

**BOARD OF BAR EXAMINERS
OF THE DELAWARE SUPREME COURT**

2020 LAW CLERK SCHEDULE OF LEGAL
ASSIGNMENTS

Applicant Name: _____ Date: _____

Address: _____

Phone Number: _____ Email: _____

Preceptor's Name: _____

Performance of the following assignments is to be considered the minimum requirement for each applicant for admission to the Delaware Bar. These assignments must be performed in the State of Delaware after matriculation at law school and before admission to the Delaware Bar. Responsibility for scheduling rests on the applicant; making these arrangements is regarded as an important part of the clerkship training. Either your preceptor or a "Qualified" member of the Delaware Bar must supervise each completed assignment.

For purposes of this Schedule, "Attend" means in person appearance at the proceeding until completion of the proceeding, or one-half day, whichever is shorter, except as specified in assignments 9 and 10 below. Note that if an assignment permits you to review a transcript or listen to/watch a recording in lieu of attending in person, attendance in person is strongly preferred and you must make a good faith effort to attend the proceeding in person. It is important to note that court cases often settle at the last minute. Therefore, you should begin your efforts to complete these assignments early in your clerkship.

For each assignment, you must list the date you complete it and provide a brief description of the project. For example, for hearings or other court proceedings or any review of papers from a court case, you should include at least the case name and number. For proceedings that may involve multiple matters (e.g., arraignments and sentencings), include the name of the judge presiding and the start and end time of the proceedings. For any review of papers relating to the formation of an entity, include at least the name of the company and the name(s) of the person(s) who formed it. You may be asked about specific assignments at your character and fitness interview, so it is advisable to include brief notes that may help you recall the nature of each assignment if asked. You must also include the name of the qualified member of the Delaware Bar who supervised each completed assignment.

Once you have completed the Schedule, please execute the certification on page 4

and submit the Schedule to the Board of Bar Examiners, along with the fully-executed Certificate of Preceptor.

ASSIGNMENT

1. Attend one civil trial in a Justice of the Peace Court.

Date Completed _____

Description:

Supervisor:

2. Attend one weekly session of Protection from Abuse (“PFA”) hearings in Family Court.

Date Completed _____

Description:

Supervisor:

3. Attend one Guardianship or Dependency/Neglect hearing in Family Court.

Date Completed _____

Description:

Supervisor:

4. Attend (or listen to a recording of) one civil trial in Court of Common Pleas.

Date Completed _____

Description:

Supervisor:

5. Attend one criminal trial in the Court of Common Pleas.

Date Completed _____

Description:

Supervisor:

6. Attend one ADR Proceeding in Delaware under the Rules of any Delaware State or Federal Court or, alternatively, attend one arbitration or mediation in Delaware under the Rules of the American Arbitration Association or any similar ADR organization.

Date Completed _____

Description:

Supervisor:

7. Attend one session of arraignments in Superior Court.

Date Completed _____

Description:

Supervisor:

8. Attend one session of sentencing in Superior Court.

Date Completed _____

Description:

Supervisor:

9. Attend one complete jury selection in Superior Court or District Court.

Date Completed _____

Description:

Supervisor:

10. Attend a criminal trial in Superior Court or District Court. This must include (i) either a complete opening statement or a complete closing argument; and (ii) direct and cross examinations of one witness.

Date Completed _____

Description:

Supervisor:

11. Attend a civil trial in Superior Court or District Court. This must include (i) either a complete opening statement or a complete closing argument; and (ii) direct and cross examinations of one witness.

Date Completed _____

Description:

Supervisor:

12. Attend a pre-trial conference in District Court, Court of Chancery or Superior Court.

Date Completed _____

Description:

Supervisor:

13. Attend an argument of a motion in Superior Court after reviewing the applicable motion papers and reviewing the principal authorities relied upon by the parties.

Date Completed _____

Description:

Supervisor:

14. Attend a trial or a complete hearing in the Court of Chancery. For a trial, this must include (i) either a complete opening statement or a complete closing argument; and (ii) direct and cross examinations of one witness.

Date Completed _____

Description:

Supervisor:

15. Review papers relating to an appeal of a final judgment to the Delaware Supreme Court, including designation of the record on appeal.

Date Completed _____

Description:

Supervisor:

16. Review papers relating to a recent certification of a question of law or interlocutory appeal to the Delaware Supreme Court.

Date Completed _____

Description:

Supervisor:

17. Attend an argument in the Delaware Supreme Court after reviewing applicable briefs, and reviewing the principal authorities relied upon by the parties.

Date Completed _____

Description:

Supervisor:

18. Attend an interview of a client, witness or litigant.

Date Completed _____

Description:

Supervisor:

19. Review papers relating to a recently commenced Superior Court civil action, including Complaint, Praecipe, Summons and Civil Information Sheet.

Date Completed _____

Description:

Supervisor:

20. Attend one contested deposition.

Date Completed _____

Description:

Supervisor:

21. Review and summarize three recently closed, fully and formally probated estates at the Register of Wills, at least two of which must have been distributed under a will.

Date Completed _____

Description:

Supervisor:

22. Review papers relating to the incorporation of a Delaware corporation, or formation of a Delaware Limited Partnership, Limited Liability Company (LLC) or Limited Liability Partnership (LLP).

Date Completed _____

Description:

Supervisor:

23. Attend a hearing of the Delaware Alcoholic Beverage Control Commission, Industrial Accident Board, or other adversarial hearing before a Delaware state administrative agency.

Date Completed _____

Description:

Supervisor:

24. Attend a half day of omnibus chapter 13 bankruptcy hearings. *Note: These hearings are typically held only once per month.*

Date Completed _____

Description:

Supervisor:

25. Attend (or review a transcript of) a “First-Day” hearing in a chapter 11 bankruptcy case where the assets or liabilities exceed \$20 million after reviewing the “First-Day” pleadings and the principal authorities relied upon in those pleadings.

Date Completed _____

Description:

Supervisor:

26. Attend an omnibus hearing in a chapter 11 bankruptcy case where at least one unresolved contested matter is presented.

Date Completed _____

Description:

Supervisor:

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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 (21 weeks) 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