

INSTRUCTIONS FOR COMPLETING 10.03 QUALIFIED LAW STUDENT PRACTICE FORMS

1. Complete the fields in the 10.03 Data Spreadsheet (the one for download is titled, "Spreadsheet example for 10.03). **Do not edit the first line as those identify the merge fields.** You can delete the second line, which has been used in some of the samples. Save the Data File as 10.03Data-law school name-request date.xlsx (as an excel workbook).

1	LAW SCHOOL NAME	FULL NAME OF LAW STUDENT	dean-director name	dean-director title	Name of Placement	Date Placement Begins	Date Placement Ends	Name of Supervising Attorney	BPR No.	Case N
2	UTOPIA TN LAW SCHOOL	EMMA STUDENT	Dean Director	Dean	Shelby County Public Defende	May 1, 2019	August 15, 2019	John Q. Public	11479	
3										
4										

2. Open "10.03 Form 1 Dean.Director Certification." If this is your first time opening the form, you may have to make it a merge form to associate the data file. In the toolbar, select "Mailings" and "Start mail merge" then, select "Step-by-step mail merge wizard." You can do this each time or just select Letters from the Mail Merge dropdown.

AutoSave Off | 10.03 FORM 1 Dean.Di... - Saved | Arthur Perlen

File Home Insert Draw Design Layout References **Mailings** Review View Help Acrobat Tell me

Start Mail Merge | Select Recipients | Edit Recipient List | Address Block | Greeting Line | Highlight Merge Fields | Field | Preview Results | Find Recipient | Check for Errors | Finish & Merge | Merge to Adobe PDF

