

**INFORMATION REQUIREMENTS ON TEMPORARY TRIAL CARD FOR
QUALIFIED LAW STUDENTS AND QUALIFIED UNLICENSED LAW SCHOOL
GRADUATES**

- 1) Read the enclosed Rules and provisions carefully and furnish a copy to your supervisor if he/she does not already have one.

- 2) The forms are self-explanatory. The responsibility for complying with the prerequisites to registration is upon the Student/Graduate, not the Dean or Supervising Attorney. ***There are separate forms that need to be completed by the Student or Graduate, Dean and Supervising Attorney. Make copies as need for each supervising attorney, pages 3-7 of the application must be sent for each attorney.***

- 3) The supervising attorney working in a law school clinical program is required to have certification by the dean of the sponsoring school. You are instructed to file all required information at one time. Piecemeal filing has the effect of slowing the registration process.

- 4) There is a \$15.00 fee that must accompany your application. Upon completion of the application, please send payment payable to:

The State Bar of Texas
Membership Department
Attn: Remi Carbajal
P. O. Box 12487
Austin, TX 78711

- 5) Each application will be processed upon the receipt of all completed forms; an identification card will then be issued to the qualified individual. Please allow 5-10 days on which to receive the card.

Please make sure that your application is complete and accurate before submitting. If you have any further questions you are welcome to contact our Membership Department at (800)204-2222 ext. 2114 or 2107.

**RULES AND REGULATIONS GOVERNING THE
PARTICIPATION OF QUALIFIED LAW STUDENTS
AND QUALIFIED UNLICENSED LAW SCHOOL GRADUATES
IN THE TRIAL OF CASES IN TEXAS**

I. PURPOSE:

These rules are promulgated pursuant to House Bill 424 of the 64th Legislature (Acts 1975, 64th Leg., Ch. 56, p. 120, amending Acts 1971, 62nd Leg., Ch. 706, p. 2336), for the purpose of governing the participation of qualified law students and qualified unlicensed law school graduates in the trial of cases in Texas. These rules are promulgated by the Bench and Bar of the State of Texas for the purposes of providing competent legal services for all persons and furnishing practical training to qualified law students and qualified unlicensed law school graduates.

II. QUALIFIED LAW STUDENTS AND QUALIFIED UNLICENSED LAW SCHOOL GRADUATES:

A. In order to perform the activities outlined in Paragraph IV. below, a person:

- (1) shall be a qualified law student enrolled in a law school approved by the Supreme Court of Texas, except that the student is not required to be enrolled during a summer term or when the school is not in session, or;
- (2) shall be a qualified unlicensed law school graduate as hereinafter defined;

B. A qualified law student must be certified by the dean of his/her school as having satisfactorily completed:

- (1) not less than two-thirds (2/3) of the required curriculum for graduation, computed on an hourly basis, and not be on scholastic probation, or;

- (2) not less than one-half (1/2) of the required curriculum for graduation, computed on an hourly basis, if the student is enrolled in a clinical legal education course for which course credit is awarded, and not be on scholastic probation.
- C. A qualified unlicensed law school graduate must be certified by the dean of his/her law school to be a graduate of an approved law school. The graduate may begin or continue supervised practice as herein provided during the interim between graduation and the first offering of the state bar examination after graduation from law school and during that period after taking the state bar examination for the first time, but prior to receiving the results of that examination.
- D. The qualified law student or the qualified unlicensed law school graduate shall:
 - (1) Be certified by the dean of his/her law school that the dean has no knowledge of any fact or facts which preclude the student or graduate from meeting the qualifications to take the state bar examination;
 - (2) Certify in writing:
 - (a) That he/she has read and is familiar with the Texas Code of Professional Responsibility, and
 - (b) That he/she will abide by the Texas Code of Professional Responsibility in activities permitted by these rules, and
 - (c) That he/she is subject to the grievance procedures of the State Bar of Texas.

III. CERTIFICATION:

The dean of each law school shall maintain on file a record of the certification of each participating qualified law student and qualified unlicensed law school graduate, and shall file their names with the General Counsel of the State Bar of Texas. The dean shall terminate certification when conditions of Section II are not maintained. In addition, the dean may terminate certification at any time without prior notice or hearing and without any showing of cause. The dean shall notify the qualified law student or the qualified unlicensed law school graduate, the supervising lawyer, and the General Counsel of the State Bar in writing of any such termination of certification.

