

## **Rule 3:03 Certification Frequently Asked Questions**

### **1. How do I become 3:03 Certified?**

First, read [the rule](#) to understand the requirements to becoming a 3:03 Certified Student Practitioner.

Then, please visit the [Frequently Asked Questions](#) page on the SJC's website and review these FAQs prior to submitting your [3:03 Initial Request](#).

Please note that ASA only handles first-time certification for students on co-op. If you would like to be 3:03 Certified for your clinic, please contact your clinical program directly.

### **2. What are the requirements to be a Student Practitioner in Massachusetts?**

If you are a 2L, you must:

- Be enrolled in or have completed evidence or trial practice;
- Have character, legal ability and training attested to by the Assistant Dean for Academic and Student Affairs;
- Be participating in a clinic or co-op designated for civil proceedings on behalf of indigent parties; and,
- Be supervised by a member of the bar of the Commonwealth assigned by the Committee for Public Counsel Services or employed by a non-profit program of legal aid, legal assistance or defense or a law school clinical instruction program.

If you are a 3L, you must:

- Be enrolled in or have completed evidence or trial practice;
- Have character, legal ability and training attested to by the Assistant Dean for Academic and Student Affairs;
- Be seeking certification at least three (3) months prior to graduation;
- Is appearing on behalf of indigent defendants in criminal or civil proceedings in particular divisions of the judiciary; and,
- Be supervised by a member of the bar of the Commonwealth by a member of the bar of the Commonwealth assigned by the Committee for Public Counsel Services or employed by a non-profit program of legal aid, legal assistance or defense or a law school clinical instruction program, or who is a regular or special assistant district attorney, a regular or special assistant attorney general, or a corporation counsel, city solicitor, town counsel, assistant municipal counsel or assistant solicitor.

If you meet the above requirements, this is your first time applying for 3:03 Certification, and you are seeking certification for a co-op placement, please complete the [Rule 3:03 Student Practitioner Form – Initial Request](#) and submit it to [Kendra Millay](#) in ASA.

- Next to “Dean,” please put the name of the Assistant Dean of Academic and Student Affairs, Michelle Harper.
- Where it says “For what purpose will you use this certification?” please make sure to write that it is for co-op.
- A “Senior Law Student” generally means that you are a 3L. A “Next to Last Year Law Student” generally means that you are a 2L.

### **3. To whom do I submit my completed form?**

First, did you make sure that:

- This is your first time requesting 3:03 certification?
- You are requesting certification for co-op?
- You have completed or are currently enrolled in evidence or trial practice?
- Next to “Dean” you put “Michelle Harper”?
- Under purpose, you put “co-op”?

If you answered “YES” to all of these questions, please submit your form to [Kendra Millay](#) in 59 Cargill. If you answered “NO” to any of these questions, ASA does not handle your request.

### **4. The rule refers to a “clinical instruction program.” What about 3:03 certification for co-op?**

The SJC considers co-op placement as a clinical instruction program. As long as all of the other requirements are met, you can be 3:03 certified for co-op.

### **5. Who do I contact about 3:03 Certification for clinics?**

Please contact your clinic program for 3:03 Certification for clinics. **ASA only handles first-time certification for students on co-op.**

### **6. This is my second co-op in which 3:03 Certification is allowed. Do I have to reapply?**

If this is your second co-op requiring 3:03 certification or if you were already 3:03 certified for a clinic, you should complete a [Rule 3:03 Student Practitioner Amendment Form](#). You may file the Amendment form directly with the SJC Clerk for Suffolk County's Office, located at:

Maura S. Doyle, Clerk  
Supreme Judicial Court for The County of Suffolk  
John Adams Courthouse, 1st Floor

One Pemberton Square, Suite 1300  
Boston, MA 02108-1707

Please note that ASA only handles first-time certification for students on co-op.

**7. Is there a deadline to apply for certification?**

Yes. You must apply at least three months prior to graduation. See [SJC Rule 3:03\(9\)](#).

**8. How long does it take for my certification to be processed?**

ASA will process your form and forward it to the SJC as quickly as possible, but please anticipate a week or two for you to get your Student Practitioner Certification. Please note that the SJC will mail your certification to the School of Law and to your supervising attorney, not to you directly. Should you need a copy, please contact ASA or your supervisor.

**9. I know I want to be 3:03 Certified in the future. Can I just apply now?**

No. 3:03 Certification must be connected to a co-op or clinic and you must have a supervising attorney. See [SJC Rule 3:03\(1\)](#).