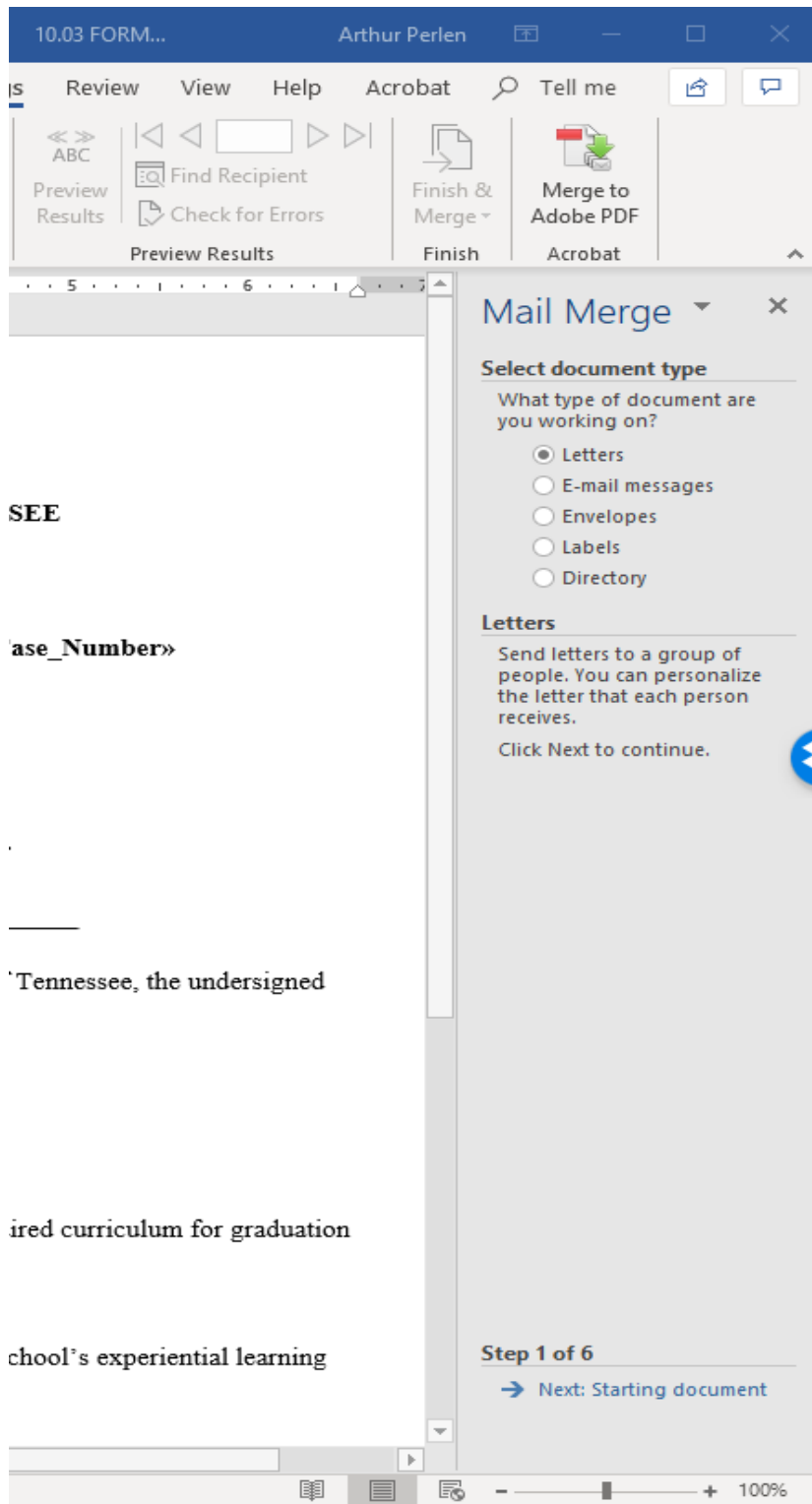
OPEN DROPDOWN AND SELECT "STEP-BY-STEP" WIZARD

IN THE SUPREME COURT OF TENNESSEE
AT NASHVILLE

IN RE Rule 7, § 10.03)
CERTIFICATION OF STUDENT AT _____) No. «Case_Number»
«law_school_name»)
PURSUANT TO TENNESSEE)

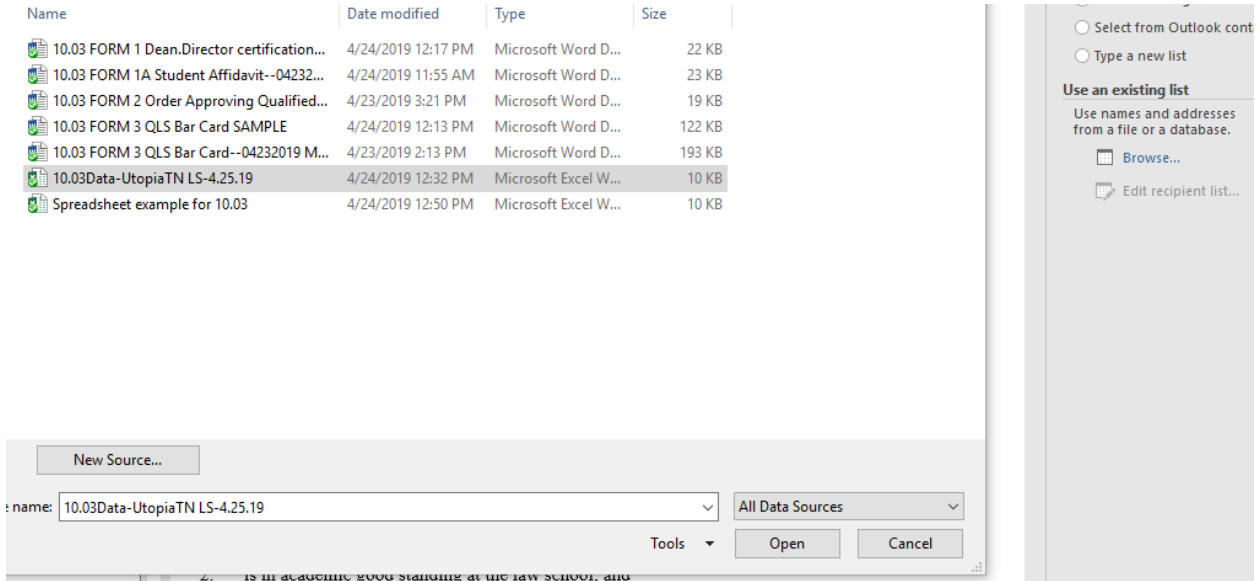
[continued next page]

