

## **Instructions for North Carolina State Bar Certification for Law Student Supervised Practice (Bulk Application)**

Entities (law school clinics, district attorney offices, Legal Aid, etc.) may submit multiple student names for supervised practice certification through the State Bar using the Bulk Application spreadsheet found on the [State Bar's website](#). This spreadsheet must be filled out in its entirety.

The bulk application spreadsheet must be accompanied by completed/executed versions of the required forms from the applicant student, the law school in which the student is enrolled, and the supervising attorney(s)/clinic who has agreed to supervise the students' limited practice activities. To do this, upload a PDF file containing all required student applicant forms (using bookmarks within the PDF for organization). The required forms can be found on the [State Bar's website](#).

**\*Note:** a single supervising attorney/clinic or law school representative form may be used for multiple students. For example, if six students from the same law school are seeking certification for supervised practice through a district attorney's office where a single attorney is serving as the supervising attorney of those six students, the submission should include:

- Six individual student forms, each completed by the students seeking certification;
- A single supervising attorney form listing all six student names seeking certification; and
- A single law school representative form listing all six student names seeking certification.

All students, law schools, and supervising attorneys should review and be familiar with the rules regarding limited practice permitted by supervised law students prior to applying (27 N.C.A.C. 1C.0200 et seq.).

### **Applications that do not provide all required forms will not be processed.**

Submit the completed bulk application spreadsheet and accompanying forms to the State Bar via email ([studentpractice@ncbar.gov](mailto:studentpractice@ncbar.gov)). When submitting the bulk application, please provide your name, contact information (mailing address, email address, and telephone number), and the name of the entity you are affiliated with (e.g., a law school, a public defender's office, a clinic, etc.).

Contact the State Bar ([studentpractice@ncbar.gov](mailto:studentpractice@ncbar.gov)) with any questions.