

**UNITED STATES COURT OF INTERNATIONAL TRADE**

-----  
:  
:  
**In re PRACTICE BY STUDENTS**       :  
**ENROLLED IN AN APPROVED LAW**       :  
**SCHOOL CLINICAL PROGRAM**       :  
:  
:  
:  
-----

**ADMINISTRATIVE ORDER**  
  
**No. 06-01**

1. A law student, upon compliance with this Administrative Order, and under supervision of an attorney, may appear on behalf of any party.

2. To appear, the student shall:

- (a) be duly enrolled in a law school approved by the American Bar Association;
- (b) be a participant in a clinical program approved by that law school;
- (c) have successfully completed at least three semesters of legal studies;
- (d) be certified by either the law school dean or authorized designee as qualified to provide the legal representation permitted by this Administrative Order. This certification may be withdrawn by the certifier at any time by mailing a notice to the Clerk of the Court, without notice or hearing and without the showing of cause;
- (e) be introduced to the Court by an attorney admitted to practice before this Court;
- (f) neither seek nor receive any compensation or remuneration of any kind from the client. This provision is not intended to affect the ability or right of an attorney, legal aid bureau or law school clinical program, to seek attorney fees, expenses or costs from any adverse party, which may include compensation for student services;

- (g) certify in writing that he or she has read and will comply with the American Bar Association Model Code of Professional Responsibility; and
  - (h) certify in writing that he or she has read the Rules of the United States Court of International Trade, the evidentiary rules relevant to the action or proceeding in which he or she is appearing, and this Administrative Order.
3. The law student may:
- (a) appear as counsel in Court or at other proceedings, accompanied by the supervising attorney, when written consent of the client, the supervising attorney, and the assigned judge have been filed with the Clerk of the Court; and
  - (b) prepare and sign motions, petitions, answers, briefs and other documents in connection with any matter in which he or she has met the conditions of Section 3(a) above; provided that each such document also shall be signed by the supervising attorney.
4. The attorney who supervises a student shall:
- (a) be a member of the bar of the United States Court of International Trade;
  - (b) be a participant in a student clinical program as defined by the law school;
  - (c) assume personal professional responsibility for the student's work;
  - (d) assist the student to the extent necessary;
  - (e) appear with the student in all proceedings before the Court;
  - (f) indicate in writing his or her consent to supervise the student; and



**UNITED STATES COURT OF INTERNATIONAL TRADE**

Plaintiff,  v.  Defendant.
--

Before: \_\_\_\_\_, Judge

Court No. \_\_\_\_\_

**LAW STUDENT APPEARANCE FORM**

1. Law Student Certification

I, \_\_\_\_\_, certify that:  
(Name of Student)

- (a) I am duly enrolled in \_\_\_\_\_ law school and am a participant in that school's approved clinical program in accordance with Section 2(b) of the Administrative Order for Student Practice of the United States Court of International Trade.
- (b) I am receiving no compensation from the client in accordance with Section 2(f) of the Administrative Order for Student Practice of the United States Court of International Trade.
- (c) I have read and will comply with the American Bar Association Model Code of Professional Responsibility.
- (d) I have read the Rules of the United States Court of International Trade and evidentiary rules relevant to the action or proceeding in which I am appearing.
- (e) I have read the provisions of the Administrative Order for Student Practice of the United States Court of International Trade.

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(Signature of Student)

2. Certification of Law School Dean or his/her Authorized Designee

I certify that this student:

- (a) has successfully completed at least three semesters of legal studies and is a participant in an approved clinical program;
- (b) is qualified, to the best of my knowledge, to provide the legal representation permitted by this Administrative Order; and
- (c) that \_\_\_\_\_, who will serve as supervising attorney, is a participant in a clinical program approved by this school.

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(Signature of Dean or Authorized Designee)

\_\_\_\_\_  
(Position of Above)

3. Consent of Supervising Attorney

As a member of the bar of the United States Court of International Trade, I will:

- (a) assume personal professional responsibility for this student's work;
- (b) assist this student to the extent necessary;
- (c) appear with this student in all proceedings before the court;
- (d) sign all documents as required by Sections 3(b) and 4(g) of the Administrative Order for Student Practice of the United States Court of International Trade.

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(Signature of Attorney)

4. Consent of the Judge

I authorize this student:

- (a) to appear in Court or other proceedings on behalf of the above client; and
- (b) to prepare documents on behalf of \_\_\_\_\_.  
(Name of Client)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(Signature of Judge)

**UNITED STATES COURT OF INTERNATIONAL TRADE**

Plaintiff,  v.  Defendant.
--

Before: \_\_\_\_\_, Judge

Court No. \_\_\_\_\_

**CONSENT OF CLIENT**

I, \_\_\_\_\_, authorize \_\_\_\_\_ to appear on my behalf (insert name of plaintiff), in the above-captioned action or proceeding, in accordance with the Administrative Order for Student Practice of the United States Court of International Trade. I have been provided with a copy of the Administrative Order and am familiar with its provisions.

\_\_\_\_\_  
(Name of Plaintiff)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(Signature)