# BOARD OF BAR EXAMINERS

**OF THE DELAWARE SUPREME COURT**

2022 LAW CLERK SCHEDULE OF LEGAL ASSIGNMENTS

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| Applicant Name: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. |
| Phone Number: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. |
| Preceptor’s Name: | Click or tap here to enter text. |

Performance of the following assignments is to be considered the minimum requirement for each applicant for admission to the Delaware Bar. These assignments must be performed in the State of Delaware after matriculation at law school and before admission to the Delaware Bar. Responsibility for scheduling rests on the applicant; making these arrangements is regarded as an important part of the clerkship training. Either your preceptor or a “Qualified” member of the Delaware Bar must supervise each completed assignment.

For purposes of this Schedule, “Attend” means in person appearance at the proceeding (unless the proceeding is conducted solely by remote means) until completion of the proceeding, or one-half day, whichever is shorter, unless otherwise specified. **Court cases often settle at the last minute. Therefore, you should begin your efforts to complete these assignments early in your clerkship**.

For each assignment, you must list the date you complete it and provide a brief description of the project. For example, for hearings or other court proceedings or any review of papers from a court case, you should include at least the case name and number. For proceedings that may involve multiple matters (e.g., arraignments and sentencings), include the name of the judge presiding and the start and end time of the proceedings. For any review of papers relating to the formation of an entity, include at least the name of the company and the name(s) of the person(s) who formed it. You may be asked about specific assignments at your character and fitness interview, so it is advisable to include brief notes that may help you recall the nature of each assignment if asked. You must also include the name of the qualified member of the Delaware Bar who supervised each completed assignment.

The Board recognizes that it may still be difficult for applicants to accomplish some of the clerkship checklist activities due to the ongoing Covid-19 pandemic. If, after making a good faith effort, you are unable to complete a clerkship checklist activity, the Board will permit you to waive up to three (3) activities. On the description line for the activities (if any) that you are waiving, you should (i) state that the activity is one that you are waiving, and (ii) describe the good faith effort that you made to complete the clerkship activity.

Once you have completed the Schedule, execute the certification on the last page and submit the Schedule to the Board of Bar Examiners, along with the fully executed Certificate of Preceptor.

ASSIGNMENT

1. Attend one civil proceeding in a Justice of the Peace Court.

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| Date Completed: | Click or tap here to enter text. |
| Description: | Click or tap here to enter text. |
| Supervisor: | Click or tap here to enter text. |

1. Attend one calendar session of Protection from Abuse (“PFA”) hearings in Family Court.

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| Date Completed: | Click or tap here to enter text. |
| Description: | Click or tap here to enter text. |
| Supervisor: | Click or tap here to enter text. |

1. Attend one Guardianship or Dependency/Neglect hearing in Family Court.

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| Date Completed: | Click or tap here to enter text. |
| Description: | Click or tap here to enter text. |
| Supervisor: | Click or tap here to enter text. |

1. Attend or listen to a recording of one civil trial in Court of Common Pleas.

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| Date Completed: | Click or tap here to enter text. |
| Description: | Click or tap here to enter text. |
| Supervisor: | Click or tap here to enter text. |

1. Attend one criminal trial in the Court of Common Pleas.

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| Date Completed: | Click or tap here to enter text. |
| Description: | Click or tap here to enter text. |
| Supervisor: | Click or tap here to enter text. |

1. Attend one ADR Proceeding in Delaware: (i) under the Rules of any Delaware State or Federal Court, (ii) under the Rules of the American Arbitration Association or any similar ADR organization, or (iii) conducted by a Delaware lawyer.

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| Date Completed: | Click or tap here to enter text. |
| Description: | Click or tap here to enter text. |
| Supervisor: | Click or tap here to enter text. |

1. Attend one calendar session of arraignments in Superior Court.

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| Date Completed: | Click or tap here to enter text. |
| Description: | Click or tap here to enter text. |
| Supervisor: | Click or tap here to enter text. |

1. Attend one calendar session of sentencing in Superior Court.

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| Date Completed: | Click or tap here to enter text. |
| Description: | Click or tap here to enter text. |
| Supervisor: | Click or tap here to enter text. |

1. Attend one complete jury selection in Superior Court or District Court.

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| Date Completed: | Click or tap here to enter text. |
| Description: | Click or tap here to enter text. |
| Supervisor: | Click or tap here to enter text. |

1. Attend a criminal trial in Superior Court or District Court. This must include: (i) either a complete opening statement or a complete closing argument; and (ii) complete direct and cross examinations of one witness.

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| Date Completed: | Click or tap here to enter text. |
| Description: | Click or tap here to enter text. |
| Supervisor: | Click or tap here to enter text. |

1. Attend a civil trial in Superior Court or District Court. This must include: (i) either a complete opening statement or a complete closing argument; and (ii) complete direct and cross examinations of one witness.

