

**TUTOR'S MONTHLY CERTIFICATE  
UNDER EMPLOYMENT WAIVER  
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 each week devoted to the clerk's personal supervision: \_\_\_\_\_
6. In your opinion, is the clerk progressing satisfactorily in the program? \_\_\_\_\_  
If no, explain in the space provided:  
\_\_\_\_\_  
\_\_\_\_\_
7. 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).

**WORKPLACE LAWYER MONTHLY CERTIFICATE  
UNDER EMPLOYMENT WAIVER  
LAW CLERK PROGRAM**

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

Clerk Name: \_\_\_\_\_

1. Average number of hours Law Clerk was employed each week: \_\_\_\_\_
2. In the space provided, explain the tasks and duties the law clerk engaged in during the month:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATION OF WORKPLCAE LAWYER**

I, \_\_\_\_\_, fully understanding that the foregoing information 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 and (2) the tasks and duties contributed to the practical aspects of engaging in the practice of law as required by APR 6(b)(3).

\_\_\_\_\_  
Date

\_\_\_\_\_  
Workplace Lawyer signature

**NOTICE**

This certificate must be submitted to the Law Clerk Board within 10 working days after the end of the month; A pattern of lateness or lack of receipt may be cause for remedial action or termination from the Program (Reg 5-3 E(2)).