

Clerk's Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Preceptor's Name: \_\_\_\_\_

LAW CLERK SCHEDULE OF LEGAL ACTIVITIES

The following items are to be considered minimum requirements for each law clerk, to be completed during the five months' clerkship and prior to admission to the Bar, whether that clerkship is performed during or after the conclusion of law school. Responsibility for scheduling rests on the clerk; making these arrangements is regarded as an important part of the clerkship training. Either the preceptor or a qualified member of the Bar of this state must sign each completed assignment. See Supreme Court Rule 52(a) (8) and Board of Bar Examiners Rule 10.

ASSIGNMENT

1. Attendance at one complete civil trial in a Justice of the Peace Court.  
Date Completed \_\_\_\_\_ Supervised By/Bar Id \_\_\_\_\_
  
2. One half-day visit to Family Court, including attendance at a Trial or a Dependency and Neglect hearing if permitted by the sitting judge.  
Date Completed \_\_\_\_\_ Supervised By/Bar Id \_\_\_\_\_
  
3. Review of the Rules of Family Court.  
Date Completed \_\_\_\_\_ Supervised By/Bar Id \_\_\_\_\_
  
4. Attendance at (or audit of a tape recording of) one civil trial in Court of Common Pleas. (Warning: These cases often settle at the last minute. Therefore, you should begin your efforts to meet this requirement early in your clerkship).  
Date Completed \_\_\_\_\_ Supervised By/Bar Id \_\_\_\_\_

## ASSIGNMENT

5. Attendance at one criminal trial in the Court of Common Pleas.  
Date Completed \_\_\_\_\_ Supervised By/Bar Id \_\_\_\_\_
  
6. Attendance at one ADR Proceeding under Superior Court Civil Rules or alternatively, attendance at one arbitration or mediation in Delaware under the Rules of the American Arbitration Association or any similar ADR organization.  
Date Completed \_\_\_\_\_ Supervised By/Bar Id \_\_\_\_\_
  
7. Attendance at one session of arraignments in Superior Court.  
Date Completed \_\_\_\_\_ Supervised By/Bar Id \_\_\_\_\_
  
8. Attendance at one session of sentencing in Superior Court.  
Date Completed \_\_\_\_\_ Supervised By/Bar Id \_\_\_\_\_
  
9. Attendance at one selection of a jury in Superior Court.  
Date Completed \_\_\_\_\_ Supervised By/Bar Id \_\_\_\_\_
  
10. Attendance at a criminal trial in Superior Court.  
Date Completed \_\_\_\_\_ Supervised By/Bar Id \_\_\_\_\_
  
11. Attendance at a pre-trial conference in District Court, Court of Chancery or Superior Court.  
Date Completed \_\_\_\_\_ Supervised By/Bar Id \_\_\_\_\_
  
12. Participation in the preparation of papers relating to an actual or mock motion in the Superior Court, and attendance at presentation of a Superior Court motion after study of the applicable motion papers and a review of the principal authorities relied upon by the parties.  
Date Completed \_\_\_\_\_ Supervised By/Bar Id \_\_\_\_\_
  
13. Attendance at a civil jury trial in Superior Court.  
Date Completed \_\_\_\_\_ Supervised By/Bar Id \_\_\_\_\_
  
14. Attendance at a trial or hearing in the Court of Chancery.  
Date Completed \_\_\_\_\_ Supervised By/Bar Id \_\_\_\_\_

## ASSIGNMENT

15. Review of record of a case which has been tried and appealed.

Date Completed \_\_\_\_\_ Supervised By/Bar Id \_\_\_\_\_

16. Participation in preparation of papers relating to perfecting an actual or mock appeal to the Delaware Supreme Court, including designation of the record on appeal, or preparation of papers relating to a certification of a question of law or interlocutory appeal to the Supreme Court, including designation of the record on appeal.

Date Completed \_\_\_\_\_ Supervised By/Bar Id \_\_\_\_\_

17. Attendance at (or audit of a tape recording of) an argument in the Supreme Court after a study of applicable briefs, and a review of some of the principal authorities relied on.

Date Completed \_\_\_\_\_ Supervised By/Bar Id \_\_\_\_\_

18. Attendance at a civil or criminal trial in the District Court.

Date Completed \_\_\_\_\_ Supervised By/Bar Id \_\_\_\_\_

19. Attendance at one Sheriff's Sale.

Date Completed \_\_\_\_\_ Supervised By/Bar Id \_\_\_\_\_

20. Attendance at one interview of a client, witness or litigant with a matter.

Date Completed \_\_\_\_\_ Supervised By/Bar Id \_\_\_\_\_

21. Preparation of papers relating to commencement of actual or mock lawsuit including complaint, praecipe, and instruction to Sheriff.

Date Completed \_\_\_\_\_ Supervised By/Bar Id \_\_\_\_\_

22. Preparation of three memoranda of law.

Date Completed \_\_\_\_\_ Supervised By/Bar Id \_\_\_\_\_

23. Attendance at one deposition.

Date Completed \_\_\_\_\_ Supervised By/Bar Id \_\_\_\_\_

24. Preparation of one draft will and/or trust instrument or review and digest of three recently probated wills with the Register of Wills.

Date Completed \_\_\_\_\_ Supervised By/Bar Id \_\_\_\_\_

ASSIGNMENT

25. Participation in administration of one estate, or review of the records of two estates recently closed at the Register of Wills.

Date Completed \_\_\_\_\_ Supervised By/Bar Id \_\_\_\_\_

26. Attendance at one real estate closing.

Date Completed \_\_\_\_\_ Supervised By/Bar Id \_\_\_\_\_

27. Participation in a complete incorporation of a new company or review and digest of a recently filed certificate of incorporation.

Date Completed \_\_\_\_\_ Supervised By/Bar Id \_\_\_\_\_

28. Complete title search under supervision.

Date Completed \_\_\_\_\_ Supervised By/Bar Id \_\_\_\_\_

29. Attendance at a hearing of the Delaware Alcoholic Beverage Control Commission, Industrial Accident Board, or other administrative agency.

Date Completed \_\_\_\_\_ Supervised By/Bar Id \_\_\_\_\_

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I, \_\_\_\_\_, hereby certify that I have completed a clerkship in the State of Delaware under the supervision of a Delaware attorney aggregating substantially full-time service for at least five months' duration in full compliance with Delaware Supreme Court Rule 52 (a) (8) and have completed all of the items so indicated on this Law Clerk Schedule.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I, \_\_\_\_\_, preceptor for \_\_\_\_\_, an applicant for admission to the Bar of the State of Delaware, do hereby certify pursuant to the Board of Bar Examiners Rule BR-10 (d)(2) that said applicant has served a clerkship in the State of Delaware, aggregating substantially full-time service for at least five months' duration in full compliance with Delaware Supreme Court Rule 52 (a) (8) and has completed the items indicated on the Law Clerk Schedule.

\_\_\_\_\_  
Signature of Preceptor

\_\_\_\_\_  
Date