IV. ACTIVITIES:

A. Subject to the approval of the presiding judge or presiding administrative officer, as the case may be, a qualified law student, or a qualified unlicensed law school graduate may appear in any court or before any administrative tribunal in this state on behalf of the State of Texas or any other party consenting thereto, subject to the following conditions:

(1) The qualified law student or the qualified unlicensed law school graduate must be accompanied at his/her appearance in the following matters by a supervising attorney, qualified under Section V. herein, who is duly licensed to practice law in the State of Texas:

(a) Appearance for the purposes of trial of civil or criminal matters;

(b) The arguing of motions;

(c) The taking of depositions;

(d) The conduct of any hearing or trial before any administrative tribunal or in any court.

(2) The qualified law student or the qualified unlicensed law school graduate need not be accompanied by the supervising lawyer in any other matters assigned to him/her by the supervising attorney. Nothing herein shall be construed as regulating or attempting to regulate the use of law clerks by attorneys in any and all matters generally considered to be the office practice of law.

(3) All pleadings filed in any matter in which the qualified law student or the qualified unlicensed law school graduate is working shall be signed by the supervising attorney.

V. SUPERVISION:

A. Except as otherwise provided herein, a lawyer who is supervising a qualified law student or qualified unlicensed law school graduate shall:

- (1) Be a lawyer licensed by the Supreme Court of Texas for a minimum of three (3) years;
 - (2) Be registered in accordance with the provisions of Section VI hereof;
 - (3) Assume personal professional responsibility for the direct and immediate supervision for the professional work of the qualified law student or qualified unlicensed law school graduate;
 - (4) Maintain professional malpractice and errors and omissions insurance covering the supervised qualified law student and/or qualified unlicensed law school graduate, unless the lawyer is supervising the student or the graduate in the lawyer's official capacity as a public prosecutor or assistant public prosecutor or is a lawyer otherwise protected by governmental immunity.
 - (5) Supervise no more than four (4) persons qualified herein simultaneously;
 - (6) Demonstrate to the satisfaction of the General Counsel of the State Bar of Texas, by his/her personal affidavit or upon the certification of local bar officials, that he/she is skilled in the preparation and trial of cases.
- (B) A lawyer supervising a qualified law student in connection with a clinical legal education program for which the student earns law school course credit, or, a qualified unlicensed law school graduate in connection with matters commenced while the graduate was enrolled in a clinical legal education program for which he/she earned law school course credit, shall:
- (1) Be a lawyer licensed by the Supreme Court of Texas;
 - (2) Be registered in accordance with the provisions of Section VI hereof;
 - (3) Assume personal professional responsibility for the direct and immediate supervision for the professional work of the qualified law student or qualified unlicensed law school graduate.

- (4) Maintain professional malpractice and errors and omissions insurance covering the supervised qualified law student and/or qualified unlicensed law school graduate, unless the lawyer is supervising the student or the graduate in the lawyer's official capacity as a public prosecutor or is a lawyer otherwise protected by governmental immunity.
- (5) Be approved in writing by the dean of the law school sponsoring the clinical program as a clinical supervisor under whose supervision qualified law students are allowed to receive credit for satisfactory completion of the established course and clinical practice requirements.

VI. REGISTRATION:

- A. The General Counsel of the State Bar of Texas shall register lawyers who meet the requirements of these rules and are certified by local bar officials as qualified ethically, morally, professionally, and financially to direct and supervise qualified law students and qualified unlicensed law school graduates and give practical training in the trial of cases.
- B. Nothing herein shall be construed to effectively require any applicant supervising attorney to become a member of any local bar without the attorney's consent.
- C. The General Counsel of the State Bar of Texas shall immediately revoke the registration of any supervising lawyer against whom any disciplinary action is pending before any grievance committee or court, or who has ceased to meet the requirements of Section VI.A. herein.

VII. GRIEVANCE:

In the event a grievance is filed in a case in which a qualified law student or a qualified unlicensed law school graduate has participated under these rules, the chairman of the grievance committee with whom such grievance is filed shall immediately report the same to the dean of the student's or graduate's law school, the supervising attorney, and the General Counsel of the State Bar of Texas.

VIII. COMPENSATION:

A qualified law student or a qualified unlicensed law school graduate shall not charge a client for his/her services or claim or receive a percentage fee,

contingency fee, or origination fee; however, nothing in these rules is intended to prevent a qualified law student or a qualified unlicensed law school graduate from being paid for his/her services by his supervising lawyer, or to prevent a supervising lawyer from charging a fee for the services rendered under his/her supervision.

