

THE VIRGINIA BOARD OF BAR EXAMINERS

2201 West Broad Street
Suite 101
Richmond, Virginia 23220-2022
804-367-0412

APPLICATION FOR LAW READER PROGRAM

(Print or Type)

Applicant's **Full** Legal Name _____

Applicant's Mailing Address _____

Applicant's Daytime Telephone Number _____

Supervising Attorney's **Full** Legal Name _____

Supervising Attorney's Office Mailing Address _____

Supervising Attorney's Daytime Telephone Number _____

We, the above named Applicant and Supervising Attorney, hereby request permission of the Virginia Board of Bar Examiners to begin the study of law as set forth in Section 54.1-3926.2 of the Code of Virginia. Pursuant to such request, we submit this three-part Application setting forth our qualifications to pursue such course of study.

Application deadlines: October 1st for a January 1st start date; April 1st for a July 1st start date

We would like to begin such course of study on: **January 1,** _____ **or July 1,** _____

PART I (to be completed by the Applicant)

A. I am _____ years of age, having been born on (date) _____ in (city and state) _____

B. Social Security Number: _____ - _____ - _____; or, Customer Identifier Number issued to you by the Virginia Department of Motor Vehicles: _____

C. *I attach hereto a statement giving full details of all criminal offenses, including **any traffic offenses or infractions**, with which I have ever been charged or convicted, including charges which did not require my appearance in court, such as any camera violations. I understand that all charges must be disclosed, regardless of bond forfeitures, dismissals or similar termination, including charges that were not prosecuted. Nondisclosure of a criminal charge is allowable **only** when the charge has been expunged or sealed in accordance with the applicable state law. If none, so state.

D. The following are the names, addresses and telephone numbers of two persons, who are **not** related to me and have known me for more than five years, that I have asked to submit a letter to the Board of Bar Examiners attesting that I am, to their knowledge, a person of honest demeanor and good moral character. (I understand that my application will not be considered until such letters are received by the Board.)

1) _____

2) _____

E. *I attach hereto a statement outlining my personal and family situation and describing how I will have both the time and financial resources to complete this course of legal study.

F. I graduated from _____, an accredited college or university on (date) _____ and received a (degree type) _____ in (major) _____

- G. *I attach hereto an **original** transcript, certified by the institution, which shows all undergraduate and graduate course work, the grades received, the date my degree was awarded, and the subject in which it was granted (see Regulation 3-1B).
- H. During my period of studying law, I will also devote part of my time to the following occupation or employment (specify employer, employer's address and telephone number, and your general hours of employment each week): _____

- I. *I attach hereto a statement, in my own handwriting, describing to the Board of Bar Examiners why I am interested in the study of law **and** why I believe studying law under an attorney's supervision, rather than studying at an approved law school, is the better method for me to obtain a legal education. I understand that such statement should be brief and may provide the Board of Bar Examiners with both a measure of my writing ability and a subjective evaluation of my ability to engage in this course of legal study.
- J. *I attach hereto a **Certified Check, Cashier's Check, or Money Order** payable to "VIRGINIA BOARD OF BAR EXAMINERS" in the amount of **\$2500.00 for the non-refundable Application and Character & Fitness Questionnaire fee.**
- K. I hereby certify that all information contained herein is true and accurate. _____ (initials)
- L. Further, I certify that, if approved by the Board, I will comply with all of the Regulations of the Law Reader Program as set forth by the Board of Bar Examiners.
- M. Authorization:
 - (1) I hereby authorize and request every person, firm, corporation, association, and agency having any control of any documents, records, or other writings, or having other information pertaining to me, to furnish to the Board any such writings and information the Board believes will relate to my moral character and/or fitness to engage in the practice of law, and to permit the Board and any of its agents or representatives to inspect and make copies of such documents, records, and other writings.
 - (2) I agree that all information provided by this application, and all other information received by the Board and believed by it to have a bearing upon my moral character and/or fitness to engage in the practice of law, may be released by the Board at any time, and without liability to the Board, its members, agents, or other representatives, to any judicial, executive, or legislative official, or to any investigatory or regulatory body or agency, when the Board considers such release to be reasonably needed by such official, body, or agency in response to its inquiry relating to my moral character and/or fitness to engage in the practice of law.

