

**IN THE SUPREME COURT OF THE UNITED STATES VIRGIN ISLANDS**



**IN THE MATTER OF THE APPLICATION OF:**

**S. Ct. BA. No.:** \_\_\_\_\_  
**(For Office of Bar Admissions use only)**

\_\_\_\_\_  
*(Applicant's Full Legal Name)*

**FOR A VIRGIN ISLANDS CERTIFICATE OF LIMITED PRACTICE AS A LEGAL INTERN**

**APPLICATION FOR A VIRGIN ISLANDS CERTIFICATE OF LIMITED PRACTICE AS A LEGAL INTERN**

**To the Applicant:** Please acknowledge that you understand that this application is a continuing application and you will notify the Director of Bar Admissions of any changes in any information provided herein.

\_\_\_\_\_  
**(Handwritten Initials)**

**To the Supreme Court of the Virgin Islands:** I hereby apply for limited permission to practice as a legal intern in the Virgin Islands pursuant to VISCR 202.3.

**BIOGRAPHICAL/PERSONAL INFORMATION**

**Full Name:**

\_\_\_\_\_  
(First) (Middle) (Last) (Suffix)

Please provide all other name(s)/aliases by which you were/are known by separated by commas:

\_\_\_\_\_

**Date of Birth:** \_\_\_\_\_  
(Month) (Date) (Year)

**Place of Birth:** \_\_\_\_\_  
(City) (State) (Country)

**Social Security Number:** [Furnishing your Social Security Number (SSN) is voluntary pursuant to the Federal Privacy Act of 1974. Your SSN will be used for purposes of investigation and verification and will help avoid errors of identity which might introduce problems and delays into the certification and licensure process.]

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
**(Handwritten initials)**

In Re:

\_\_\_\_\_  
(Applicant's first Initial and Last Name)

**Home Telephone Number:** ( ) -

**Home Physical Address:**

**Home Mailing Address:**

**Personal Email Address:** (In accordance with VISCR 40.2(b), applicants are required to register as Filing Users of the VISCEF system. Therefore, an email address is a requirement.)

## EMPLOYMENT

**Name of Supervising Lawyer:**

**Bar Id:**

**Firm/Agency/Organization/Business Name:**  
**Physical Address:**

**Telephone Number:** ( ) -

**Fax Telephone Number:** ( ) -

**Firm/Agency/Organization/Business Mailing Address:**

**Applicant's Employment Email Address:**

In Re:

\_\_\_\_\_  
(Applicant's first Initial and Last Name)

## LAW SCHOOL INFORMATION

Please provide the full name of your law school: \_\_\_\_\_

Please check as applicable:

I am a student enrolled and in good standing at the above-named law school, which is accredited by the American Bar Association and have successfully completed at least one-half of the course work required for a J.D. or comparable entry-level law degree; or

- On \_\_\_\_/\_\_\_\_/\_\_\_\_, I completed **and** forwarded the Dean Certificate for Limited Permission to Practice as a Legal Intern to the dean or chief administrative officer of the above named law school to certify that I have met the requirements as set forth in Rule 202.3(a).

I am a graduate of the above-named law school, which is accredited by the American Bar Association and have earned a J.D. or comparable entry-level law degree.

- I graduated from the above named law school on: \_\_\_\_/\_\_\_\_/\_\_\_\_.
- In accordance with VISCR 202.3(a)(2)(A), I will file a complete application for regular or special admission to the Virgin Islands Bar, including a complete character and fitness questionnaire, no later than \_\_\_\_/\_\_\_\_/\_\_\_\_, which is fourteen (14) days from the date of filing my Application for a Certificate of Limited Practice as a Legal Intern.

## APPLICATION QUESTIONNAIRE

Answer all of the following questions. Attach additional sheets if necessary.

1. Have you ever applied to or taken the bar examination in this jurisdiction or any other State, Commonwealth, or Territory of the United States, the District of Columbia, or a Federal Court? *If yes, attach a separate page and list the jurisdiction(s), examination/application dates, results and admission date(s).*  
Yes \_\_\_\_\_ No \_\_\_\_\_
2. Have you ever failed the Virgin Islands Bar Examination or a bar examination administered by any other state, commonwealth, or Territory of the United States, the District of Columbia, or a Federal Court? *If yes, attach a separate page and list the jurisdiction(s), examination/application dates* Yes \_\_\_\_\_ No \_\_\_\_\_
3. Have you ever been admitted to practice law in any jurisdiction? *If yes, attach a separate page and list the jurisdiction(s) and date(s) of admissions. Please include limited licenses such as legal intern licenses.* Yes \_\_\_\_\_ No \_\_\_\_\_
4. This question relates to question number 3 above. Has such license ever been revoked?  
Not Applicable \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

