

**INSTRUCTIONS FOR COMPLETING  
APPLICATION OF LAW STUDENT TO SERVE  
AS A LEGAL INTERN - SCR 2.540**

The “CERTIFICATIONS AND APPROVAL OF APPLICATION TO PARTICIPATE IN LEGAL INTERSHIP PROGRAM” form must be completed as follows:

1. You need to complete and sign item 1.
2. You need to have the appropriate law school officials complete and sign items 2 and 3.
3. You need to have the attorney who will supervise your activities as a legal intern complete and sign item 4.
4. Items 5 and 6 should be left blank.

The “APPLICATION FOR APPROVAL TO PARTICIPATE IN LEGAL INTERNSHIP PROGRAM” must be completed as follows:

1. The answers to all questions must be completed (leave no blanks), including complete addresses and zip codes. Failure to be completely candid may result in denial of your application. If there is any doubt about how to answer a question, you should answer to the best of your ability, and explain the concern in an attachment to the application. If there is any doubt about whether to disclose information you should err in favor of disclosure, and explain why you felt there was some doubt about whether you needed to disclose the information in an attachment to the application
2. The application must be signed and notarized.
3. The “AUTHORIZATION TO RELEASE RECORDS” and “OATH OF LEGAL INTERN UNDER STUDENT PRACTICE RULE” must be signed, notarized and attached to your application. The “CERTIFICATIONS AND APPROVAL OF APPLICATION TO PARTICIPATE IN LEGAL INTERNSHIP PROGRAM” form must also be attached to your application.

Each applicant is responsible for reading the current rules relating to the approval of law students to serve as legal interns (SCR 2.540).

Questions or Information: If you have any questions in regard to the application for a Legal Internship please contact:

Kentucky Office of Bar Admissions  
1510 Newtown Pike, Suite 156  
Lexington, KY 40511-1255  
(859) 246-2381  
FAX: (859) 246-2385  
E-mail: [info@kyoba.org](mailto:info@kyoba.org)

Mail or deliver your Application to:

Grant M. Helman, Chair  
Character and Fitness Committee  
Helman and Rice  
539 West Market St., 4th Floor  
Louisville, KY 40202

**CERTIFICATIONS AND APPROVAL OF APPLICATION  
TO PARTICIPATE IN LEGAL INTERNSHIP PROGRAM**

1. I, \_\_\_\_\_, a student of \_\_\_\_\_ College of Law, hereby apply for approval to participate in the Legal Internship Program pursuant to the provision of SCR 2.540.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

2. I, \_\_\_\_\_, Faculty Director of the law school program in which the aforesaid applicant seeks to participate pursuant to the provisions of SCR 2.540, hereby approve said applicant for participation in the Legal Internship Program.

Signature of Faculty Director \_\_\_\_\_ Date: \_\_\_\_\_

3. I, \_\_\_\_\_, Dean of \_\_\_\_\_ College of Law, hereby certify that the aforesaid applicant has successfully completed two-thirds of the academic hour requirements for the first degree in law, and is otherwise approved for participation in the Legal Internship Program pursuant to the provision of SCR 2.540.

Signature of Dean \_\_\_\_\_ Date: \_\_\_\_\_

4. I, \_\_\_\_\_, a member in good standing of the Kentucky Bar, hereby certify that I will personally supervise the activities of the aforesaid applicant as is required for participation in the Legal Internship Program pursuant to the provision of SCR 2.540(c).

Signature of Sponsor \_\_\_\_\_ Date: \_\_\_\_\_

5. I, \_\_\_\_\_, member of the Character and Fitness Committee of the Kentucky Office of Bar Admissions, hereby certify that the aforesaid applicant appears qualified to perform legal services as an intern under the provisions of SCR 2.040 and SCR 2.540.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Member, Character & Fitness Committee

6. I, John D. Minton, Jr., Chief Justice of the Supreme Court of Kentucky, hereby approve the aforesaid applicant for participation in the Legal Internship Program established by SCR 2.540.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

John D. Minton, Jr., Chief Justice  
Supreme Court of Kentucky



**From Mo./Yr.** \_\_\_\_\_ **To Mo./Yr.** \_\_\_\_\_

Street \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

**From Mo./Yr.** \_\_\_\_\_ **To Mo./Yr.** \_\_\_\_\_

Street \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

**From Mo./Yr.** \_\_\_\_\_ **To Mo./Yr.** \_\_\_\_\_

Street \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

**3. EDUCATION:**

**Law School**

Current Law School attending: \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Date of anticipated graduation or J.D. date \_\_\_\_\_

Name and date of attendance to any other law schools and reason for transfer:

\_\_\_\_\_

**College and University**

The name and COMPLETE address for each College and University attended

NAME	ADDRESS	DATE OF ATTENDANCE	DEGREE
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. **CHARACTER REFERENCES:** Two practicing Attorneys or Judges and two members of the public at large. (No reference should be a relative and no two persons listed should be members of the same household)

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

5. **EMPLOYMENT:** List any and all employment that you have held during the last five (5) years. Include temporary, part-time or full- time employment. If you have additional employment attach a separate sheet.

