

UNIVERSITY OF MASSACHUSETTS SCHOOL OF LAW: CAREER SERVICES OFFICE
MA S.J.C. RULE 3:03 CERTIFICATION GUIDELINES FOR NON-ACADEMIC NON-CREDIT INTERNSHIPS

Students are permitted to seek Massachusetts Supreme Judicial Court Rule 3:03 student practitioner certification related to internships for which they will not receive academic credit. In order to obtain such Rule 3:03 certification a **student must meet the following criteria:**

- be a senior law student (one who has successfully completed the next-to-last-year of law school study-aka a rising 3L or 4L) applying at least three months prior to graduation;
- be enrolled in or successfully completed a course for credit in evidence or trial practice;
- be interning under the supervision of a member of the bar of the Commonwealth who is an attorney of one of the ten types listed in the 'Supervising Attorney' section below;
- be appearing without compensation on behalf of the Commonwealth or on behalf of indigent persons in either criminal or civil proceedings; and
- have a GPA of 2.3 or higher.

Additionally, in order to obtain Massachusetts Supreme Judicial Court Rule 3:03 student practitioner certification a **student must submit to the Career Services Office the following documents:**

- "Initial Request for 3:03 Certification" form available online at <http://www.mass.gov/courts/docs/forms/sjc/rule-303-student-practitioner-form.pdf> with the 'Student Information' and 'Supervising Attorney' sections completed (note that the Placement Period cannot exceed two consecutive semesters); and
- this document **signed at the bottom by the student's supervising attorney** verifying the accuracy of the information in the 'Supervising Attorney' section of the student's "Initial Request for 3:03 Certification" form.

The Career Services Office will review the two above-listed documents for completeness and forward all completed forms to the Law Enrollment Center to complete the 'Academic Information' section and verify that the student is in good academic standing. The Law Enrollment Center will then provide the forms for all qualified students to the Dean's Office for signature, after which the forms will be mailed to the Massachusetts Supreme Judicial Court for processing. Once a completed form is received by the Massachusetts Supreme Judicial Court the Court will process the request and issue a Notice of Certification to the law school, the supervising attorney and the student within seven to ten business days. Further information about Rule 3:03 Certification is at <http://www.mass.gov/courts/court-info/sjc/about/clerks-suffolk-county/student-practitioners.html>.

The text of Supreme Judicial Court Rule 3:03 and the Order Implementing the Rule can be found online at <http://www.mass.gov/courts/case-legal-res/rules-of-court/sjc/sjc303.html>. Please be advised that Section 2 of the Order provides the following: "Before a senior student shall act or appear for any person (client) under Rule 3:03, he shall: (a) disclose to the client his status as a law student, (b) obtain from the client a signed document in which the client acknowledges that he has been informed of the student's status and authorizing the named student to appear for and represent him in the litigation or proceedings identified in the document, (c) have the document approved by the supervising attorney, and (d) file the document and the written appearance of the supervising attorney with the court or administrative agency in which the litigation or proceedings are pending."

To be completed by the supervising attorney:

_____ (student) is seeking Massachusetts Supreme Judicial Court Rule 3:03 student practitioner certification related to an internship, as described below, under my supervision for which this student will not receive academic credit:

Name of Supervising Attorney: _____ BBO No: _____

Check One: Assistant/District Attorney Assistant/Attorney General Assigned by CPCS
 Law School Clinical Instructor Assistant/Agency Counsel Assistant/Town Counsel
 Assistant/Corporation Counsel Assistant/Municipal Counsel Assistant/City Solicitor
 Employed by a Non-Profit of Legal Aid, Legal Assistance of Defense

Firm/Agency Name: _____

Address: _____

Phone Number: _____ Email: _____

Court(s) Student Likely to Appear Before: District Court Juvenile Court
 Housing Court Boston Municipal Court
 Superior Court (limited) Probate & Family Court (limited)
 Land Court (limited) Supreme Judicial Court (limited)
 Appeals Court (limited) Administrative Agency

Supervising Attorney's Signature: _____ Date: _____