. The following are instructions on the use of these forms:  
ALL APPLICANTS MUST BE REGISTERED WITH THE BOARD OF BAR EXAMINERS

**LAW GRADUATE APPLICANTS. . . (FORMS 4, 6, & 7)**

1. FORM NO. 4, Rev. 12/02

Application for a Limited License as a Licensed Legal Intern to Practice Law in the State of Oklahoma After Graduation from an Accredited Law School:

- (a) On Item 1 print or type your name, address, etc.
- (b) Attach a certification of graduation from your law school.
- (c) Attach Form No. 6, Law Graduate Application for Approval as a Supervisor of Licensed Legal Interns in the State of Oklahoma, to your application.
- (d) Attach your check for \$50.00 to your application and send directly to the Oklahoma Bar Association, P.O. Box 53036, Oklahoma City, OK 73152.

2. FORM NO. 6, Rev. 12/02

Law Graduate Application for Approval as a Supervisor of Licensed Legal Interns in the State of Oklahoma:

- (a) This form should be attached to Form No. 4 or Form No. 5 when they are sent to the Oklahoma Bar Association.

3. FORM NO. 7, Rev. 12/02

Law Graduate Application for Change of Supervisor:

- (a) Attach your check for \$10.00 to your application and send directly to the Oklahoma Bar Association, P.O. Box 53036, Oklahoma City, OK 73152-3036.

Make sure all documents are notarized.

**Note:** Deadline for Applications to be submitted to the Oklahoma Bar Association are the 4<sup>th</sup> Friday in January and the 4<sup>th</sup> Friday in June for After Graduate Applicants.

[Rule Interpretation 97-3]



TO: THE EXECUTIVE DIRECTOR OF THE OKLAHOMA BAR ASSOCIATION  
1901 LINCOLN BLVD., P.O. BOX 53036  
OKLAHOMA CITY, OKLAHOMA 73152  
ATTN: LEGAL INTERN COORDINATOR  
**LAW GRADUATE APPLICATION**  
**FOR APPROVAL AS A SUPERVISOR OF LICENSED LEGAL INTERNS**  
**IN THE STATE OF OKLAHOMA**

Supervisor's Name: \_\_\_\_\_ OBA#: \_\_\_\_\_

Law Firm: \_\_\_\_\_ Office Tele: \_\_\_\_\_

Office Address: \_\_\_\_\_  
Street City Zip

**AFFIDAVIT**

1. As a proposed supervisor, I state I am an active member of the Oklahoma Bar Association and have been actively engaged in the practice of law since \_\_\_\_\_. (If you have been practicing for less than five (5) years, list the public agency by whom you are employed)\_\_\_\_\_.
2. I accept responsibility for the direct supervision of \_\_\_\_\_, as a Licensed Legal Intern. I recommend that this applicant be granted a limited license.
3. I have read and am familiar with the current Rules of the Supreme Court of the State of Oklahoma on Licensed Legal Internship, 5 O.S., ch. 1, app.6. I shall discuss with the Licensed Legal Intern the limitations placed on the limited license by these rules.
4. I shall provide every opportunity for the Licensed Legal Intern to participate in or observe courtroom experience in order to obtain the required number of monthly in-court practice hours.
5. I shall supervise and counsel the Licensed Legal Intern on all legal matters assigned to him/her to insure proper preparation and quality representation by him/her, or where the intern is supervised by an appropriate or qualified supervising attorney I shall make myself aware of the adequacy of supervision and counsel with the Licensed Legal Intern about that experience.
6. I shall advise the client of the status of the Licensed Legal Intern and the nature fo the limited license prior to obtaining the written consent of the client to the Licensed Legal Intern's representation.
7. I shall assume personal responsibility for the legal work performed by the Licensed Legal Intern under my supervision.
8. I shall provide the Licensed Legal Intern practical training in trial advocacy and professional ethics.
9. I agree to assist in the administration of the Licensed Legal Internship Rules by serving on the Licensed Legal Internship Committee as a reviewing panelist or in another capacity as may be required.
10. I do not have a formal complaint pending against me pursuant to Rule 6 of the Rules Governing Disciplinary Proceedings ( 5 Okla. St. Ann., ch. 1, app. 1-A).

