

**A. BOARD OF BAR EXAMINERS  
OF THE DELAWARE SUPREME COURT**

LAW CLERK SCHEDULE OF LEGAL ASSIGNMENTS

Applicant Name : \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Preceptor's Name: \_\_\_\_\_

Completing the following assignments is considered the minimum requirement to be admitted 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. A "Qualified" member of the Delaware Bar is an attorney who has been admitted to the Bar of the Supreme Court for at least five (5) years.

For purposes of this Schedule, "Attend" means in person appearance at the proceeding 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.

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.

**A. Mandatory assignments:**

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

Date Completed: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor: \_\_\_\_\_

2. Attend in person or remotely one Guardianship or Dependency/Neglect hearing in Family Court.

Date Completed: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor: \_\_\_\_\_

3. Attend in person or remotely an interview of a client, witness, or litigant.

Date Completed: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor: \_\_\_\_\_

4. Attend in person or remotely one contested deposition.

Date Completed: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor: \_\_\_\_\_

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

Date Completed: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor: \_\_\_\_\_

6. 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.

Date Completed: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor: \_\_\_\_\_

7. Attend in person or remotely 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.

Date Completed: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor: \_\_\_\_\_

8. Attend a hearing before a Delaware state administrative agency such as the Public Service Commission, Industrial Accident Board.

Date Completed: \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor: \_\_\_\_\_

**B. Complete five of the following nine assignments:**

9. Attend in person or remotely one civil proceeding in a Justice of the Peace Court.

Date Completed: \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor: \_\_\_\_\_

10. Attend one civil trial in Court of Common Pleas.

Date Completed: \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor: \_\_\_\_\_

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

Date Completed: \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor: \_\_\_\_\_

12. 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 examination of one witness.

Date Completed: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Supervisor: \_\_\_\_\_

13. Attend in person or remotely a final pretrial conference in District Court, Court of Chancery or Superior Court.

Date Completed: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Supervisor: \_\_\_\_\_

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

Date Completed: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Supervisor: \_\_\_\_\_

15. 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.

Date Completed: \_\_\_\_\_

Description: \_\_\_\_\_

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Supervisor: \_\_\_\_\_

16. 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.

Date Completed: \_\_\_\_\_

Description: \_\_\_\_\_

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Supervisor: \_\_\_\_\_

17. Review complaint and associated papers relating to an action commenced in a civil action in Superior Court, Court of Chancery, or District Court.

Date Completed: \_\_\_\_\_

Description: \_\_\_\_\_

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Supervisor: \_\_\_\_\_

**C. Complete two of the following four assignments:**

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

Date Completed: \_\_\_\_\_

Description: \_\_\_\_\_

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Supervisor: \_\_\_\_\_

19. Attend in person or remotely one calendar session of arraignments in Superior Court.

Date Completed: \_\_\_\_\_

Description: \_\_\_\_\_

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\_\_\_\_\_

Supervisor: \_\_\_\_\_

20. Attend on calendar session of sentencing in Superior Court.

Date Completed: \_\_\_\_\_

Description: \_\_\_\_\_

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\_\_\_\_\_

Supervisor: \_\_\_\_\_

21. 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 examination of one witness.

Date Completed: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor: \_\_\_\_\_

**D. Complete two of the following three assignments:**

22. Review 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.

Date Completed: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

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Supervisor: \_\_\_\_\_

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

Date Completed: \_\_\_\_\_

Description: \_\_\_\_\_

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Supervisor: \_\_\_\_\_

24. Review papers relating to a recorded real estate transaction including but not limited to a deed, mortgage, title search.

Date Completed: \_\_\_\_\_

Description: \_\_\_\_\_

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Supervisor: \_\_\_\_\_

**E. Complete one of the six assignments:**

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

Date Completed: \_\_\_\_\_

Description: \_\_\_\_\_

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Supervisor: \_\_\_\_\_

26. Attend 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.



Date Completed: \_\_\_\_\_

Description: \_\_\_\_\_

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\_\_\_\_\_

Supervisor: \_\_\_\_\_

27. Attend a "Second-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.

Date Completed: \_\_\_\_\_

Description: \_\_\_\_\_

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\_\_\_\_\_

Supervisor: \_\_\_\_\_

28. Attend an omnibus hearing in a chapter 11 bankruptcy case where at least one unresolved contested matter is presented.

Date Completed: \_\_\_\_\_

Description: \_\_\_\_\_

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\_\_\_\_\_

Supervisor: \_\_\_\_\_

29. Attend a sale of some or all the assets of a debtor's estate under 11 U.S.C. § 363 in Bankruptcy Court.

Date Completed: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor: \_\_\_\_\_

30. Attend a Disclosure Statement Approval or Plan Confirmation hearing in Bankruptcy Court.

Date Completed: \_\_\_\_\_

Description: \_\_\_\_\_

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\_\_\_\_\_

Supervisor: \_\_\_\_\_

GO TO NEXT PAGE TO CERTIFY YOUR CHECKLIST

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

(a) I completed a clerkship in the State of Delaware under the supervision of a Delaware attorney aggregating substantially full-time service for at least 12 weeks in full compliance with Delaware Supreme Court Rule 52(a)(8);

(b) I completed each of the eight assignments in Section A of this Law Clerk Schedule of Legal Assignments;

(c) I completed at least five of the assignments in Section B of this Law Clerk Schedule of Legal Assignments;

(d) I completed at least two of the assignments in Section C of this Law Clerk Schedule of Legal Assignments;

(e) I completed at least two of the assignments in Section D of this Law Clerk Schedule of Legal Assignments;

(f) I completed at least one of the assignments in Section E of this Law Clerk Schedule of Legal Assignments; and

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

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Signature

Click or tap here to enter text.

Date