

Law Clerk Program Application Checklist

Application Checklist: This checklist is only a guide to ensure you timely submit all required items. Please refer to the full Application Instructions for additional information.

- ☐ **Application:** Submit a complete application online. Your application will not be accepted and reviewed until you have completed the application, uploaded all required documents, and paid your application fee.
 - **Essay:** There is a dedicated space within the application to complete an essay describing why you wish to be considered for enrollment in the Law Clerk Program.
- ☐ **Primary Tutor Application and Statement**
- ☐ **Authorization and Release Form: Signed** and notarized within six (6) months prior to the date the application is submitted to the WSBA.
- ☐ **Two Certificates of Good Moral Character:** Signed within six (6) months prior to the date the application is submitted to the WSBA.
- ☐ **Official Transcripts from all undergraduate and graduate institutions:** This includes institutions attended from which you did not graduate. One transcript from each institution. Official transcripts can be emailed directly to lawclerks@wsba.org. Alternatively, you can scan and upload an official transcript to your application.
- ☐ **Application Fee:** \$100.00

Optional Forms to be submitted with the application:

- ☐ A petition for advanced standing. See Regulation 3-2 for requirements.
- ☐ Assistant tutor application(s)
- ☐ Employment Waiver

Applicant Interview

If your application appears to meet 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 with both the clerk and the tutor prior to the Law Clerk Board meeting 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

APR 6(b)(6) and Regulation 3-2 provide the requirements for advanced standing for law school courses completed. No form is provided for the petition; it should conform to the requirements in Regulation 3-2. Any petition for advanced standing must accompany your application for enrollment.

Program Fees

If accepted into the Law Clerk Program, a law clerk must pay the year's program fee within 30 days of his or her start date. The fee for each calendar year is \$2000. If beginning the program mid-year, the law clerk may pay a pro-rated fee for the first calendar year in the program (\$166.67 times number of months left in year). The law clerk must pay \$2000 for each intermediate year to remain enrolled in the program. For



example, if a clerk begins the program in October and pays \$500.01, he or she will owe \$2000 for the next year in January, \$2000 for each intermediate year, and may prorate in the last year if there are fewer than 12 months of study remaining. Program fees cover administrative costs only. Program participants are responsible for obtaining all study materials.

Responsibility of the Applicant, Authority of the Law Clerk Board

It is the applicant's responsibility to show eligibility to apply for the program which includes, among other requirements, completion of a bachelor's degree, regular paid employment by a tutor with 10 years of active experience, and good moral character. See APR 20-24.2 for more information about the duty of applicants and good moral character. http://www.courts.wa.gov/court_rules/

The Law Clerk Program is authorized by the Washington Supreme Court and regulated by the WSBA Board of Governors. The Law Clerk Board is authorized to administer the program as provided for in the rules and regulations. It does not have the authority to waive or modify any requirements of the program. An applicant must show that he or she meets the requirements to apply for the program and comply with the requirements of the program while enrolled.

Limitations of the Law Clerk Program

Note that the Law Clerk Program does not provide a J.D. degree and the program is not accredited by the American Bar Association. It meets the requirements to qualify to take the bar exam for admission to the practice of law as a lawyer in Washington State only. Admission requirements are established on a state-by-state basis. For more information about other state's requirements see <http://www.ncbex.org/>.

Enrollment in the Law Clerk Program is not an admission to the practice of law in any capacity. A lawyer-tutor must assure proper supervision of non-lawyer staff, such as the law clerk, at all times.

Review Procedures

Review procedures are included in the Law Clerk Program Regulations. They provide:

A. Review of Right. An applicant, law clerk or tutor, has a right to have the Board of Governors review the following decisions of the Board:

- (1) Rejection of an application for enrollment in the program;
- (2) Termination of a law clerk's enrollment in the program; or
- (3) Requiring a law clerk to change tutors.

B. Discretionary. An applicant, law clerk or tutor may ask the Board of Governors to review any decision made by the Board.

C. Filing. A petition requesting either review of right or discretionary review shall be:

- (1) in writing,
- (2) directed to the Board of Governors;
- (3) filed at the Bar Association office; and
- (4) filed within 30 days of the date the law clerk or applicant received notice of the decision.



Electronic Communications & Online Admissions

Important information regarding your application is posted on the WSBA's Online Admissions Portal at <https://admissions.wsba.org/home>. The WSBA corresponds with applicants primarily via the Online Admissions Portal or email. It is your responsibility to ensure emails from the Washington State Bar Association with the domain names of @wsba.org and @admissions.wsba.org are not filtered as spam or junk. You are expected to regularly check for and read all email from the WSBA and to visit your home page to review correspondence, messages, and announcements posted there.

Rules, Policies, and Instructions

All applicants must adhere to all rules, regulations, policies, and instructions regarding applications. Read [Admission and Practice Rule 6](#) and all web pages and FAQ on the Online Admissions Portal to ensure you understand all the requirements for your applicant type.

Please contact the WSBA at lawclerks@wsba.org if you have any questions about the Law Clerk Program.