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervising Attorney

STATE OF OKLAHOMA        )  
  )  
COUNTY OF \_\_\_\_\_  )

SS:

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
My Commission Expires



7. I shall assume personal responsibility for the legal work performed by the Licensed Legal Intern under my supervision.
8. I shall provide the Licensed Legal Intern practical training in trial advocacy and professional ethics.
9. I agree to assist in the administration of the Licensed Legal Internship Rules by serving on the Licensed Legal Internship Committee as a reviewing panelist or in another capacity as may be required.
10. I understand the requested change of supervisor shall NOT take place until this request has been approved by the Oklahoma Bar Association and I will not permit the Licensed Legal Intern to appear in court until I have been informed of the approval of the change of supervisor.
11. I do not have a formal complaint pending against me pursuant to Rule 6 of the Rules Governing Disciplinary Proceedings, 5 Okla. St. Ann., ch. 1, app. 1-A, (Supp. 1997, as amended July 8, 1997).

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Proposed Supervising Attorney

STATE OF OKLAHOMA            )  
  )  
COUNTY OF \_\_\_\_\_        )        SS:

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
My Commission Expires

**NOTE:        *A NON-REFUNDABLE FILING FEE OF \$10.00 PAYABLE TO THE OKLAHOMA BAR ASSOCIATION MUST ACCOMPANY THIS APPLICATION.***

**OKLAHOMA BAR ASSOCIATION**

**INSTRUCTION SHEET FOR EXTENSION OF A LICENSED LEGAL INTERN**

**\*\* Extension of a Limited License as a Licensed Legal Intern to Practice Law in the State of Oklahoma After Failure to Pass the 1<sup>ST</sup> Oklahoma Bar Examination:**

In connection with the Licensed Legal Internship program, certain forms are used by the Legal Internship Committee of the Oklahoma Bar Association. The following are instructions on the use of these forms:

**ALL APPLICANTS MUST BE REGISTERED WITH THE BOARD OF BAR EXAMINERS**

**AFTER FAILURE APPLICANTS. . . (FORMS 5 & 6)**

1. FORM NO. 5, Rev.12/02

**Application for an Extension of a Limited License as a Licensed Legal Intern to Practice Law in the State of Oklahoma After Failure to Pass the 1<sup>ST</sup> Oklahoma Bar Examination:**

- (a) On Item 1 print or type your name, address, etc.
- (b) You **must** attach to your application, in writing, what you consider as good cause why your license should be reinstated. You should set forth the matters or items you wish the Supreme Court Review Panel to consider in determining good cause.
- (c) Attach certification of graduation and a copy of your law school transcript.

2. FORM NO. 6, Rev. 12/02

**Law Graduate Application for Approval as a Supervisor of Licensed Legal Interns in the State of Oklahoma**

- (a) Print or type Supervisors name, address, etc.
- (b) Please make sure the **AFFIDAVIT** portion is filled out in its entirety.

**\*\*\*NOTE\*\*\***

**A non-refundable fee in the amount of \$10.00 must accompany your application and send directly to the Oklahoma Bar Association, P.O. Box 53036, Oklahoma City, OK 73152.**

**Make sure documents are notarized.**

TO: THE EXECUTIVE DIRECTOR OF THE OKLAHOMA BAR ASSOCIATION  
1901 LINCOLN BLVD., P.O. BOX 53036  
OKLAHOMA CITY, OKLAHOMA 73152  
ATTN: LEGAL INTERN COORDINATOR  
**APPLICATION FOR EXTENSION OF LIMITED LICENSE AS A LICENSED LEGAL INTERN  
TO PRACTICE LAW IN THE STATE OF OKLAHOMA  
AFTER FAILURE TO PASS THE OKLAHOMA BAR EXAMINATION**