IX. MISCELLANEOUS:

- A. Nothing contained in these rules affects the right of any person who is not admitted to practice law to do anything that he might lawfully do prior to the adoption of these rules.
- B. The rules of law and evidence relating to privileged communications between attorney and client shall govern communications made or received by qualified law students or by qualified unlicensed law school graduates certified under the provisions of these rules.

STATE OF TEXAS

COUNTY OF _____ KNOW ALL MEN BY THESE PRESENTS

THAT I, _____, am

() A law student, or

_____ () An unlicensed law school graduate

of the **South Texas College of Law** School of Law, in compliance with the "Rules and Regulations Governing the Participation of qualified Law Students and Qualified Unlicensed Law School Graduates in the Trial of Cases in Texas," said rules being promulgated pursuant to House Bill 424 of the 64th Legislature (Acts 1975, 64th Leg., Ch. 56, p. 120, amending Acts 1971, 62nd Leg., Ch. 706, p. 2336), do hereby CERTIFY and DECLARE that I have read and am familiar with the code of Professional Responsibility of the State Bar of Texas; that I will abide by the same in the activities permitted by the aforementioned rules, and hereby subject myself to the Grievance Procedures of the State Bar of Texas.

Date

Student's Full Name

Supervising Attorney-Please Type

Social Security #

Date of Birth

OFFICE Address - Please Type

Date of Anticipated Graduation
(must show month and year)

City

Zip Code

Have you ever taken or registered to take a Bar examination in Texas or any other jurisdiction?
_____. If yes, please state the date and jurisdiction.

Date

Jurisdiction

Signature of Applicant

SUBSCRIBED AND SWORN TO BEFORE ME on this ____ day of _____, 199__.

Notary Public in and for the State of Texas

Printed Name of Notary

My Commission Expires

Dean's Certification

STATE OF TEXAS _____

COUNTY OF **HARRIS** KNOW ALL MEN BY THESE PRESENTS

THAT I, **Catherine Greene Burnett** , in compliance with Article II, Sections A, B, C, and D and article III of the "Rules and Regulations Governing the Participation of Qualified Law Students and Qualified Unlicensed Law School Graduates in the Trial of Cases in Texas," said rules being promulgated pursuant to House Bill 424 of the 64th Legislature (Acts 1975, 64th Leg., Ch. 56, p. 120, amending Acts 1971, 62nd Leg., Ch. 706, p. 2336), CERTIFY that the foregoing student

- () Has completed not less than two-thirds (2/3) of the required curriculum for graduation computed on an hourly basis, and is not at this time on scholastic probation; or
- () Has completed not less than one-half (1/2) of the required curriculum, for graduation, computed on an hourly basis, and is enrolled in a clinical legal education course for which course credit is awarded, and is not at this time on scholastic probation; or
- () Is an unlicensed law school graduate having graduated _____.

I have no knowledge of any fact which would preclude such student or graduate from meeting the qualifications to take the Bar Examination of the State of Texas.

Date
South Texas College of Law

DEAN, School of Law

University or College.

STATE OF TEXAS

COUNTY OF _____ SUPERVISING ATTORNEY'S CERTIFICATION

TO THE GENERAL COUNSEL, STATE BAR OF TEXAS:

THAT I, _____, a lawyer licensed by the Supreme Court of Texas, and a member in good standing of the State Bar of Texas, in compliance with Article V. and Article VI. of the "Rules and Regulations Governing the Participation of Qualified Law Students and Qualified Unlicensed Law School Graduates in the Trial of Cases in Texas," said rules being promulgated pursuant to House Bill 424 of the 64th Legislature (Acts 1975, 64th Leg., Ch. 56, p. 120, amending Acts 1971, 62nd Leg., Ch. 706, p. 2336), hereby express my desire to be registered as a supervising attorney, and declare that I will be bound by the provisions of the Rules.

I further CERTIFY and DECLARE that I will assume personal professional responsibility for the direct and immediate supervision of the professional work of the qualified law student or the qualified unlicensed law school graduate whom I shall be supervising.

Name of Student/Graduate

Signature of Attorney

OFFICE ADDRESS

OFFICE ADDRESS

City Zip Code

City Zip Code

Date: _____

Date licensed in Texas: _____

STATE OF TEXAS

LOCAL BAR PRESIDENT'S CERTIFICATION
(ARTICLE VI)

COUNTY OF _____

I hereby CERTIFY, in compliance with Article VI, Section A, of the "Rules and Regulations Governing the Participation of Qualified Law Students and Qualified Unlicensed Law School Graduates in the Trial of Cases in Texas," that _____, the above-named attorney applicant, is qualified ethically, morally, professionally, and financially, to direct and supervise the qualified law student or qualified unlicensed law school graduate and give practical training in the trial of cases.

