



DISTRICT OF COLUMBIA
OFFICE OF ADMINISTRATIVE HEARINGS
 441 4TH STREET, NW, SUITE 450 NORTH
 WASHINGTON, DC 20001-2714



Tel: (202) 442-9094 • Fax: (202) 442-4789 • Email: oah.filing@dc.gov

_____ Petitioner(s), v. _____ Respondent(s)	Case No(s).: _____
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Notice of Appearance and Certification for Law Student and Supervising Attorney

Please enter the appearance of the undersigned law student and supervising attorney for the:

Petitioner(s) Respondent(s)

Law Student Name: _____

Supervising Attorney Name: _____

Email: _____

Email: _____

By checking this box, I consent, according to OAH Rule 2841.16, to receive orders or any other documents issued in this case by email.

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Law School and Clinic Name: _____

Address: _____

Telephone: _____

NOTE: This notice is not complete unless the law student, the supervising attorney, and the client complete and sign the attached certifications. To allow time for the review and verifications, this notice should be filed prior to the date of any hearing in the case. This notice must be served on the opposing party.

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1. Law Student Certification

- I am enrolled at _____, a law school approved by the American Bar Association.
- I have completed at least forty-two (42) credit hours of law school coursework.
- I have never been denied admission to practice before the District of Columbia Court of Appeals pursuant to Rule 48.
- I will not ask for or receive a fee of any kind for any services provided in this case.

Name: _____

Signature: _____ Date: _____

2. Supervising Attorney Certification

- I am assigned to supervise _____ in this case.
- I am an active member in good standing of the District of Columbia Bar.
- I assume full responsibility for supervising the law student in this case, and will assist the law student to the extent necessary to ensure that the law student attorney's participation is effective on behalf of the client.
- I will sign all papers filed in this case along with the law student.
- I will accompany and supervise the law student at all appearances in this case.

Name: _____ D.C. Bar Number: _____

Signature: _____ Date: _____

3. Client Permission

I hereby grant permission to be represented by the above law student, _____, under the oversight of the above supervising attorney, _____.

Name: _____

Signature: _____ Date: _____

I sent a copy of this document to _____ (other party), on _____ (date): (Check one box)

By **Fax** to this number: _____

By **Mail** to the address: _____

By **Hand-delivery** to: _____

By **Email** (allowed only if the party has agreed in writing): _____

Name of person preparing notice: _____

Signature: _____ Date: _____