3. The mail merge wizard panel will open:

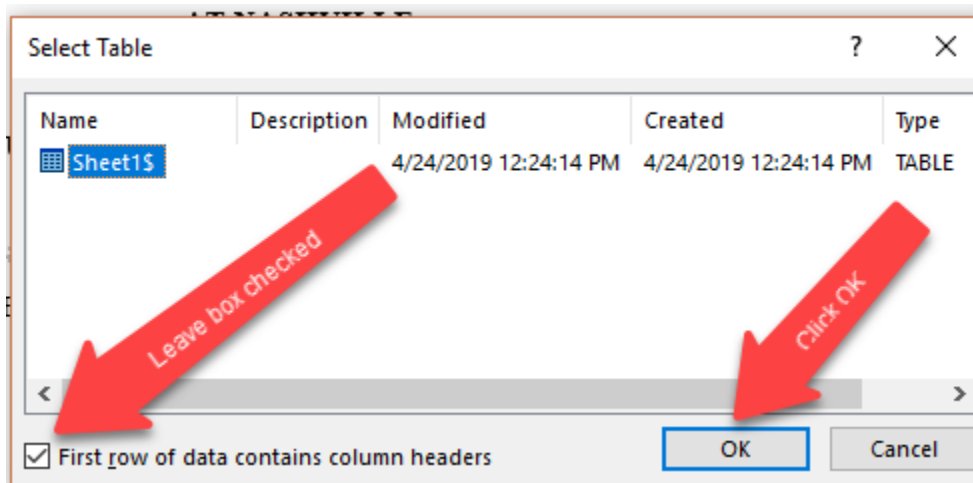


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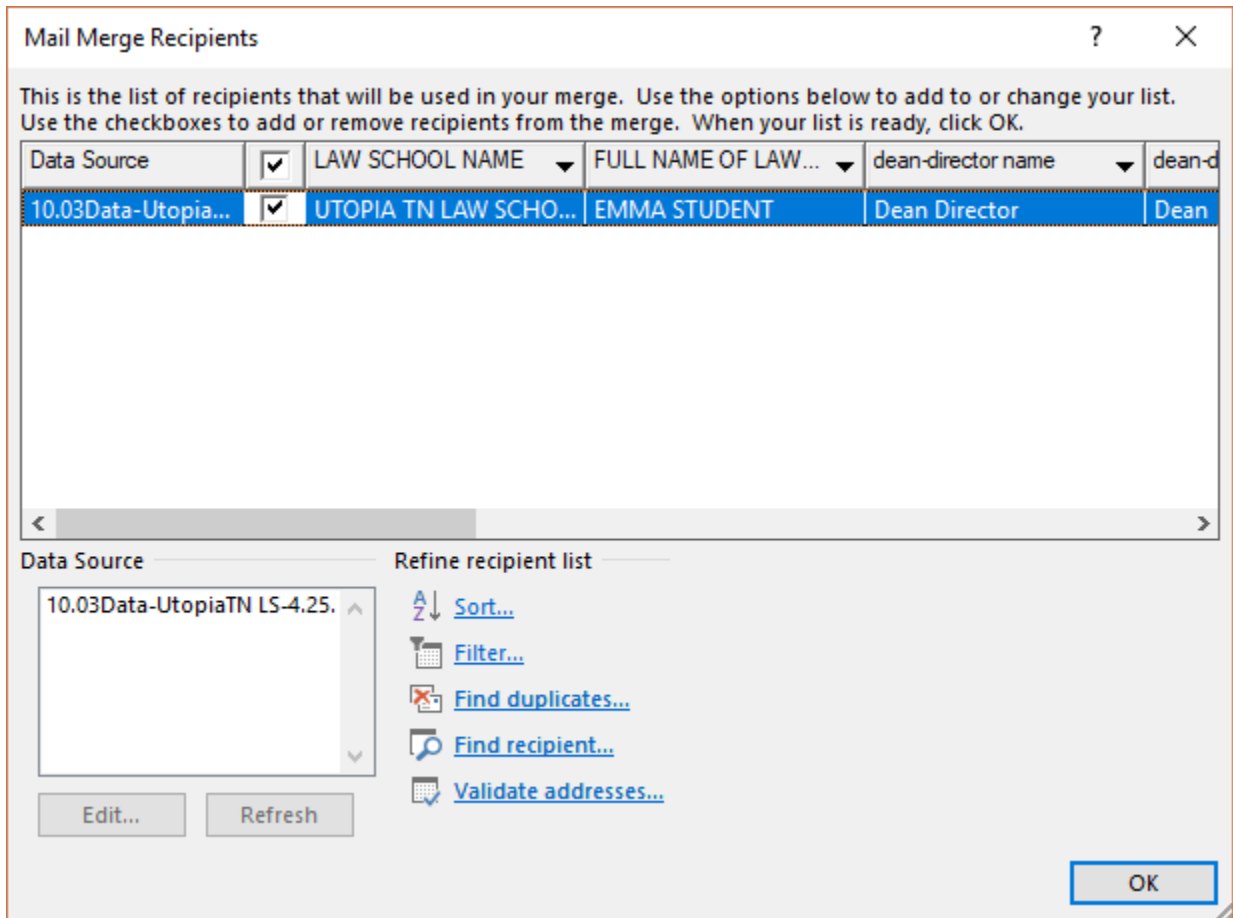
- “Letters” should be selected; click “Next: Starting document” at the bottom of the page.
- Select “Use Current Document” then click “Next: Select recipients” at the bottom of the page (step 2 of 6).
- Select “Use an existing list” the “Browse” to find the 10.03 Data Spreadsheet (for this example, we are using 10.03Data-Utopia TN LS-4.25.19.xlsx):



