

## **Legal Education & Admission to the Bar**

### **Application to the MSBA Section Council on Legal Education and Admission to the Bar for Rule 16, MD Rules Vol. 2 Approval**

#### **Helpful preliminary matter**

##### ***Address to which application shall be submitted, by the law school:***

This application is to be filled out and submitted by the law school to the Section Council of the Section of Legal Education and Admissions to the Bar of the Maryland State Bar Association, Inc. by mailing said application to the following address:

**Section Council on Legal Education and Admission to the Bar  
c/o The Maryland State Bar Association  
Maryland Bar Center  
520 West Fayette Street  
Baltimore, Maryland 21201.**

##### ***Terminology:***

Throughout this program the term “program” refers to both courses and/or clinical programs. The Section Council is to be notified of any changes in information in accordance with Rule 16, Legal Assistance by Law Students, of the Rules Governing Admission to the Bar, Maryland Rules, Volume 2. See Rules Governing Admission to the Bar of Maryland, at <http://www.courts.state.md.us/ble/pdfs/baradmissionrules.pdf> (The “Rules Governing Admission to the Bar of Maryland” are also contained in the current replacement volume of the Annotated Code of Maryland, Maryland Rules, Appendix.) Applicants should note that the Section Council interprets Rule 16 to require that proposed clinics comply with applicable American Bar Association standards and American Association of Law School guidelines before approval under that Rule will be granted.

##### ***Deadlines:***

This application or any changes in, or additions to, information are to be submitted in duplicate and must be submitted three months before the beginning of the semester for which approval is sought:

**October 1 for January  
March 1 for June  
May 1 for August**

No approvals will be given for a program once a semester has started.

##### **Information which this application is intended to elicit:**

The overall purpose of this application is to ensure that, in relation to an out-of-state student (under supervision) representing Maryland clients, the Section Council which approves this placement will have a clear understanding of **four factors**:

In what office, or for what agency or entity, the student will be working;  
What types of clients he or she will be representing;  
The identity and qualifications of the field supervisor, including admission to the Maryland bar; and  
Whether—in relation to both the student’s work with the faculty supervisor and in the classroom component generally—this clinical placement accords with ABA Standard 302(b)(1), which states that the opportunity for “live-client or other real-life practice experiences” should be

**appropriately supervised and designed to encourage reflection by students on their experiences and on the values and responsibilities of the legal profession, and the development of one’s ability to assess his or her performance and level of competence.**

See <http://www.abanet.org/legaled/standards/chapter3.html>

## **APPLICATION ITSELF**

### **I. INTRODUCTON**

- A. Name and mailing address of the law school**
  
- B. Name and telephone number of the law school Dean**
  
- C. Name, address and telephone number of faculty member(s) supervising this program**

### **II. FACULTY**

- A. Qualifications of faculty supervisor(s), including bar admissions (faculty supervisor does not need to be admitted in Maryland).**
  
- B. Name, position, and qualifications of field supervisor, including admission to the Maryland bar.**

### III. PROGRAM

**A. Name and description of clinical program** for which this application is being submitted. Include *catalogue description* of course; *prerequisites*; *credit given*, *client population served*, and any other identifying details which will be helpful.

**B. Name and mailing address of courts or agencies** in which the eligible student(s) seeking Rule 16 certification via this petition will appear in this State

**C. Nature of supervision by law school faculty member(s):**

1. Is there an externship orientation session before the beginning of the placement?
2. Does the student keep a required journal, with work product examples, that will be reviewed by the faculty supervisor?
3. Will the student and the faculty supervisor communicate at least weekly by e-mail and/or telephone, to discuss issues encountered in the representation, and what the student learned in confronting these issues?
4. Does the student submit weekly time logs to the faculty supervisor?
5. Does the student meet with the faculty supervisor at the end of the placement?
6. Please provide any other information about the relationship of the law school faculty member to the supervision of the applicant for Rule 16 certification.

**D. Description of supervision by field supervisor:**

1. Please include with this application a **certification** as to the following two items:
  - a. That the field supervisor or an attorney designated by him or her will be present in the courtroom and other venues to assure adequate and appropriate supervision while the student is performing as an attorney under Rule 16; and
  - b. That the nature of the supervision will conform to the ABA standards on live-client or other real-life practice experience, as defined at the beginning of this application; and
2. Please describe the expected extent of interaction between the field supervisor and the law school faculty supervisor.

**E. Description of clinic classroom component:–**

- a. The faculty supervisor **must also submit a certification** with this application that the clinic classroom includes an assignment that the student read and study the following:
1. Maryland Lawyers Rules of Professional Conduct;
  2. Maryland Rules of Civil Procedure, or Maryland Rules of Criminal Procedure (as applicable to the placement)
- b. Describe the frequency and nature of the interaction between the student and the law school faculty member in relation to this clinical experience at a distance. See ABA Standard 302(b)(1), set forth above, for the spirit which should guide this interaction.

**F. Credit hours and student time investment****G. Program evaluation procedure**

Please describe what it is.

Is there a student evaluation of the placement?

**H. Enrollment criteria****Attestations by Faculty Supervisor and by Law School Dean**

*Faculty Supervisor of Clinical Program*

*Dean of Law School*

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Name (printed or typed)

Name (printed or typed)

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Signature

Signature