



# WSBA

Washington State Bar Association

1325 Fourth Avenue, Suite 600  
Seattle, WA 98101-2539

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## LAW CLERK PROGRAM APPLICANT INFORMATION SHEET

The Law Clerk Program is established under Admission to Practice Rule (APR) 6, adopted by the Washington State Supreme Court with an effective date of September 1, 1984. A copy of APR 6 and the regulations governing the program are contained in the booklet entitled "Rules and Regulations Governing the Washington State Law Clerk Program." A copy is enclosed for your information.

The Law Clerk Program is administered by the Law Clerk Board. All correspondence, inquiries or applications regarding the program are to be directed to:

Law Clerk Program  
Washington State Bar Association  
1325 Fourth Avenue, Suite 600  
Seattle, WA 98101-2539

We consider your business address (tutor's address) to be your primary contact address and will direct mail to you and/or your tutor at that address. You are responsible for keeping the Board informed of any change in address or contact information.

### ***Application Procedure***

Before applying for admission to the Law Clerk Program, you *must* obtain regular, full-time employment, as defined in Regulation 1-3F, with a lawyer or a judge of a court of general or appellate jurisdiction who appears to be qualified as a tutor under APR 6(a)(3) and APR 6(b).

To apply for admission to the Law Clerk Program, you must submit to the Law Clerk Board:

- (1) an original and two *unstapled* copies of a completed application and essay;
- (2) two original letters and two *unstapled* copies of each letter, from people unrelated to you, attesting to your good moral character and appraising your ability to undertake and successfully to complete the program; and
- (3) an original and two *unstapled* copies of the potential tutor's application and certificate, attesting to your employment and to the potential tutor's willingness to instruct you; and
- (4) unopened, original transcripts from each institution attended (one set), certified by the institution, showing all undergraduate and graduate course work and the grades received, the date a bachelor's degree was awarded and the subject in which it was awarded; and
- (5) an application fee of \$50, by check made payable to the Washington State Bar Association; and
- (6) if applicable, an original and two *unstapled* copies of a petition for advanced standing (see APR 6, Regulation 4-3 for Special Application Procedures); and
- (7) if applicable, an original and two *unstapled* copies of a certificate of good standing from the appropriate authority in *each* jurisdiction in which you have been admitted to practice law.

The Bar Association has specific forms for (1) and (3) above and those are enclosed. Each application must be accompanied by all the required materials or it will be returned to the applicant.

Application packets are reviewed by the Law Clerk Board at their quarterly meetings, generally held the second Friday in February, May, August and November. To be scheduled for review, a complete application packet must be received by the WSBA 60 days before a meeting. If a deadline falls on a holiday or weekend, the application packet is due the following business day. Please contact the Bar Association for specific meeting dates.

If your application meets the program requirements you will be assigned a Law Clerk Board liaison. You will be notified of the Board member's contact information so you can schedule an interview. An interview in person with both the clerk and the tutor is required. The liaison will make a recommendation to the Board regarding your enrollment. You will be notified of the Board's decision within a week after the Board meeting.

### ***Advanced Standing***

Pursuant to APR 6(h) and Regulation 4, you may petition for advanced standing in the program. No form is provided for the petition; it should conform to the requirements in Regulation 4-3. Any petition for advanced standing must accompany your application.

### ***Program Fees***

If accepted to the Law Clerk Program, a law clerk must pay the \$1500 annual program fee within 30 days of his or her start date. If beginning the program mid-year, the law clerk may pay a pro-rated fee of \$125 per month for the first calendar year in the program. The law clerk must pay \$1500 for each intermediate year to remain enrolled in the program. For example, if a clerk begins the program in November and pays \$375, he or she will owe \$1500 for the next year in January, \$1500 for each intermediate year, and may prorate in the last year if there are fewer than 12 months of study remaining.

### ***Review Procedures***

*Notice:* Please read and familiarize yourself with the review procedures explained here and in Regulation 2-3.

There are two methods of review: one is discretionary and one is of right.

Discretionary: An applicant, a law clerk or a tutor may ask the Board of Governors to review any and all decisions made by the Law Clerk Board. A petition asking for discretionary review must:

- (1) be in writing, and
- (2) be directed to the Board of Governors, and
- (3) be filed at the headquarters office of the Bar Association, and
- (4) be filed within 30 days of the date the Law Clerk Board rendered the decision.

Of Right: An applicant, a law clerk or a tutor has the right to have the Board of Governors review the following decisions of the Law Clerk Board:

- (1) rejection of an application for enrollment in the program, or
- (2) termination of a clerk's enrollment in the program, or
- (3) direction to a clerk to change tutors.

A petition for a review of right must be in writing and filed within 30 days, as described under the Discretionary heading.

*Please contact the WSBA if you have any questions about the Law Clerk Program.*