

Guidance for Applicants for Temporary Supervised Practice

Here is a check list for a recent law graduate [applying for temporary supervised practice](#) pursuant to the recent [Ohio Supreme Court Order](#). Information is current as of June 10, 2020. This is an evolving practice, always check that you have the latest information from the [Ohio Supreme Court](#).

- ✓ Confirm the you meet the [Eligibility Requirements](#) for temporary supervised practice
 - Complete any outstanding requirements
- ✓ Locate an attorney to serve as your Supervising Attorney
 - See [Who may act as a supervising attorney?](#)
- ✓ On or after June 15, 2020, submit your Application to Practice Pending Admission to the Office of Bar Admissions
 - Forms will be provided by the [Office of Bar Admissions](#)
- ✓ Obtain legal malpractice insurance
 - Confirm that your supervising attorney has legal malpractice insurance
- ✓ Establish protocols for supervision
 - The considerations differ significantly if you are employed within the supervising attorney's firm versus another firm
 - Implement a system for checking conflicts of interest with your Supervising Attorney and for your clients
 - Set reasonable deadlines for work to be completed and submitted to the supervising attorney for review.
 - Understand the scope of matters you will be working on that may need supervision. Be sure the supervising attorney has experience on those matters
- ✓ Use good practice management
 - Initiate a good system for maintaining data for active, prospective and terminated or closed client files
 - Use Fee Agreements and Engagement Letters
 - If you are not in the same firm as your Supervising Attorney, you will need to address that in your fee agreement
 - See OfficeKeeper for sample agreement
 - Implement good client communications
 - Keep clients informed and protect client confidentiality
 - Maintain accurate records for all client funds
 - Establish procedure for handling client funds and property
- ✓ Keep track of your status regarding [termination of temporary authority to practice](#)
 - Discuss transition of clients with your Supervising Attorney for the various possibilities for termination of temporary authority to practice



Ohio Bar Liability Insurance Co.

Resources

[The Supreme Court of Ohio](#)

[FAQ Practice Pending Admission during the Admissions Process](#)

[The Ohio State Bar Association](#)

[OfficeKeeper](#)

[Ohio Bar Liability Insurance Company](#)

[Ohio Rules of Professional Conduct](#)

[Rules for the Government of the Bar of Ohio](#)