Name In Full: \_\_\_\_\_

Present Address: \_\_\_\_\_  
Street City Zip

Social Security Number: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Telephone : \_\_\_\_\_  
Residence Business E-Mail Address

**AFFIDAVIT**

1. Pursuant to the Licensed Legal Internship Rules of the Supreme Court of Oklahoma, I hereby make application to extend my limited license to practice law in the State of Oklahoma after failure to pass the Oklahoma Bar Examination.
2. I was originally sworn in as a Licensed Legal Intern on \_\_\_\_\_ (Date).
3. I took and failed the Oklahoma Bar Examination given by the Board of Bar Examiners on \_\_\_\_\_ (Date)
4. Attached is a statement of good cause as to why I should be granted an extension of my limited license as a Licensed Legal Intern after failure to pass the Oklahoma Bar Examination.
5. I am attaching a certification of graduation from my law school (either Dean of Law School or the Office of Admissions and Records) and a copy of my law school transcript.
6. As of \_\_\_\_\_ (Date) I have met all the requirements to take the next Oklahoma Bar Examination set for \_\_\_\_\_ (Date).
8. I have secured, or maintained, employment under the direct supervision of \_\_\_\_\_, a practicing attorney and an active member of the Oklahoma Bar Association and am attaching his/her "Application for Approval as a Supervisor of Licensed Legal Interns in the State of Oklahoma".
9. I have studied and am familiar with the current Rules of the Supreme Court of the State of Oklahoma on Licensed Legal Internship, 5 O.S., ch. 1, app. 6, and the current Oklahoma Rules of Professional Conduct, 5 O.S., ch. 1, app. 3-A.

\_\_\_\_\_  
Date Signature of Applicant

STATE OF OKLAHOMA )  
 )  
COUNTY OF \_\_\_\_\_ ) SS:

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

My Commission Expires: \_\_\_\_\_ Notary Public \_\_\_\_\_

TO: THE EXECUTIVE DIRECTOR OF THE OKLAHOMA BAR ASSOCIATION  
1901 LINCOLN BLVD., P.O. BOX 53036  
OKLAHOMA CITY, OKLAHOMA 73152  
ATTN: LEGAL INTERN COORDINATOR  
**LAW GRADUATE APPLICATION FOR APPROVAL AS A SUPERVISOR OF  
LICENSED LEGAL INTERNS IN THE STATE OF OKLAHOMA**

Supervisor's Name: \_\_\_\_\_ OBA#: \_\_\_\_\_

Law Firm: \_\_\_\_\_ Office Tele: \_\_\_\_\_

Office Address: \_\_\_\_\_  
Street City Zip

**AFFIDAVIT**

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3. I have read and am familiar with the current Rules of the Supreme Court of the State of Oklahoma on Licensed Legal Internship, 5 O.S., ch. 1, app.6. I shall discuss with the Licensed Legal Intern the limitations placed on the limited license by these rules.

4. I shall provide every opportunity for the Licensed Legal Intern to participate in or observe courtroom experience in order to obtain the required number of monthly in-court practice hours.

5. I shall supervise and counsel the Licensed Legal Intern on all legal matters assigned to him/her to insure proper preparation and quality representation by him/her, or where the Licensed Legal Intern is supervised by an appropriate or qualified supervising attorney I shall make myself aware of the adequacy of supervision and counsel with the legal student about that experience.

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10. I do not have a formal complaint pending against me pursuant to Rule 6 of the Rules Governing Disciplinary Proceedings ( 5 Okla. St. Ann., ch. 1, app. 1-A).

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervising Attorney

STATE OF OKLAHOMA        )  
  )  
COUNTY OF \_\_\_\_\_  )

SS:

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
My Commission Expires

**NOTE: A NON-REFUNDABLE FILING FEE OF \$10.00 PAYABLE TO THE OKLAHOMA BAR ASSOCIATION  
MUST ACCOMPANY THIS APPLICATION.**

