

Graduate Legal Intern Agreement

Admission and Discipline Rule 2.1: Legal Interns

Section 1. Requirements.

- (a) A law school graduate may serve as a legal intern when the following requirements are met:
1. The law graduate has received a first professional degree in law from a school accredited pursuant to Admission and Discipline Rule 13;
 2. The law graduate is eligible to take the Bar examination under Admission and Discipline Rule 13; and
 3. The law graduate has received permission from an attorney who is a member of the Bar of this State to serve as a legal intern under that attorney's direct supervision.

Section 2. Length of Intern Status.

- (b) A law school graduate may serve as a legal intern from the date of graduation until the graduate has taken and has been notified of the results of the first examination for which the graduate is eligible under Admission and Discipline Rule 13, or if successful on that examination, until the first opportunity thereafter for formal admission to the Bar of Indiana.

Section 3. Certification.

- (b) An Attorney, who is a member of the Bar of this State and who wishes to sponsor and supervise a graduate as a legal intern, shall so advise the Indiana Supreme Court Board of Law Examiners; and also, the Dean of the law school from which the graduate received the first professional degree in law shall advise the Indiana Supreme Court Board of Law Examiners of the date of graduation and the date at which such graduate will be first eligible for examination under Admission and Discipline Rule 13.

Section 4. Scope of Conduct.

A legal intern may interview, advise, negotiate for, and represent parties in any judicial or administrative proceeding in this State, provided all activities undertaken are supervised and approved by an attorney who is a member of the Bar of this State. A legal intern shall inform each client of his or her intern status, and that the intern is not a licensed attorney. A legal intern shall not interview any person represented by an attorney without the express permission of such attorney. In no event may a person (including private corporations) be charged for the services of a legal intern acting in a representative capacity. The personal presence of a supervising attorney is required in any proceeding in open court.

Graduate Certification

I certify that, under the penalty of perjury, the following statements are accurate and true.

1. I received a first professional degree in law from a school accredited pursuant to Admission and Discipline Rule 13.
2. The name of the law school from which I received my first professional degree in law is:

3. I graduated from the above-named law school on: _____.
4. I am eligible to take the Bar examination under Admission and Discipline Rule 13.
5. The first Bar examination which I am eligible to take will be administered in (*Month, Year*): _____.
6. I will take the first Bar examination for which I am eligible on the date listed above.
7. I understand that should I not take the first Bar examination for which I am eligible, my internship will be terminated on the date of that Bar examination's administration.
8. I understand that should I take the first Bar examination for which I am eligible, and I do not pass, my internship will be terminated on the date on which I receive the examination results.
9. I understand that should I take the first Bar examination for which I am eligible, and I do pass, my internship may be extended until the first opportunity for formal admission to the Bar of the State of Indiana.

Graduate Name: _____

Graduate Signature: _____ Date: _____

Supervising Attorney Certification

I, _____, a member of the Bar of the state of Indiana, agree to supervise the legal intern activities undertaken by _____, as required by Indiana Supreme Court Admission and Discipline Rule 2.1.

I certify that, under the penalty of perjury, the following statements are accurate and true.

1. I am a member of the Bar of the State of Indiana.
2. I was admitted to the Bar of the State of Indiana on _____.
3. I am presently engaged in the practice of law in the State of Indiana.
4. The graduate legal intern will engage in the following activities, which I will be directly supervising:

5. The graduate legal intern will work approximately _____ hours per week.
6. The graduate legal internship period will commence on _____.
7. I will supervise the graduate legal intern in accordance with the requirements of Admission and Discipline Rule 2.1 and the Rules of Professional Conduct.

Supervising Attorney Name: _____

Supervising Attorney License Number: _____ - _____

Supervising Attorney Signature: _____ Date: _____

Certification by Dean of Law School

Law Graduate Name: _____

I certify that, to the best of my knowledge and belief, the following statements are accurate and true.

1. The above-named graduate received a first professional degree in law from a law school accredited pursuant to Admission and Discipline Rule 13, at which I am the Dean.
2. The name of the law school from which the above-named graduate received a first professional degree in law is: _____.
3. The date of graduation of the above-named graduation was (*Month, Year*): _____.
4. The first Bar examination for which the above-named graduate will be eligible to take will be administered in (*Month, Year*): _____.

Dean of Law School or Designee Name: _____

Dean of Law School or Designee Signature: _____

Date: _____

Name of Law School: _____

Contact Information Sheet

Graduate Legal Intern

Name: _____

Mailing Address: _____

Phone Number: (_____) _____ - _____, ext. _____

Email Address: _____

Supervising Attorney

Name: _____

Attorney License Number: _____ - _____

Name of Law Firm: _____

Mailing Address: _____

Phone Number: (_____) _____ - _____, ext. _____

Email Address: _____

Dean of Law School

Name: _____

Title: _____

Name of Law School: _____

Mailing Address: _____

Phone Number: (_____) _____ - _____, ext. _____

Email Address: _____