

Title 3. Programs and Services  
Division 1. Prospective Members

## Chapter 1. Practical Training of Law Students

### Rule 3.1 Practical Training of Law Students Program

Practical Training of Law Students is a program that allows a supervised law student certified by the State Bar to negotiate and appear on behalf of a client in the limited circumstances permitted by Rule of Court 9.42 and these rules.<sup>1</sup>

### Rule 3.2 Eligibility

(A) To be considered for the State Bar program for Practical Training of Law Students a law

(b) a current e-mail address not to be disclosed on the State Bar's Web site or

California or taught law in a law school as a full-time occupation for at least the two years before supervising a certified law student;

- (2) supervise the permitted activities of a certified law student as specified by Rule 9.42(d);
- (3) personally assume professional responsibility for any activity a certified law student performs pursuant to these rules;
- (4) provide training and counsel that prepares a certified law student to satisfactorily perform an activity permitted by these rules in a manner that best serves the interest of a client;
- (5) read, approve, and sign any document prepared by the certified law student for a client;
- (6) supervise at one time no more than five certified law students or twenty-five if employed full-time to supervise law students in a law school or government training program; and

(A) "Supervising Attorney" is an active member of the State Bar of California in good standing

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- (A) Subject to the exceptions set forth in this rule, a certified law student may perform an activity that complies with these rules for the period stated in the Notice of Law Student Certification.
- (B) A student who graduates from law school during the period stated in the Notice of Law Student Certification and then takes the first California Bar Examination for which he or she is eligible may participate in the program until the State Bar releases results for that examination.
- (C) Certification terminates before the end of the period stated in the Notice of Law Student Certification if
  - (1) the certified law student no longer meets the eligibility requirements of these rules;
  - (2) the certified law student requests that certification terminate on an earlier date;
  - (3) the certified law student fails to take the first California Bar Examination for which he

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(Revised effective June 1, 1997)

**1.0 PURPOSE**

The purpose of the Rules and Regulations Governing the Practical Training of Law Students is to provide for the

4.1.1 On a form provided by the State Bar;

4.1.2 At the designated office of the State Bar;

4.1.3 With all the information requested on the

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- activities;
- 5.1.1.2 obtains the approval of the Supervising Attorney regarding the legal advice to be given or plan of negotiation to be undertaken by the Certified Student; and
- 5.1.1.3 performs the activities under the general supervision of the Supervising Attorney;
- 5.1.2** Appear on behalf of the client in depositions, provided that the Certified Student
- 5.1.2.1 obtains the approval of the Supervising Attorney to engage in the activity;
- 5.1.2.2 performs the activity under the direct and immediate supervision and in the personal presence of the Supervising Attorney (or, exclusively in the case of government agencies, the Designated Attorney); and
- 5.1.2.3 obtains a signed Consent Form from the client on whose behalf the Certified Student acts (exclusively in the case of government agencies when the government is the client, the chief counsel or prosecuting attorney shall have approved in writing on a Consent Form the performance of such acts by such Certified Student or generally by any Certified Student); and
- 5.1.3** Appear on behalf of the client in any public trial, hearing arbitration or proceeding, or before any arbitrator, court, public agency, referee, magistrate, commissioner or hearing officer, to the extent approved by such arbitrator, court, public agency, referee, magistrate, commissioner or hearing officer, provided that the Certified Student
- 5.1.3.1 obtains the approval of the Supervising Attorney to engage in the activity;
- 5.1.3.2 performs the activity under the direct and immediate supervision and in the personal presence of the Supervising Attorney (or, exclusively in the case of government agencies, the Designated Attorney);
- 5.1.3.3 obtains a signed Consent Form from the client on whose behalf the Certified Student acts (exclusively in the case of government agencies when the government is the client, the chief counsel or prosecuting attorney shall have approved in writing on a Consent Form the performance of such acts by such Certified Student or generally by any Certified Student); and
- 5.1.3.4 as a condition to such appearance, either first presents, or have previously presented, a copy of the Consent Form to the arbitrator, court, public agency, referee, magistrate, commissioner or hearing officer, or file a copy of the Consent Form in the court case file.
- 5.2** A Certified Student may appear on behalf of a government agency in the prosecution of criminal actions classified as infractions or other such minor criminal offenses with a maximum penalty or a fine equal to the maximum fine for infractions in California, including any public trial:
- 5.2.1 Subject to approval by the court, commissioner, referee, hearing officer or magistrate presiding at such public trial;
- 5.2.2 Without the personal appearance of the Supervising Attorney or any deputy, assistant or other staff attorney authorized as the Designated Attorney by the Supervising Attorney, but only if the Supervising Attorney or the Designated Attorney has approved in writing the performance of such acts by the Certified Student and is immediately available to attend the proceeding; and
- 5.2.3 With a signed Consent Form from the client on whose behalf the Certified Student acts (exclusively in the case of government agencies when the government is the client, the chief counsel or prosecuting attorney shall have approved in writing on a Consent Form the performance of such acts by such Certified Student or, generally by any Certified Student).
- 5.3** Nothing in section 5.0 shall prevent a Certified Student from performing any advisory or representational activity which could be performed by a person who is not a member of the State Bar of California.
- 6.0 USE OF THE TITLE OF "CERTIFIED STUDENT"**
- 6.1 In connection with activities performed pursuant to these Rules, a Certified Student may use the title "Certified Student" only and may not use any other title than "Certified Student." A Certified Student may not use the title "Certified Student" in connection with activities not performed pursuant to these Rules.
- 6.2 Where a Certified Student's name is printed or signature is included on written materials prepared pursuant to these Rules, the written material must also:
- 6.2.1 state that the Certified Student is a Certified Student pursuant to these Rules;
- 6.2.2 state the name of the supervising Attorney;
- 6.2.3 state that the Supervising Attorney is the Supervising Attorney pursuant to these Rules; and
- 6.2.4 comply with the requirements of section 7.5.
- 6.3 A Certified Student may not in any way hold himself or herself out as a member of the State Bar of California.

