

Guidance for Supervising Attorneys of Applicants for Temporary Supervised Practice

Here is a check list for attorneys becoming a Supervising Attorney 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 status, always check that you have the latest information from the [Supreme Court](#).

- ✓ Confirm you meet the requirements for becoming a Supervising Attorney
 - An active Ohio attorney in good standing
 - Licensed to practice law for at least three years
- ✓ Review the [Eligibility Requirements](#) for temporary supervised admission with the applicant
 - Be sure the applicant meets all the requirements
- ✓ Confirm coverage with your legal malpractice insurance carrier.
 - Confirm applicant has obtained malpractice insurance or is covered under your firm's policy.
- ✓ Establish protocols to supervise the applicant
 - Check conflicts of interest for clients to be served by applicant
 - Set reasonable deadlines for work to be completed and submitted by applicant to the supervising attorney for review
 - Provide supervision only on matters where you have experience
 - Adjust protocols for applicant employed within your firm versus applicant who is not
 - If the applicant is not an employee of your firm, acting as a supervising attorney
 - May create an attorney-client relationship between you and applicant's client
 - May create the appearance you are also acting as counsel to the applicant's client
- ✓ Use good practice management
 - Highlight to the applicant the importance of maintaining documentation and data for prospective, active, terminated and closed client files.
 - Use Fee Agreements and Engagement Letters
 - If the applicant is not in the same firm as the Supervising Attorney, the applicant's client will likely need to consent, in writing, to your role as supervising attorney.
 - Implement good client communications
 - Specify the preferred, effective means of communication.
 - Discuss with the applicant the importance of keeping clients informed and protecting client confidentiality
 - Maintain accurate records for all client funds
 - Establish procedures for applicant's handling of client funds and property
- ✓ Keep track of the applicant's status regarding [termination of temporary authority to practice](#)
 - Be aware when the applicant's status may change



- Discuss and plan for the transition of clients to you or other counsel should the applicant's authority to practice be terminated, including the manner and means by which clients will be notified and files returned to client or transitioned with clients' permission to new counsel

Resources

[The Supreme Court of Ohio](#)

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

[The Ohio State Bar Association](#)

[Ohio Bar Liability Insurance Company](#)

[Ohio Rules of Professional Conduct](#)

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