

## **Frequently Asked Questions**

### **1. What does a supervising attorney mean?**

The supervising attorney must meet the following criteria:

1. Has been admitted to the practice of law in Ohio pursuant to Gov. Bar R. I or has been temporarily certified to practice law in Ohio pursuant to Gov. Bar R. IX;
2. Is in good standing in each jurisdiction in which the attorney is admitted to practice law;
3. Is either employed by or associated with a law school clinic, legal aid bureau, public defender's office, or other legal services organization that provides legal assistance primarily to financially needy individuals or is responsible for handling civil cases or prosecuting criminal cases for the state of Ohio or a municipal corporation.

Note: If it is not clear what kind of legal work the intern will be performing, the Office of Bar Admissions may reach out to the supervising attorney for clarification.

### **2. What are the duties of the supervising attorney?**

The duties of the supervising attorney are outlined in [Gov. Bar R. II, Sec. 7](#).

### **3. Am I eligible to apply for a legal intern certificate?**

The applicant must meet the following criteria:

1. Be currently enrolled in an ABA approved law school
2. Have received at least two-thirds of the total hourly academic credits required for graduation;
3. Be approved for a legal intern certification by the dean of the law school in which the applicant is enrolled;
4. Have read and agreed to be bound by this rule, Gov. Bar R. IV, and the Ohio Rules of Professional Conduct as adopted by the Supreme Court.

### **4. I have already graduated from law school. Can I apply for a legal intern certificate?**

No. Applicants must be currently enrolled in an ABA approved law school to apply.

### **5. When does my legal intern certificate license expire?**

The legal intern certificate license expires upon the occurrence of one of the following:

1. On the date, prior to graduation, the legal intern is no longer enrolled in an ABA approved law school;

2. On the date the legal intern graduates from law school, if the legal intern has not applied to take the first Ohio bar examination following graduation;

3. On the Monday after distribution of the results of the first Ohio bar examination following the legal intern's graduation from law school. If the legal intern passes that bar examination, the legal intern's certificate shall continue in effect until the legal intern is admitted to the practice of law in Ohio so long as the legal intern is admitted to practice within twelve months following that bar examination. If the legal intern is not admitted to the practice of law in Ohio within twelve months following that bar examination, the legal intern certificate shall automatically expire.

#### **6. How will I receive my legal intern certificate?**

Upon receipt of a complete request for a legal intern certificate, your request will be processed and, if all eligibility requirements are met, a legal intern certificate and receipt for payment will be issued to you via email only. The card will be a printable PDF.

#### **7. How long will it take to receive my legal intern certificate?**

The turnaround time to issue a certificate is typically within 1-2 business days. Please allow up to 1-2 weeks for processing.

#### **8. Can I submit scanned legal intern documents?**

Our office will accept a scanned Certificate of Educational Requirements for Limited Practice as a Legal Intern form, but it must be sent directly from your school to [baradmissions@sc.ohio.gov](mailto:baradmissions@sc.ohio.gov). All other documents must be the original, signed document and is required to be mailed to our office.

#### **9. Can I have two supervising attorneys?**

Yes. Both supervising attorneys will need to complete the Certificate of Supervising Attorney form.

#### **10. I already have a legal intern certificate. I have a new supervising attorney. What do I need to do?**

You are not required to submit a new application and fee when you have a new supervising attorney. The new supervising attorney will need to complete the Certificate of Supervising Attorney form.