- Click Open. The following will display to select the sheet in your workbook and then the recipients (Step 3 of 6):



[continued next page]



All boxes should be checked for the list of student certification requests currently being submitted.

You will be emailing this spreadsheet with your requests.

Then click “Next: Write your Letter” (step 3 of 6) and then on the next panel, select, “Next: Preview your letters” to move forward. You do not need to edit the letter form.

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8. Step 5 of 6 will show the completed form. Click “Next: Complete the merge” to save the letters so you can affix a signature. To do so, click “Edit individual letters.”

No.

ON OF

Court of Tennessee, the undersigned

he required curriculum for graduation

e law school’s experiential learning

lic Defender beginning 5/1/2019 and

, #11479. I further certify that I will

Mail Merge is ready to produce your letters.

To personalize your letters, click “Edit Individual Letters.” This will open a new document with your merged letters. To make changes to all the letters, switch back to the original document.

Merge



Print...



Edit individual letters...






Step 6 of 6

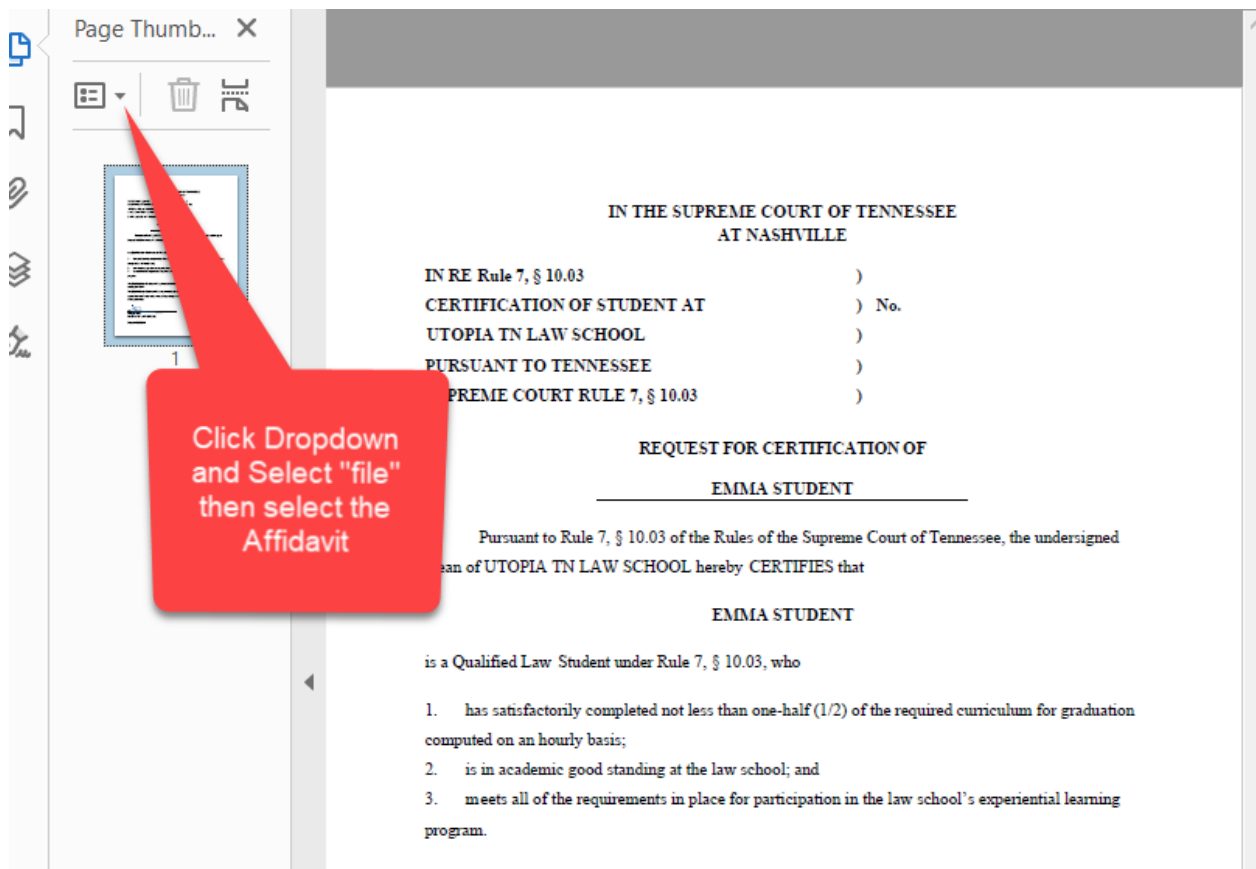


Previous: Preview your letters

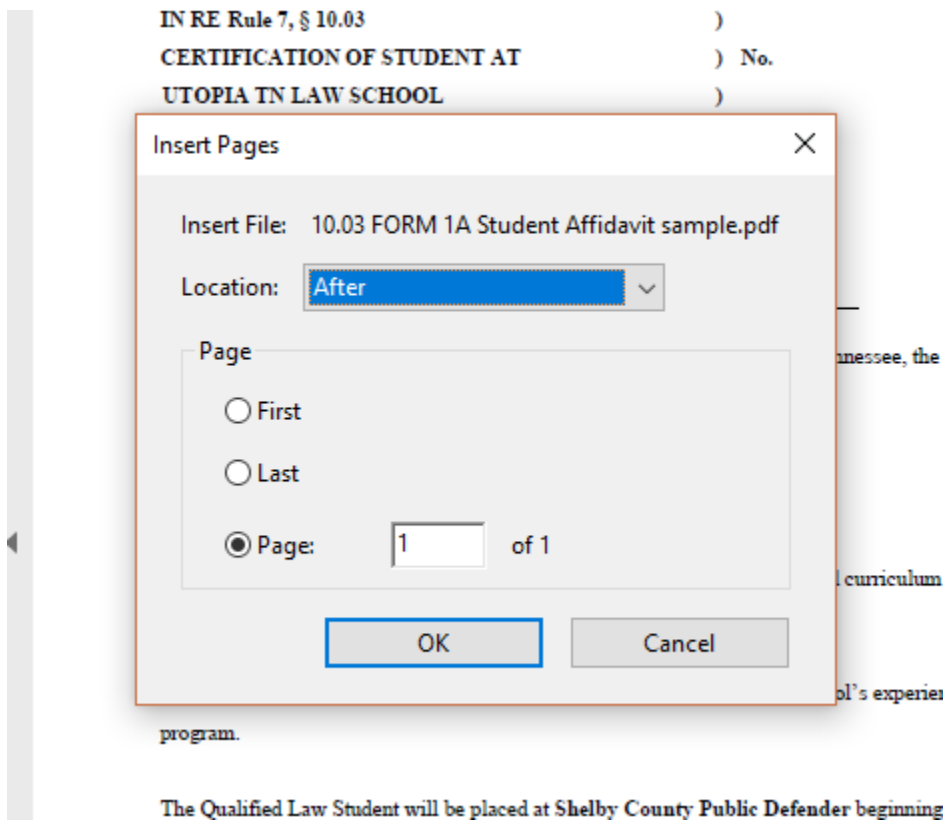
9. Affix a signature (or print and have signed). You will save this and/or scan it to a .pdf document with the Student Affidavit. **Please save each request by student name as follows: 10.03 Request-lawschoolname-studentlastname, student first name-request date.**

