

TUTOR'S MONTHLY CERTIFICATE LAW CLERK PROGRAM

Month: _____, 20____ Law Clerk: _____

1. Course studied this month: _____
2. List text books and materials: _____

3. Did you prepare and administer a written examination to the law clerk this month: (circle) **Yes** OR **No**, prepared and administered by assistant tutor: _____
Grade (circle): Pass or Fail *If grade is "Fail" continue studying course for another month.*
4. Average number of hours the law clerk studied each week: _____
5. Average number of hours each week devoted to the law clerk's personal supervision: (must be at least 3): _____
6. Average number of hours each week the law clerk performed the duties of a law clerk (must be at least 30): _____
7. Generally describe the law clerk's duties: _____

8. In your opinion, is the law clerk progressing satisfactorily in the program? _____
If no, explain on an attached sheet.
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 law clerk is progressing satisfactorily in the program, hereby certify that:

(check one)

- I administered a written examination to the law clerk this month, and certify the grade stated above,
OR
- The written examination was administered by approved Assistant Tutor _____
and the examination grade stated above is correct.

Date

Tutor's signature

NOTICE

This certificate and the graded monthly examination (and a course grade, if appropriate) must be submitted to the Law Clerk Board within 10 working days of the end of the month (see Regulation 5-3). The law clerk will be deemed to have withdrawn from the program (see Regulation 8-1) or the Board may terminate the law clerk's enrollment (see APR 6(g)(2)) if you fail in this responsibility.