

OKLAHOMA BAR ASSOCIATION

Dear Supervising Attorney:

Thank you for being a mentor for a law student who will soon be a fully licensed member of our profession. The Legal Internship Committee appreciates your willingness to take on this important role, and we hope that the experience will prove valuable both to you and your intern. The Legal Internship Program is the best way to assure that law students get practical learning experience in our profession and guidance to improve their professional skills.

Attached you will find an example of a letter that you may use to introduce the intern program to your clients and request they sign the consent to be represented by a licensed intern. You are free to modify this letter or to use your own letter if you prefer.

We want to emphasize and explain two of the internship rules which draw the most questions from our licensed legal interns and the attorneys who supervise them.

Rule 7.5 Criminal Representation Limitations

If you are a criminal defense attorney, please note that you must be present with the intern during all stages of a felony case. Any time that a licensed legal intern appears before the court in the case, including rescheduling/continuing hearings, you must be present. It is not sufficient for you to be present in the courthouse. You must be present in the actual courtroom or judge's chambers.

Regulation 2

It is the licensed legal intern's responsibility to report his or her hours and to know what constitutes in-court hours. However, you must sign the report each month, so it is important that you both understand what counts toward those hours. The licensed legal intern may report hours in excess of the minimum required and only the hours of drafting pleadings and motions are capped.

If you encounter situations for which you need guidance, please contact Debra Jenkins, OBA Legal Internship Coordinator, at 405-416-7042. If you want to get more involved with the internship program, please consider joining us on the Legal Internship Committee.

Sincerely,



Trent Baggett
Chair, Legal Internship Committee

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FIRM LETTERHEAD

Month Day, Year

Client Name
Mailing Address
City, ST Zip

File Name:
File No.:

Dear Client Last Name:

We want to use John Doe, a Licensed Legal Intern in our office, for some of the work on your lawsuit. This will allow John to gain valuable hands-on legal experience and provide some additional help on your case. A Licensed Legal Intern is not a fully accredited lawyer, but is granted a "limited license" by the State of Oklahoma. The internship program is designed to provide supervised practical training in the practice of law, trial advocacy, and professional ethics to law students and to law graduates who have not yet taken the bar examination.

John started his second/third year at [law school] this year. To qualify as a Licensed Legal Intern, John had to: 1) complete at least half of the number of academic hours leading to a Juris Doctor Degree required by the ABA Accreditation Standards; 2) maintain a graduating grade point average; 3) gain the approval of his law school Dean for participation in the internship program; 4) register as a law student with the Board of Bar Examiners of the Oklahoma Bar Association and undergo a rigorous background check; and 5) take the oath required by the Oklahoma Supreme Court.

As his "supervising attorney" I am required to carefully monitor John's actions on your behalf. This allows him the opportunity to participate in certain courtroom proceedings, draft trial pleadings, and take or defend depositions - all under the direct supervision of an experienced attorney.

Your permission is required for John to work on your case as a Licensed Legal Intern. If you are agreeable to allowing him to represent you under my supervision and within the bounds of his limited license, please sign the enclosed "Authorization of Client to Representation by Licensed Legal Intern" and return it to our office in the enclosed self-addressed stamped envelope.

If you have any questions, please contact me or my Legal Assistant, [name of paralegal handling client's case].

Yours very truly,

Attorney

[appropriate file notations and cc's]

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, or another attorney in the firm, has explained the 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 or am a member of the firm of the supervising attorney, under the 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: _____