

**INSTRUCTIONS FOR LAW STUDENT COMPLETING APPLICATION FOR LIMITED  
STUDENT PRACTICE – SCR 2.540**

The “CERTIFICATION AND APPROVAL OF APPLICANT TO PARTICIPATE IN LEGAL INTERNSHIP PROGRAM” form (page 1) must be completed as follows:

1. Complete and sign item 1.
2. Have the appropriate law school officials complete and sign items 2 and 3. Electronic signatures/fill and sign signatures are acceptable.
3. Have the attorney who will supervise your activities as a legal intern complete and sign item 4. Electronic signatures/fill and sign signatures are acceptable.
4. Leave Items 5 and 6 blank.

The “APPLICATION FOR PARTICIPATION IN LIMITED STUDENT PRACTICE UNDER SCR 2.540” must be completed as follows:

1. The answers to all questions must be completed, including providing full addresses and zip codes. Failure to fully and candidly complete the form may result in denial of your application. If there is any doubt about how to answer a question, answer to the best of your ability. You may include an attachment to the application providing further information, if necessary. **If there is any doubt about whether to disclose information, err in favor of disclosure.**
2. The APPLICATION, the “AUTHORIZATION TO RELEASE RECORDS,” and the “OATH OF LEGAL INTERN UNDER STUDENT PRACTICE RULE (SCR 2.540)” must be **signed by the applicant and a notary** and attached to your application. The “CERTIFICATION AND APPROVAL OF APPLICANT TO PARTICIPATE IN LEGAL INTERNSHIP PROGRAM” form must be attached to your application, as well.

Each applicant is responsible for reading the current rules relating to the approval of law students to participate in limited student practice (SCR 2.540).

If you have any questions in regard to this application, please contact the Kentucky Office of Bar Admissions at (859) 246-2381 or by email at [info@kyoba.org](mailto:info@kyoba.org).

**Payment of the \$25 application fee must be paid online at the KYOBA website [HERE](#).**

Scan and email the application to [info@kyoba.org](mailto:info@kyoba.org) or mail the application to:

Kentucky Office of Bar Admissions  
1510 Newtown Pike, Suite 156  
Lexington, KY 40511-1251

**CERTIFICATION AND APPROVAL OF APPLICANT  
TO PARTICIPATE IN LEGAL INTERNSHIP PROGRAM**

1. I, \_\_\_\_\_, a law student at \_\_\_\_\_  
\_\_\_\_\_, hereby apply for approval to participate in the Legal Internship  
Program pursuant to the provision of the Limited Student Practice provisions 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/ Associate Dean of applicant's law  
school, 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.

Dean/Associate Dean \_\_\_\_\_ Date: \_\_\_\_\_  
Law School \_\_\_\_\_

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).

Sponsor \_\_\_\_\_ Date: \_\_\_\_\_

5. I, \_\_\_\_\_, on behalf 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: \_\_\_\_\_  
General Counsel to Character & Fitness Committee

6. I, Laurance B. VanMeter, 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: \_\_\_\_\_  
Laurance B. VanMeter, Chief Justice  
Supreme Court of Kentucky

**APPLICATION FOR PARTICIPATION IN  
LIMITED STUDENT PRACTICE UNDER SCR 2.540**

I hereby make application for approval to participate in Limited Student Practice and in support of such application submit the following information and make the following statements in good faith, having read the Rule of the Supreme Court of Kentucky relating to the qualification, duties, and obligations of students applying for Limited Student Practice (SCR 2.540):

(Note to Applicants – Candor in providing the following information is of the utmost importance. Please provide full disclosure of events with sufficient detail to permit proper consideration of all information provided. If space is inadequate, please include an attachment.)

**1. LEGAL INTERNSHIP INFORMATION:**

Name of Program \_\_\_\_\_

Name of Supervising Attorney \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email of supervisor \_\_\_\_\_

**2. APPLICANT INFORMATION:**

Name \_\_\_\_\_  
*First Middle Last*

SSN \_\_\_\_\_ Date of Birth \_\_\_\_\_

Place of Birth \_\_\_\_\_

Any other name(s) by which applicant has previously been known (maiden/married names, etc.):

\_\_\_\_\_  
\_\_\_\_\_

Father's name and address (if living) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Mother's name and address (if living) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**3. RESIDENCE:**

List all permanent addresses for the past five years.

**Current Residence**

Street address \_\_\_\_\_

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

Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Email Address \_\_\_\_\_

**Prior Addresses**

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

Street address \_\_\_\_\_

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

**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 \_\_\_\_\_

**4. EDUCATION:**

**Law School** Current Law School attending \_\_\_\_\_

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

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

Name and date of attendance at any other law schools and reason for transfer  
\_\_\_\_\_  
\_\_\_\_\_

**College or University**

The name and complete address for each undergraduate college/university attended

NAME	ADDRESS	DATES OF ATTENDANCE	DEGREE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**5. 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 \_\_\_\_\_

**6. 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 \_\_\_\_\_ Phone number \_\_\_\_\_

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 \_\_\_\_\_ Phone number \_\_\_\_\_

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

Address \_\_\_\_\_

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

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

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

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

Name of Employer \_\_\_\_\_ Phone number \_\_\_\_\_

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

Address \_\_\_\_\_

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

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

**7. CHARACTER AND FITNESS QUESTIONS:**

(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 substance use disorder or alcohol use disorder (for which you are not in recovery); 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 or occurrences in your life, which are not otherwise referred to in this application, which have 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, please attach a full explanation of the circumstances. 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.

**8. 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 reserve 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/explanation of discharge \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

(a) 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, including but not limited to academic discipline, criminal charges, or civil lawsuits. I will also report such incident(s) to my law school.**

Yes  No

(b) I have read the version of 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 these provisions.

Yes  No

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

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

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

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

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

**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 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 Commonwealth of Kentucky.

I hereby release, discharge, and exonerate the Kentucky Office of Bar Admissions, its agents 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 Kentucky Office of Bar Admissions.

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

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

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

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

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

**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 Rules of Professional Conduct as adopted 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\_\_\_\_

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

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