Applicant's Signature

Commonwealth/State/District of _____

County/City of _____

I, a Notary Public of such County/City, certify that on this day personally appeared before me _____ who thereupon made oath that all statements contained in this application are true and complete.

Given under my hand this _____ day of _____, _____

Notary Public

Registration Number (if applicable) _____
My commission expires on _____, _____

NOTARY SEAL (must be affixed)

PART II (to be completed by the Supervising Attorney)

A. I received a juris doctor degree from (law school name) _____
_____ on (date) _____

OR

I completed my legal studies through the Law Reader Program under the supervision of (supervising attorney name) _____ on (date) _____

B. I was admitted to practice law in Virginia in (year) _____

C. Other than Virginia, I have also been admitted to practice law in the following jurisdictions (specify jurisdiction and date admitted): Enter "None" if not admitted in any jurisdiction other than Virginia.

C1. *I attach hereto an original Certificate of Good Standing from the court of last resort for each of the above-listed jurisdictions where I have ever been admitted, including Virginia. Such certificate must be dated within 90 days of submission. (If you are on inactive status, your Certificate of Good Standing may come from the State Bar and must indicate that you were in good standing at the time you went inactive and that no disciplinary proceedings are now/were pending against you.)

D. I have also been admitted to practice law in the following federal courts (specify dates/term of membership): _____

E. I am engaged in the full-time practice of law and my office is located in (city and state):

F. I receive compensation for the following services or activities other than my law practice:

G. *I attach hereto a statement describing generally the nature of my law practice and the areas of cases and client needs with which I am regularly involved.

H. I am a member of the following law-related professional associations (specify term of membership and any offices held or honors received):

- I. I have previously taught at the following law schools or have been an instructor in the following CLE programs approved by the Virginia State Bar (add additional pages if necessary):

Subject	Type (CLE, law school, etc.)	Dates

- J. The following is a summary of my regular weekly office schedule:

- K. The following are the names, addresses, and telephone numbers of:

- (1) Two Circuit Court Judges who know me personally and before whom I regularly appear in my practice of law:

- (2) Two attorneys currently engaged in the full time practice of law in Virginia, who are not members of my firm, and who know me personally and have been acquainted with my practice of law for at least two years:

- L. I have previously been a Supervising Attorney for an applicant in the Law Reader Program.
Yes _____ No _____. If yes, please state the full name of the applicant(s):

- M. *I attach hereto a letter to the Board of Bar Examiners, which describes: (1) my relationship to the Applicant and how such relationship affects the compensation I expect to receive (personally or materially) for my investment of time and effort in supervising the Applicant's legal education; and (2) my general philosophy of legal education and evidence of my teaching ability and how such will affect my interaction with the Applicant in planning and study preparation, actual study and research, examination and evaluation of completed study; and (3) my personal reasons for believing the Applicant can obtain as good a legal education under my supervision as they could in graduating from an approved law school.

- N. I hereby certify that all of the information contained herein is true and accurate. _____ (initials)

- O. Further, I certify that, if approved by the Board, I will comply with all of the Regulations of the Law Reader Program as set forth by the Virginia Board of Bar Examiners.

P. Authorization:

- (1) I hereby authorize and request every person, firm, corporation, association, and agency having any control of any documents, records, or other writings, or having other information pertaining to me, to furnish to the Board any such writings and information the Board believes will relate to my moral character and/or fitness to engage in the practice of law, and to permit the Board and any of its agents or representatives to inspect and make copies of such documents, records, and other writings.
- (2) I agree that all information provided by this application, and all other information received by the Board and believed by it to have a bearing upon my moral character and/or fitness to engage in the practice of law, may be released by the Board at any time, and without liability to the Board, its members, agents, or other representatives, to any judicial, executive, or legislative official, or to any investigatory or regulatory body or agency, when the Board considers such release to be reasonably needed by such official, body, or agency in response to its inquiry relating to my moral character and/or fitness to engage in the practice of law.