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| Date Completed: | Click or tap here to enter text. |
| Description: | Click or tap here to enter text. |
| Supervisor: | Click or tap here to enter text. |

1. Attend a pretrial conference in District Court, Court of Chancery or Superior Court.

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| Date Completed: | Click or tap here to enter text. |
| Description: | Click or tap here to enter text. |
| Supervisor: | Click or tap here to enter text. |

1. Attend an argument of a motion in Superior Court after reviewing the applicable motion papers and reviewing the principal authorities relied upon by the parties.

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| Date Completed: | Click or tap here to enter text. |
| Description: | Click or tap here to enter text. |
| Supervisor: | Click or tap here to enter text. |

1. Attend an argument of a motion in the Court of Chancery after reviewing the applicable motion papers and reviewing the principal authorities relied upon by the parties.

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| Date Completed: | Click or tap here to enter text. |
| Description: | Click or tap here to enter text. |
| Supervisor: | Click or tap here to enter text. |

1. Attend a trial in the Court of Chancery. This must include: (i) reviewing the pretrial briefs; and (ii) complete direct and cross examinations of one witness.

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| Date Completed: | Click or tap here to enter text. |
| Description: | Click or tap here to enter text. |
| Supervisor: | Click or tap here to enter text. |

1. Review papers relating to a recent (i) certification of a question of law or (ii) interlocutory appeal to the Delaware Supreme Court.

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| Date Completed: | Click or tap here to enter text. |
| Description: | Click or tap here to enter text. |
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1. Attend an argument in the Delaware Supreme Court after reviewing the notice of appeal, decision being appealed, appellate briefs, and principal authorities relied upon by the parties.

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| Date Completed: | Click or tap here to enter text. |
| Description: | Click or tap here to enter text. |
| Supervisor: | Click or tap here to enter text. |

1. Attend an interview of a client, witness or litigant.

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| Date Completed: | Click or tap here to enter text. |
| Description: | Click or tap here to enter text. |
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1. Review papers relating to a recently commenced Superior Court civil action, including Complaint, Praecipe, Summons and Civil Information Sheet.

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| Date Completed: | Click or tap here to enter text. |
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1. Attend one contested deposition.

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| Date Completed: | Click or tap here to enter text. |
| Description: | Click or tap here to enter text. |
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1. Review and summarize three recently closed, fully and formally probated estates at the Register of Wills, at least two of which must have been distributed under a will.

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| Date Completed: | Click or tap here to enter text. |
| Description: | Click or tap here to enter text. |
| Supervisor: | Click or tap here to enter text. |

1. Review papers relating to the incorporation of a Delaware corporation, or formation of a Delaware Limited Partnership, Limited Liability Company or Limited Liability Partnership.

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| Date Completed: | Click or tap here to enter text. |
| Description: | Click or tap here to enter text. |
| Supervisor: | Click or tap here to enter text. |

1. Attend a hearing of the Delaware Alcoholic Beverage Control Commission, Industrial Accident Board, or other adversarial hearing before a Delaware state administrative agency.

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| Date Completed: | Click or tap here to enter text. |
| Description: | Click or tap here to enter text. |
| Supervisor: | Click or tap here to enter text. |

1. Attend a half day of omnibus chapter 13 bankruptcy hearings. *Note: These hearings are typically held only once per month*.

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| Date Completed: | Click or tap here to enter text. |
| Description: | Click or tap here to enter text. |
| Supervisor: | Click or tap here to enter text. |

1. Attend (or review a transcript of): (i) a “First-Day” hearing in a chapter 11 bankruptcy case where the assets or liabilities exceed $20 million after reviewing the “First-Day” pleadings and the principal authorities relied upon in those pleadings, or (ii) an omnibus hearing in a chapter 11 bankruptcy case where at least one unresolved contested matter is presented.

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| Date Completed: | Click or tap here to enter text. |
| Description: | Click or tap here to enter text. |
| Supervisor: | Click or tap here to enter text. |

\* \* \* \* \* \* \* \* \* \*

I, Click or tap here to enter text. , hereby certify that:

(a) I have completed a clerkship in the State of Delaware under the supervision of a Delaware attorney aggregating substantially full-time service for at least 14 weeks in full compliance with Delaware Supreme Court Rule 52(a)(8);

(b) I have completed all the items so indicated on this Law Clerk Schedule;

(c) With respect to up to any activities (up to 3) listed on this Law Clerk Schedule that I wish to waive, I made a good faith effort to complete those activities as described above; and

(d) I conferred with my Preceptor regarding the completion and contents of this Law Clerk Schedule prior to submitting it to the Board.

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|  | Click or tap here to enter text. |
| Signature  Click or tap here to enter text. |
| Date |