**Began Mo./Yr.** \_\_\_\_\_ **Ended Mo./Yr.** \_\_\_\_\_

Position Held \_\_\_\_\_

Name of Employer \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Address: \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Began Mo./Yr.** \_\_\_\_\_ **Ended Mo./Yr.** \_\_\_\_\_

Position Held \_\_\_\_\_

Name of Employer \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Address: \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Began Mo./Yr.** \_\_\_\_\_ **Ended Mo./Yr.** \_\_\_\_\_

Position Held \_\_\_\_\_

Name of Employer \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Address: \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Began Mo./Yr.** \_\_\_\_\_ **Ended Mo./Yr.** \_\_\_\_\_

Position Held \_\_\_\_\_

Name of Employer \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Address: \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**6. CHARACTER AND FITNESS ISSUES:**

(a) Have you ever been suspended, warned, disciplined by any college, university, law school or teacher, sanctioned in any class, placed on academic or disciplinary probation, expelled or requested to resign from a college, university or law school?

Yes  No

(b) Have you ever failed to answer fully and truthfully all questions on the application for admission to any educational facility?

Yes  No

(c) Have you ever been discharged, disciplined, requested formally or informally to resign from or terminate employment?

Yes  No

(d) Are there any unsatisfied judgments, liens or court orders of continuing effect against you?

Yes  No

(e) Have you ever defaulted on a student loan?

Yes  No

(f) Have you ever been a party in any civil or administrative proceeding?  Yes  No

(g) Have you ever received a citation for a code or ordinance violation, been taken into custody or have you ever been charged with any misdemeanor (excluding traffic), or any felony? (A positive response is to be given, when appropriate, regardless of the ultimate disposition of a citation or charge and regardless of whether a citation or charge has been expunged, sealed, segregated, voided or diverted.)

Yes  No

(h) Do you currently have any condition or impairment including, but not limited to, (i) any related substance or alcohol abuse, or (ii) a mental, emotional, or nervous disorder or condition which in any way affects, or if untreated could affect your ability to perform any of the obligations and responsibilities of a legal intern in a competent and professional manner? ("Currently" means recently enough so that the condition could reasonably have an impact on your ability to function as a legal intern.)

Yes  No

(i) Have you ever organized or helped to organize or become a member of any organization or group of persons which, during the period of your membership or association, you knew was advocating or teaching that the government of the United States or any state or country or any political subdivisions thereof should be overthrown or overturned by force, violence or any unlawful means?

Yes  No

(j) Are there any other incidents(s) or occurrence(s) in your life, which is not otherwise referred to in this application, which has bearing, either directly or indirectly, upon your character and fitness?

Yes  No

If you answered "yes" to any of the questions outlined in (a) through (j) above you should attach a full explanation of the circumstances leading to your checking the block "yes". Include in the explanation, the nature of the event or condition, the date of the event or occurrence of the condition, and details of the ultimate resolution of the event or condition.

7. **MILITARY SERVICE:** Are you now or have you ever been a member of the armed forces of the United States or any other country including the National Guard or any of the reserved components?

Yes  No

If yes, list:

(a) Date of periods of active duty \_\_\_\_\_

(b) Branch of Service \_\_\_\_\_

(c) Highest rank achieved and Service Number/Social Security Number used:  
\_\_\_\_\_

(d) Date and type of discharge \_\_\_\_\_

8. **VERIFICATION:** I hereby certify as follows:

(a) I am a citizen of the United States. Yes No

(b) I will immediately report to the Office of Bar Admissions any changes in conditions or to the answers given herein. I will also immediately provide any information regarding events that might reflect on my moral character and integrity. Yes No

(c) I have read Supreme Court Rule 2.540 that is presently in effect, relating to the qualification, duties and obligations of Legal Interns and I am familiar with and understand their provisions. Yes No

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Signature of Applicant

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

Sworn to and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

My commission expires: \_\_\_\_\_

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Signature of Notary Public

**AUTHORIZATION TO RELEASE RECORDS**

Upon presentation of the original or a photocopy of this signed authorization,

I, \_\_\_\_\_,  
(name of applicant)

authorize any and all persons or institutions to disclose any and all information to the Kentucky Office of Bar Admissions, including but not limited to copies of medical and legal records. I further authorize any inquiries, questions or interrogatories concerning me, and authorize the appearance and testimony concerning me before the Kentucky Office of Bar Admissions or any agent or representative, as requested by that Office.

The purpose of this authorization for disclosure is to provide whatever information that is necessary to assist the Office of Bar Admissions in its investigation of my character and fitness for my approval as a Legal Intern in the State of Kentucky.

I hereby release, discharge and exonerate the Kentucky Office of Bar Admissions, its agent and representatives, and any program, institution or individual, its agents and representatives, from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records, and other information or the investigation made by the Office of Bar Admissions

\_\_\_\_\_  
Signature of Applicant

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

Sworn to and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

**OATH OF LEGAL INTERN UNDER STUDENT**

**PRACTICE RULE (SCR 2.540)**

I, \_\_\_\_\_, do solemnly swear that I will, as a Legal Intern, support and defend the Constitution of the United States of America and the Constitution of the State of Kentucky; that cognizant of the trust placed in me and the responsibility it carries, I will conduct myself in all matters to the extent given me as an officer of the Court with the utmost fidelity toward the Court and all persons whose affairs are in any way entrusted to me, that I will neither take part in deception of the Court, nor allow deception to take place, and should any be practiced will inform the Court; that I will accept no remuneration for services performed as a Legal Intern except those specifically provided by the Rules of the Supreme Court; that I subscribe to and will abide by the Supreme Court of Kentucky; and that I will so exercise these privileges given me that it may be alike useful in the service of justice and in my preparation to assume full responsibility later as a member of the bar.

\_\_\_\_\_  
Signature of Applicant

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

Sworn to and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public