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6.4 Nothing in these Rules is intended to prohibit a Certified Student from describing his or her participation in this program on a resume or letter seeking employment as long as the description is not false, deceptive or misleading.

**7.0 DUTIES AND REQUIREMENTS OF THE SUPERVISING ATTORNEY**

The Supervising Attorney shall:

- 7.1 Be an active member of the State Bar of California and, before supervising the activities specified in section 5.1, shall have practiced law or taught law in a law school as a full-time occupation for at least two years;
- 7.2 Supervise no more than five (5) Certified Students concurrently, provided, however, that a Supervising Attorney who is employed full-time to supervise law students as part of an organized law school or government agency training program, may supervise up to, but in no case more than, 25 Certified Students;
- 7.3 Assume personal professional responsibility for any work performed by the Certified Student while under his or her supervision;
- 7.4 Assist and counsel the Certified Student in the activities authorized by these Rules and review such activities with the Certified Student, all to the extent required for the proper practical training of the Certified Student and the protection of the client;
- 7.5 Read, approve, and personally sign any pleadings, briefs or other similar documents prepared by the Certified Student prior to the filing thereof, and read and approve any documents which shall be prepared by the Certified Student for execution by

ment letter from the State Bar stating the effective date of the termination;

- 8.2 The Certified Student notifies the State Bar that he or she no longer meets the requirements of section 3.0, and in such event the State Bar shall send written notice to his or her Supervising Attorney;
- 8.3 The Supervising Attorney notifies the State Bar in writing that his or her supervision of the Certified Student will cease prior to the date specified in the Notice of Certification and in such event the State Bar shall send written notice to the Certified Student;
- 8.4 The Dean notifies the State Bar that the Certified Student no longer meets the requirements of section 3.0, and in such event the State Bar shall send written notice to the Certified Student and his or her Supervising Attorney;
- 8.5 The Certified Student fails to take, or is notified that he or she has not passed, the first General Bar Examination for which he or she is eligible;
- 8.6 On the July 31 following the first General Bar Examination for which the Certified Student is eligible if the exam occurs in winter, or the December 31 following the first General Bar Examination for which the Certified Student is eligible if the exam occurs in summer;
- 8.7 Certification is withdrawn by the State Bar as provided in section 9.1.

**9.0 WITHDRAWAL OF CERTIFICATION**

- 9.1 Certification may be withdrawn by the State Bar if any of the requirements for the certification no longer exist or the Certified Student, Supervising Attorney or Designated Attorney fails to comply fully

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shown;

**9.2.5** Within fifteen (15) days of mailing of the Notice of Withdrawal of Certification, the Certified Student may contest the termination by sending to the State Bar written request for a hearing to show good cause why he or she should be recertified;

**9.2.6** The hearing permitted by section 9.2.5 shall be commenced within 60 (sixty) days of the State Bar's receipt of the request; and

**2.6** The "State Bar" is the chief executive officer of the State Bar, or a person or persons designated by the chief executive officer, who shall have the authority to administer and interpret these Rules.

**2.7** "Period of Supervision" are the dates for which the supervising attorney has declared, on the Application for Certification or Recertification, he or she will be responsible for any work performed by the Certified Student under his or her supervision.

**3.0 ELIGIBILITY FOR CERTIFICATION**

To be eligible to become a Certified Student, an applicant must:

**3.1** Have successfully completed one full year of studies (minimum of 270 hours) at a law school accredited by the American Bar Association or the State Bar of California, or both, or have passed the First Year Law Students' Examination;

**3.2** Have been accepted into, and be enrolled in, the second, third or fourth years of law school in good academic standing or have graduated from law school, subject to the time period limitations set forth in section 8.0; and

**3.3** Have either successfully completed or be currently enrolled in and attending, academic courses in evidence and civil procedure.

**4.0 APPLICATION FOR CERTIFICATION**

**4.1** All applications for Certification or requests to change or add a Supervising Attorney or extend the period of certification pursuant to these Rules must be submitted:

**4.2.2** The Dean, Associate Dean, or Assistant Dean of the law school in which the applicant is enrolled shall attest that

**4.2.2.1** the applicant meets the requirements of section 3.0;

**4.2.2.2** he or she shall immediately notify the State Bar in the event that the Certified Student no longer meets the requirements of section 3.0; and

**4.2.2.3** he or she has no knowledge of facts or information that would indicate that the applicant is not qualified by ability, training or character to participate in the activities permitted by these Rules; and

**4.2.3** The Supervising Attorney shall

**4.2.3.1** specify the period during which he or she will be responsible for and will supervise the applicant; and

**4.2.3.2** attest that he or she has read, is familiar with, will abide by and will assume responsibility under the requirements of section 7.0.

**5.0 PERMITTED ACTIVITIES AND REQUIREMENTS**

**5.1** A Certified Student may:

**5.1.1** Negotiate for and on behalf of the client and/or give legal advice to the client, provided that the Certified Student

**5.1.1.1** obtains the approval of the Supervising Attorney to engage in the