Supervising Attorney's Signature

Commonwealth/State/District of _____

County/City of _____

I, a Notary Public of such County/City, certify that on this day personally appeared before me _____ who thereupon made oath that all statements contained in this application are true and complete.

Given under my hand this _____ day of _____, _____

My commission expires on _____, _____

Notary Public

Registration Number (if applicable) _____

NOTARY SEAL (must be affixed)

ATTACHMENT LRP-A

AUTHORIZATION AND RELEASE FORM FOR A CERTIFICATE OF DISCIPLINE FROM THE VIRGINIA STATE BAR

In order to be eligible to act as a Supervising Attorney in the Law Reader Program, a Certificate of Discipline from the Virginia State Bar is required. Accordingly, please complete the information below.

My Virginia State Bar ID # is: _____

I, (name) _____, born in (city and state) _____

_____, on (date) _____, having filed an application to act as a Supervising Attorney in the Law Reader Program, hereby request a Certificate of Discipline from the Virginia State Bar. *The Virginia State Bar should send such certificate directly to the Virginia Board of Bar Examiners.*

I authorize and request the Virginia State Bar to furnish to the Virginia Board of Bar Examiners any such information, including documents, records, bar association files regarding charges or complaints filed against me, including any complaints erased by law, whether formal or informal, pending or closed, or any other pertinent data; and to permit the Virginia Board of Bar Examiners and any of its agents or representatives to inspect and make copies of such documents, records, or other information.

I hereby release, discharge, and exonerate the Virginia Board of Bar Examiners, its agents and representatives, the Virginia State Bar, its agents and representatives, and any person so furnishing information, from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records, or other information or the investigation made by the Virginia Board of Bar Examiners or by the Virginia State Bar.

I have read the foregoing document and have answered all questions fully and frankly. The answers contained herein are true and accurate to my own knowledge.

Supervising Attorney's Signature

Commonwealth/State/District of _____

County/City of _____

I, a Notary Public of such County/City, certify that on this day personally appeared before me _____ who thereupon made oath that all statements contained in this application are true and complete.

Given under my hand this _____ day of _____, _____

My commission expires on _____, _____

Notary Public

Registration Number (if applicable) _____

NOTARY SEAL (must be affixed)

PART III (to be completed jointly by the Applicant and Supervising Attorney)

- A. *We attach hereto a curriculum that shows, year by year, the subjects we will cover, the hours required in each subject, and the textbooks or resources we will use for each subject (see Regulation 6: Course of Study). Further, we submit that such curriculum:
- (1) Covers all subjects as set forth in Regulation 6-2.
 - (2) Devotes the precise number of hours for each subject listed in Regulation 6-2.
 - (3) Lists textbooks, casebooks, and other written legal materials, selected from those in use at any of the ABA approved law schools in Virginia.
- B. *We attach hereto a complete list of all library facilities available to the Applicant, and show the proximity of such facilities to the study facilities the Applicant will use, and include a complete list of all law books, periodicals, etc. located in the Supervising Attorney's office.
- C. *We attach hereto a description of the physical facilities that will be provided to the Applicant for their exclusive study use, showing the proximity of such to the Supervising Attorney's private office.
- D. *We attach hereto a study schedule for the Applicant showing:
- (1) The number of hours per week the Applicant will be engaged in basic reading and research; and any hours the Applicant will have to devote to outside research or supplemental experiences; and
 - (2) The hours per week the Supervising Attorney expects to give personal supervision to the Applicant. "Personal supervision" is defined as time actually spent one-on-one with the Applicant for the exposition and discussion of the law, the recitation of cases, and the critical analysis of the Applicant's written assignments.
 - (3) The time and manner we expect to devote to evaluating the Applicant's progress, including developing, administering, and grading the examinations at the conclusion of each subject. Graded examinations are to be submitted with the quarterly certificates within fifteen (15) working days of the end of the quarter in which the subject is completed.