 10.03 REQUEST-UTOPIA TN LS-STUDENT, EMMA-4.25.19	4/24/2019 1:24 P
 10.03 REQUEST-UTOPIA TN LS-STUDENT, EMMA-4.25.19	4/24/2019 1:31 P
 10.03Data-UtopiaTN LS-4.25.19	4/24/2019 12:32

10. You can use Adobe Reader to combine files (select “Combine Files” from the Tools menu) and drag-and-drop first the 10.03 Request, then the completed 10.03 Student Affidavit and save the resulting .pdf with the same name as the 10.03 Request file (10.03 Request-lawschoolname....). Another way to complete open the 10.03 Request and in the “page thumbnails” menu icon, select Insert Pages from a File and select the student affidavit file.



11. Save the file after page 1:



12. Save the combined file to the same name as the original 10.03 Request.

13. **You will EMAIL as follows:**

- a. the combined files saved in step 12 (you can send files for multiple students) and the Spreadsheet that you used for the data set (10.03DATA-LawSchoolName-request date) to appellatecourtclerk@tncourts.gov, with the Subject Line: Law Student Practice Request; and
- b. email the spreadsheet being sent to the Clerk for this request date to BLE.Administrator@tncourts.gov, with the same Subject Line, for the BLE to use once an order is entered to prepare "bar cards" for the qualified law students.

14. The Orders and the Bar Cards will be sent to the Law School for distribution to the Students. Orders will be sent by email; bar cards will be hard copy sent by mail.

**IN THE SUPREME COURT OF TENNESSEE
AT NASHVILLE**

IN RE Rule 7, § 10.03)
CERTIFICATION OF STUDENT AT) **No.**
UTOPIA TN LAW SCHOOL)
PURSUANT TO TENNESSEE)
SUPREME COURT RULE 7, § 10.03)

**REQUEST FOR CERTIFICATION OF
EMMA STUDENT**

Pursuant to Rule 7, § 10.03 of the Rules of the Supreme Court of Tennessee, the undersigned Dean of UTOPIA TN LAW SCHOOL hereby CERTIFIES that

EMMA STUDENT

is a Qualified Law Student under Rule 7, § 10.03, who

1. has satisfactorily completed not less than one-half (1/2) of the required curriculum for graduation computed on an hourly basis;
2. is in academic good standing at the law school; and
3. meets all of the requirements in place for participation in the law school's experiential learning program.

The Qualified Law Student will be placed at **Shelby County Public Defender** beginning **5/1/2019** and ending **8/15/2019**.

The Qualified Law Student will be supervised by **John Q. Public, #11479**. I further certify that I will amend this certification in the event of any changes in the placement, supervising attorney, or duration of the placement.

X 

Dean/Director
UTOPIA TN LAW SCHOOL

Dated: 4/25/2019

**AFFIDAVIT OF QUALIFIED LAW STUDENT FOR LAW STUDENT PRACTICE
PURSUANT TO TENN. SUP. CT. R. 7, § 10.03**

State of Tennessee

County of Shelby

The undersigned, **Emma Student**, a Qualified Law Student at **Utopia TN Law School**, on this 24th day of April, 2019, declares that:

I have read and am familiar with Tennessee Supreme Court Rule 7, § 10.03, and understand the activities permitted, supervision required, and duration of approved law student practice;

I have read and am familiar with Tennessee Supreme Court Rules 8 and 9;

I will abide by Tennessee Supreme Court Rules 8 and 9 in the activities permitted by Tennessee Supreme Court Rule 7, §10.03;

I understand that the rules of law and evidence relating to privileged communications between attorney and client shall govern communications made or received by Qualified Law Students and their clients.

I hereby subject myself to the disciplinary authority of the Board of Professional Responsibility or any entity to whom the Board of Professional Responsibility refers a complaint against me.

Student's Phone Number 901-555-1234

Student's Email Address EMMA.STUDENT@UTOPIA.EDU

I agree that my electronic signature below constitutes my signature with the same effect as if signed and notarized. Under penalties of perjury, I declare that I have read the foregoing Affidavit and that the statements are true and complete.

X Emma Student