

APPLICATION FOR CHANGE OF SUPERVISION
RULE 9 LICENSED LEGAL INTERNS

To be completed by Rule 9 Licensed Legal Intern:

- Use this form to add or change a supervising lawyer, or to extend the supervision of a current supervising lawyer.
 - Page one must be completed by the Licensed Legal Intern.
 - Page two, the supervising lawyer’s declaration, must be completed by the supervising lawyer.
 - **There is no fee to make changes to supervision if an application fee of \$50 has already been paid.**
 - When a Licensed Legal Intern applies to add a concurrent supervising lawyer in another office, the Intern must notify both the current supervising lawyer and the proposed additional supervising lawyer in writing about the application. Both the current and the new supervising lawyer must approve the addition and certify that such concurrent supervision will not create a conflict of interest for the Licensed Legal Intern.
 - Please upload the completed forms to your Rule 9 user home page, under required forms & documents, under “change of supervision” or send it to Rule9@wsba.org via e-mail.
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Intern Name: _____ Intern ID No. _____

My current Rule 9 Licensed Legal Intern Card lists my supervisor(s) as:

Supervisor: _____ Bar No.: _____ Supervision End Date: _____

Supervisor: _____ Bar No.: _____ Supervision End Date: _____

I am requesting that my new Rule 9 Licensed Legal Intern card list my supervisor(s) as:

Supervisor: _____ Bar No.: _____ Supervision End Date: _____

Supervisor: _____ Bar No.: _____ Supervision End Date: _____

An intern is permitted up to two supervisors from different offices. Each supervisor from a different office must submit a declaration. Supervisors from the same office are not required to be listed on the intern’s ID card. See Washington Supreme Court APR 9(c) and (d)(9).

Signature of Intern: _____ **Date:** _____



**DECLARATION OF SUPERVISING LAWYER
FOR RULE 9 LICENSED LEGAL INTERN**

To be completed by the Supervising Lawyer:

I, _____, Bar No. _____, hereby certify as follows:

- (1) I am an active member in good standing of the Washington State Bar Association and have not been subject to discipline as described in Rule 9(c)(2) of the Washington Supreme Court Admission and Practice Rules (APR).
- (2) I have been engaged in the active practice of law for at least 3 years, having been admitted and licensed to practice in the State of Washington in the year _____. (If licensed in Washington for fewer than 36 months, provide a certificate from the other state bar to which you belong attesting to your admission date, continuous active status (at least prior to admission in Washington) and current good standing.
- (3) I am presently engaged in the practice of law with:

Name of Firm, Organization, or Law School Clinic

The Licensed Legal Intern will be notified of the license effective date and legal intern ID number by email to the supervising lawyer's email address on file with the WSBA. Verify your email address is up to date at www.mywsba.org.

I agree to act as the supervising lawyer for:

Name of Intern

from Month ____ Day ____ Year ____ **until** Month ____ Day ____ Year ____ and will furnish such information and reports regarding the Licensed Legal Intern's practice as may be required.

- (4) Not including this intern, the number of interns I am currently supervising is _____. (No supervising lawyer shall supervise more than one Licensed Legal Intern at a time, except as provided for under APR 9(f)(vi)(b) and (c)). *You must notify the WSBA in writing if your supervision of the Licensed Legal Intern ends prior to the date stated on your declaration.*
- (5) I will supervise and direct the Licensed Legal Intern's practice and will comply with all provisions of APR 9 and will be responsible for the Licensed Legal Intern's conduct. I understand that providing adequate supervision is the ethical duty of a supervising lawyer and that failure to do so may be grounds for discipline.
- (6) This ____ is/ ____ is not a law school clinical education program that provides free legal services for low-income clients. *Mark one response*
- (7) If the Licensed Legal Intern is also supervised by a lawyer from another office, I have contacted the other lawyer and we have determined that such concurrent supervision will not create a conflict of interest for the Licensed Legal Intern.

I certify under penalty of perjury under the laws of the State of Washington that the foregoing information is complete, true and correct.

Dated _____ in _____.
(mm/dd/yyyy) (City, State where signed) (Supervisor's Signature)

