



SUBSTANTIVE LAW RELATED EXPERIENCE ATTESTATION FORM

Legal Paraprofessional Substantive Law-Related Experience Certification as required by ACJA § 7-210 (E)(7)

Date: _____

To: *Administrative Office of the Courts - Certification and Licensing Division/Legal Service Innovations*

Applicant Information

Student Name: _____

Practice Area Endorsement Sought

- Family Law Civil Law Criminal Law Administrative Law
 Juvenile Law Probate Law

Description of Substantive Law-Related Experience

Activities completed by the student included substantive, law-related experience, defined as: The provision of legal services as a law clerk, paralegal, or paralegal student including, but not limited to:

- Drafting pleadings, legal documents, or correspondence
- Completing legal forms
- Preparing reports or charts
- Conducting legal research
- Interviewing clients or witnesses in areas of practice for which the applicant seeks to be licensed

Such experience **does not** include routine clerical or administrative duties, or the preparation of legal documents for an entity or member of the public engaged in self-representation.

Employment Information

Please note if your qualifying experience was completed at more than one place of employment, you must complete a separate form for each employer.

Employer / Place of Employment: _____

Dates of Employment (mm/yyyy) From: _____ To: _____ I am currently employed here

Hours per Week: _____

Supervising Attorney Information: Name _____

Phone # _____ Email Address: _____

Brief summary of job description/duties performed:

Certification Statement

I hereby attest that the individual named above has worked the number of hours and for the duration indicated on this form under my supervision. I further confirm that the work performed constitutes substantive, law-related experience as defined in ACJA §7-210.

Supervising Attorney Signature: _____ Date: _____

Bar Number: _____