

MEMORANDUM

TO: All Licensed Legal Interns

FROM: Christy Caves, Associate Director, Professional Development Office

RE: Basic Requirements of Licensed Legal Internship Program

Welcome to the Licensed Legal Internship Program.

This program gives law students the opportunity to develop professional skills while working under the supervision of practicing attorneys. The requirements for our program come from three different sources:

- (1) Supreme Court of Oklahoma, which has promulgated the Rules on Legal Internship;
- (2) Oklahoma Bar Association, which has promulgated Regulations of the OBA Legal Internship Committee and delegated administrative oversight to the Committee and its staff;
- (3) The University of Tulsa College of Law, which has designed our program to meet the Supreme Court and Oklahoma Bar Association requirements.

Interns who fail to enroll or do not comply with the reporting requirements of the Program will have their licenses automatically terminated. Enrollment and re-enrollment must continue through graduation.

Remember that, as a legal intern, you have received a limited license to practice law. As an intern, your activities will be subject to oversight by the Supreme Court, Oklahoma Bar Association and College of Law.

You should already be familiar with the Rules of the Supreme Court of Oklahoma because you passed the legal internship examination. This memorandum is designed to remind you of some of the rules that will be especially important as you use your internship license:

(A) REQUIRED HOURS:

REGULATION 2 DEFINITION OF “IN COURT” PRACTICE EXPERIENCE

(A) Rule 7.2 of the Licensed Legal Internship Rules requires that the Licensed Legal Intern who is working for a practicing attorney, district attorney, municipal attorney, attorney general, or state governmental agency shall have at least eight (8) hours per month of “in court” practice experience.

(B) Licensed Legal Interns subject to Rule 7.2 who are enrolled in an approved law school internship program may accumulate “in court” practice experience throughout a law school semester as long as the total “in court” practice experience hours required during a semester is equivalent to at least eight (8) hours per month considering the number of months in a semester. A Licensed Legal Intern who is not enrolled in an approved law school internship program as a result of graduation or during

the summer or other vacation period shall obtain at least eight (8) hours each month of “in court” practice experience without accumulation from month to month.

(B) PRE-REQUISITE CLASSES: Any student who wishes to participate in the Legal Internship Program must successfully complete the following courses:

Pre-requisites:

Civil Procedure I and II

Evidence

Professional Responsibility

(C) TIME SHEETS:

Supervising Attorney’s Signature. Summary Reports require your Supervising Attorney’s signature. If you are unable to obtain his/her signature, submit the report with your signature by the due date and forward a final copy later with your supervisor’s signature.

Licensed Legal Interns. All interns must prepare and submit Monthly Summary Reports. The deadline for this report will be the **end of each month**. Please use only the forms provided and retain copies for your records.

Late Reports: All reports should be submitted by 4:00 p.m. on the due date. Anyone who is unable to meet a deadline must:

- a) Notify me on or before the deadline date to let me know your report will be late - you may call and leave a message at 918.631.2890 or e-mail at christy-caves@utulsa.edu;
- b) Submit the late report as quickly as possible, together with a signed statement explaining the reason(s) why the report is late.

(E) EVALUATION BY SUPERVISING ATTORNEY: At the end of the term, your Supervising Attorney will prepare and submit an evaluation of your work.

(F) ENROLLMENT: All legal interns must be enrolled in the Licensed Legal Internship Program of the College of Law at all times prior to graduation.

Interns who fail to enroll or do not comply with the reporting requirements of the Program will have their licenses automatically terminated. Enrollment and re-enrollment must continue through graduation.

(G) ADDITIONAL INFORMATION AND ANNOUNCEMENTS: Please feel free to call me if questions arise during the term.