Supervising Attorney's Signature

Applicant's Signature

*DENOTES ITEMS WHICH REQUIRE AN ATTACHMENT. All attachments should be typed on 8 1/2" x 11" paper, labeled, and signed by the person preparing them.

EXHIBIT A - FIRST YEAR COURSE OF STUDY

Subject	Hours	Quarter	Textbooks, casebooks, and other written legal materials, selected from those in use at any of the ABA approved law schools in Virginia
Basic Legal Skills	150	1st	<hr/> <hr/> <hr/>
Contracts	200	—	<hr/> <hr/> <hr/>
Criminal Law and Procedure	150	—	<hr/> <hr/> <hr/>
Federal Civil Procedure	150	—	<hr/> <hr/> <hr/>
Property, Real and Personal	150	—	<hr/> <hr/> <hr/>
Torts	200	—	<hr/> <hr/> <hr/>
Jurisprudence (Books selected by Supervising Attorney)	N/A	<hr/> <hr/>	Book #1: _____ Book #2: _____

EXHIBIT B - SECOND YEAR COURSE OF STUDY

Subject	Hours	Quarter	Textbooks, casebooks, and other written legal materials, selected from those in use at any of the ABA approved law schools in Virginia
Agency	75	—	<hr/> <hr/> <hr/>
Business Organizations	175	—	<hr/> <hr/> <hr/>
Constitutional Law	175	—	<hr/> <hr/> <hr/>
Creditors' Rights	75	—	<hr/> <hr/> <hr/>
Evidence	250	—	<hr/> <hr/> <hr/>
Uniform Commercial Code	250	—	<hr/> <hr/> <hr/>
Jurisprudence (Books selected by Supervising Attorney)	N/A	<hr/> <hr/>	Book #1: _____ Book #2: _____

EXHIBIT C - THIRD YEAR COURSE OF STUDY

Subject	Hours	Quarter	Textbooks, casebooks, and other written legal materials, selected from those in use at any of the ABA approved law schools in Virginia
Domestic Relations	150	—	<hr/> <hr/> <hr/>
Equity	175	—	<hr/> <hr/> <hr/>
Local Government	75	—	<hr/> <hr/> <hr/>
Professional Responsibility	200	—	<hr/> <hr/> <hr/>
Virginia Civil Procedure	200	—	<hr/> <hr/> <hr/>
Wills, Trusts and Estates	200	—	<hr/> <hr/> <hr/>
Jurisprudence (Books selected by Supervising Attorney)	N/A	<hr/> <hr/>	Book #1: _____ Book #2: _____

APPLICANT ACKNOWLEDGEMENT:

Upon completion of each of my Jurisprudence requirements, I will prepare and submit to my Supervising Attorney a short book report to be included with my Quarterly Certificate.

Applicant's Signature

COURSE OF STUDY SUBMISSIONS:

I will submit all graded examinations, book reports, and Quarterly Certificates to the Office of the Secretary within 15 working days following the end of each calendar quarter, and I certify that I will identify, emphasize, and examine the reader on the ethical issues which arise during the study of all the above-prescribed course work.

Supervising Attorney's Signature

PETITION FOR ADVANCED STANDING (if applicable)

EXHIBIT D

1. I attended the (law school name) _____
 _____ from _____ to _____, which is a law
 school approved by the American Bar Association.

2. *I attach hereto an official transcript, certified by the law school named above, which shows my
 course work and grades.

3. I list below those law school subjects which satisfy the prescribed course of study for the Law
 Reader Program. Please post the grade you achieved below and enter the year you intend to apply
 the subject to the Law Reader Program course of study (1st, 2nd, or 3rd year).

<u>Subject</u>	<u>Grade</u>	<u>Year</u>	<u>List the Law Reader Program course that you claim the subject satisfies</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. *I attach hereto documentation from the law school named above, which describes the subject
 matter taught in the course(s) for which credit is sought.

 Applicant's Signature