



The State Bar of California
Office of Admissions – PTLIS Program
180 Howard Street • San Francisco, CA 94105-1639
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Practical Training of Law Students Program

1. NOTES

Pursuant to California Rules of Court, rule 9.42, the State Bar of California's Practical Training of Law Students program certifies law students to provide limited legal services under the supervision of an attorney.

This website contains the information and forms required to become a certified law student. Please read the Rules and all instructions carefully. If you need additional assistance, please contact us at 415-538-2175 or email ptls@calbar.ca.gov.

To apply, students should print out all forms, complete the student application, have the Dean's Declaration and Supervising Attorney's Declaration filled out by the appropriate persons, and submit in one package all the forms and the application fee to the address below. The checklist below provides detailed instructions.

2. CHECKLIST

- The STUDENT APPLICATION should only be used if you have NOT been previously certified.

(If you have been previously certified, submit only the DECLARATION BY SUPERVISING ATTORNEY. If your graduation date has changed from what was stated on the DECLARATION BY DEAN OF LAW SCHOOL you originally submitted, you must also submit a new DECLARATION BY DEAN OF LAW SCHOOL.)

Your application must consist of:

- A STUDENT APPLICATION
- A DECLARATION BY SUPERVISING ATTORNEY
- A DECLARATION BY DEAN OF LAW SCHOOL
- A \$55 non-refundable application fee. A cashier's check, travelers' check, or money order in U.S. dollars made payable to: The State Bar of California. Personal checks will not be accepted.
- All four items must be submitted together. Any pages received separately will be returned unprocessed.
- Incomplete Applications and Applications not completed correctly will be returned unprocessed.
- If your application is approved, your supervising attorney will receive a confirmation within three weeks of our receipt of the completed application.
- Retain a copy of the rules governing this program.