

Rule 3:03 Certification Frequently Asked Questions

#. 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.

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.

Finally, please review these FAQs prior to submitting your [3:03 Initial Request](#).

#. What are the requirements to be a Student Practitioner?

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;
- Be participating in a clinic or co-op designated for criminal or 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 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 [ASA](#).

- Next to “Dean,” please put the name of the Assistant Dean of Academic and Student Affairs, Kendra Millay.
- 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.

#. 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 evidence or trial practice?
- Next to “Dean” you put “Kendra Millay”?
- Under purpose, you put “co-op”?

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

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

The SJC made an exception for NUSL Students on 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.

#. 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.**

#. 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.

#. Is there a deadline to apply for certification?

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

#. 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.

#. 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\(1\)](#).*