

# CERTIFICATE OF COMMENCEMENT OF CLERKSHIP

*(Type or Print)*

I, the undersigned, an attorney admitted to practice law in the State of New York, do hereby certify that \_\_\_\_\_, who is at least eighteen years

*(Type or print name of regular law clerk and student)*

of age, having been born on the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_

has this day commenced the study of law in my office located at \_\_\_\_\_

\_\_\_\_\_,  
New York, as a regular law clerk and student under section 520.4 of the rules of the Court of Appeals for the admission of attorneys and counselors at law (22 NYCRR 520.4).

Dated: \_\_\_\_\_

\_\_\_\_\_  
*Attorney at Law*

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

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

\_\_\_\_\_  
Date of Admission: \_\_\_\_\_

## SCHEDULE A

*(To be completed by law clerk / student)*

Legal education:\*

\_\_\_\_\_  
\* Attach a copy of the New York State Board of Law Examiners' determination as to the credit to which the law clerk/student is entitled.

**New York State Board of Law Examiners  
Corporate Plaza – Building 3  
254 Washington Avenue Extension  
Albany, NY 12203-5195**

**APPLICANT'S AFFIDAVIT OF LAW OFFICE STUDY  
(Please type or print legibly)**

**To be completed only by those applicants who are applying to sit for the bar examination on the basis of Law Office Study under Section 520.4 of the Rules of the Court of the State of New York.**

Social Security Number \_\_\_\_\_

I, \_\_\_\_\_, being duly sworn, deposes and says that I commenced law office study on the \_\_\_\_\_ day of \_\_\_\_\_, 19/20 \_\_\_\_, in the office of \_\_\_\_\_, a practicing attorney of the Supreme Court of New York, located at \_\_\_\_\_ . That on the \_\_\_\_\_ day of \_\_\_\_\_, 19/20 \_\_\_\_, a certificate of commencement of said law office study was filed in the Office of the Clerk of the Court of Appeals. A certified copy of said certificate is being made a part of this application. My law office study ended on the \_\_\_\_\_ day of \_\_\_\_\_, 19/20 \_\_\_\_.

During such period of law study, I did not take more than one month of vacation in any one year, the vacations taken by me being as follows:

Year	Date	to	Date
_____	from _____	to _____	_____
_____	from _____	to _____	_____
_____	from _____	to _____	_____
_____	from _____	to _____	_____

I hereby certify that during the entire period of such law study, except during the stated vacation time, I was actually employed by the above-named attorney as a regular law clerk and student in his/her law office and under his/her direction and advice and subject to his/her immediate supervision, and was actually engaged in the practical work of the office during the regular business hours of the day. I also certify that during this period I received instruction from said attorney in those subjects which are customarily taught in approved law schools.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Applicant)

SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY  
OF \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
(Notary Public Signature)

## **ATTORNEY'S AFFIDAVIT OF LAW OFFICE STUDY**

**All applicants applying to sit for the New York State bar examination on the basis of law office study (Section 520.4 of the Rules of the Court of Appeals of the State of New York) are required to file an affidavit from the attorney(s) under whom you clerked. The affidavit must be filed with the Board offices by the attorney(s) and not by the applicant.**

The Attorney's affidavit of law office study must contain the following information:

- (1) Applicant's name and Social Security Number.
- (2) Verification of attorney's admission in New York State, date of admission, registration with the Office of Court Administration, and location of law office.
- (3) Date upon which the applicant commenced the study of law in that office, and the date upon which a Certificate of Commencement of Clerkship was filed with the Office of the Clerk of the Court of Appeals.
- (4) Date upon which the applicant's law office study was terminated.
- (5) Dates of any vacations taken by applicant during the period of law office study.
- (6) Confirmation of applicant's full-time status as a law clerk and student under the direct guidance and supervision of the attorney.
- (7) Any other pertinent details regarding the period of law office study, including the ways in which applicant received instruction in subjects customarily taught in approved law schools.

**The affidavits should be forwarded directly by the attorney to:**

**New York State Board of Law Examiners  
Corporate Plaza –Building 3  
254 Washington Avenue Extension  
Albany, NY 12203-5195**