Date: _____

President

Local Bar Association

STATE OF TEXAS

DEAN'S CERTIFICATION - CLINICAL PROGRAMS

COUNTY OF **HARRIS**

(ARTICLE VI (B) (5))

I, **Catherine Greene Burnett**, in compliance with the Article V(B) (5) of the "Rules and Regulations Governing the Participation of Qualified Law Students and Qualified Unlicensed Law School Graduates in the Trial of Cases in Texas;" certify _____, the above-named attorney applicant, as a Clinical Supervisor under whose supervision qualified law students are allowed to receive credit for satisfactory completion of the established course and clinical practice requirements.

Date: _____

Dean, School of Law

South Texas College of Law

University or College

ATTORNEY 'S APPLICATION TO SUPERVISE A QUALIFIED LAW STUDENT OR QUALIFIED UNLICENSED LAW SCHOOL GRADUATE

Name: _____

Office Address: _____

Office Telephone: _____

Name of firm, or agency: _____

Current State Bar of Texas Bar card number: _____

Other states in which you have been licensed to practice law: _____

When licensed: _____

1. Are you aware of any disciplinary action pending against you in a court of law?
_____ YES _____ NO

If answer is "YES", give details of the complaint:

2. Do you carry error and omission professional liability insurance?
_____ YES _____ NO

3. Will your error and omission insurance cover the activities of a qualified law student or qualified unlicensed law school graduate?

_____ YES _____ NO

PLEASE PROVIDE US WITH PROOF OF THE ERROR AND OMISSION POLICY.

4. Do you agree to report immediately the name of any qualified law student or qualified unlicensed law school graduate that may be assigned to you in the capacity of a "Supervising Lawyer"?

_____ YES _____ NO

5. Do you agree to assume personal professional responsibility of the work of the qualified law student or qualified unlicensed law school graduate?

_____ YES _____ NO

6. Do you acknowledge that you will supervise no more than four (4) persons simultaneously qualified under the Rules and Regulations Governing the Participation of Qualified Law Students and Qualified Unlicensed Law School Graduates in the Trial of Cases in Texas?

_____ YES _____ NO

7. Do you acknowledge that you have advised the qualified law student and qualified unlicensed law school graduate whom you are supervising of the existence and terms of the professional liability insurance coverage carried by you?

_____ YES _____ NO

Before submitting this application, please read the Supreme Court of Texas Rules and Regulations Governing the Participation of Qualified Law Students and Qualified Unlicensed Law School Graduates in the Trial of Cases in Texas. After doing so, do you agree to comply with the aforementioned rules and regulations?

_____ YES _____ NO

The above and foregoing answers are true and correct.

Date

Signature of attorney

Supervising Attorney's Affidavit

I, _____, hereby CERTIFY, in compliance with Article V(A) and Article VI(A), of the "Rules and Regulations Governing the Participation of Qualified Law Students and Qualified Unlicensed Law School Graduates in the Trial of Cases in Texas," that I am qualified ethically, morally, professionally, and financially, to direct and supervise the qualified law student and the qualified unlicensed law school graduate and give practical training in the trial of cases.

SUBSCRIBED AND SWORN TO BEFORE ME on this ____ day of _____, 200__.

Notary Public in and for the State of Texas

My Commission Expires

Printed Name of Notary

State Bar of Texas

Authorization and Release

I, _____ born at _____,
(Name) (City) (State)
on _____ State Bar Card Number _____
(DOB) (Bar card number)

hereby apply for a statement concerning the status of disciplinary action pending or of record on me and consent to the examination of my grievance record for that purpose. I agree to give any further information, which may be required in reference to my past record. I understand the many records relating to grievance matters are confidential. I hereby waive any confidentiality in order to obtain the letter of good standing. I specifically consent to the letter stating the existence of any unresolved matters pending before a grievance committee of the State Bar of Texas and/or any private reprimands on my record.

I hereby release, discharge and exonerate the State Bar of Texas, its agents or representatives and any persons so furnishing information from any and all liability of every nature and kind arising out of the furnishing of information in the letter of good standing requested by me.

State of _____

County of _____

(Signature of Requestor)

Subscribed and Sworn to before me this

_____ day of _____ A.D., 200_____.

_____ My Commission Expires _____
(Notary Public) (Date)