

# TUTOR'S MONTHLY CERTIFICATE LAW CLERK PROGRAM

Month: \_\_\_\_\_, 20\_\_\_\_ Clerk: \_\_\_\_\_

1. Course studied this month: \_\_\_\_\_ **Grade: Pass**  **Fail**
2. List text books and materials: \_\_\_\_\_  
\_\_\_\_\_
3. Did you prepare and administer a written examination to the clerk this month: **Yes**  **No**   
Prepared and administered by assistant tutor, \_\_\_\_\_
4. Average number of hours the Law Clerk studied each week: \_\_\_\_\_
5. Average number of hours the Law Clerk was employed each week: \_\_\_\_\_
6. In the space provided, explain the tasks and duties the Law Clerk engaged in during the month:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Average number of hours each week devoted to the clerk's personal supervision: \_\_\_\_\_
8. In your opinion, is the clerk progressing satisfactorily in the program? \_\_\_\_\_  
If no, explain in the space provided:  
\_\_\_\_\_  
\_\_\_\_\_
9. What course will the law clerk be studying next month? \_\_\_\_\_

## CERTIFICATION OF PRIMARY TUTOR

I, \_\_\_\_\_, fully understanding that the foregoing information and grades will be used by the Law Clerk Board in determining whether or not the above-named clerk is progressing satisfactorily in the program, I hereby certify that: (1) the foregoing information is true and correct; (2) I, or the assistant tutor named above, administered a written examination to the clerk this month; and (3) the examination was answered without research, assistance or reference to source materials during the examination, and the grade stated above is correct.

\_\_\_\_\_  
Date Primary Tutor's signature

## NOTICE

This certificate and the graded monthly examination must be submitted to the Law Clerk Board within 10 working days after the end of the month; written comments by the tutor are required (Reg 4-1D(6)). A pattern of lateness or lack of receipt may be cause for remedial action or termination from the Program (Reg 5-3 E(2)). If an exam is not given, submit the certificate stating the reason (Reg 5-3 E(1) and Reg 6-1 B).