In Re:

\_\_\_\_\_  
(Applicant's first Initial and Last Name)

5. Have you ever applied and been denied admission to any bar for character and fitness reasons? *If yes, attach a separate page and list the jurisdiction(s), date(s) and explanation(s).*

Yes \_\_\_\_\_ No \_\_\_\_\_

6. Were you previously granted a Virgin Islands Certificate of Limited Practice as a Legal Intern under VISCR 202.3?

Yes \_\_\_\_\_ No \_\_\_\_\_

Date of Issuance: \_\_\_\_/\_\_\_\_/\_\_\_\_ Supervising Attorney: \_\_\_\_\_

7. Have you reviewed and discussed VISCR 202.3, as well as Supreme Court Rules 207, 211, and 212, with your supervising attorney?

Yes \_\_\_\_\_ No \_\_\_\_\_

#### APPLICANT'S STATEMENT OF ACKNOWLEDGMENT

I \_\_\_\_\_, hereby acknowledge that all responses provided on my Application for a Virgin Islands Certificate of Limited Practice as a Legal Intern must be typed and electronically filed using the Supreme Court of the Virgin Islands' Electronic Filing System (VISCEFS) in accordance with VISCR 40.

Further, the undersigned applies for limited permission to practice as a legal intern in the Virgin Islands and in support of such application submits the following sworn statement and attachments.

I acknowledge that my application is a continuing application and I will notify the Director of Bar Admissions of any changes in any information provided herein. I have read VISCR 202 and 204 as applicable, governing my admissions; VISCR 203 that governs professional responsibility and discipline of members of the Virgin Islands Bar and shall respectfully show unto the Court and allege the following information:

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_.

**IN THE SUPREME COURT OF THE UNITED STATES VIRGIN ISLANDS**

**IN THE MATTER OF THE APPLICATION OF:**

\_\_\_\_\_  
*(Applicant's Full Legal Name)*

**FOR A VIRGIN ISLANDS CERTIFICATE OF LIMITED PRACTICE AS A LEGAL INTERN .**

**APPLICANT'S AFFIDAVIT IN SUPPORT OF APPLICATION FOR A VIRGIN ISLANDS CERTIFICATE OF LIMITED PRACTICE AS A LEGAL INTERN**

STATE/TERRITORY OF : \_\_\_\_\_

COUNTY : \_\_\_\_\_

1. I, \_\_\_\_\_, being first duly sworn, on oath or affirmation, do hereby depose and say:
2. I am making this application for the purposes of obtaining a Virgin Islands Certificate of Limited Practice as a Legal Intern pursuant to VISCR 202.3; and
3. I have reviewed and discussed Supreme Court Rules 202.3, 207 and 211 with \_\_\_\_\_, (Bar Id. No. \_\_\_\_\_), whom has agreed to personally supervise me if certified as a legal intern certified under Rule 202.3;
4. I am a student duly enrolled and in good academic standing, at \_\_\_\_\_, a law school accredited by the American Bar Association, and have successfully completed at least one-half of the course work required for a J.D. or comparable entry-level law degree as in accordance with VISCR 202.3(a)(1); **OR**
5. I am a graduate of \_\_\_\_\_, a law school that is approved by the American Bar Association VISCR 202.3(a)(2); and  
*(please select one)*
6. I have/have not failed the Virgin Islands Bar Examination or a bar examination administered by any other State, Commonwealth, or Territory of the United States, the District of Columbia, or a Federal Court; and  
*(please select one)*
7. I have/have never been denied admission to any bar for character and fitness reasons; and
8. I have carefully read and understand VISCR 202.3(c), which establishes the scope of authority of a legal intern certified under said Rule and which authorizes:

\_\_\_\_\_  
*(Handwritten initials)*

In Re:

\_\_\_\_\_  
(Applicant's first Initial and Last Name)

The holder of a Virgin Islands Certificate of Limited Practice as a Legal Intern, with the written and informed consent of the party to be represented, may perform, under the full and complete personal supervision of the Supervising Attorney, any act which may be performed by a regularly admitted member of the Virgin Islands Bar, except:

- (1) representing a defendant in a criminal case in which any of the charged offenses is punishable by more than six (6) months incarceration;
- (2) continuing to represent the client in any matter where:
  - (A) the client withdraws his or her prior written informed consent; or
  - (B) the presiding judicial officer or comparable official of an administrative agency determines that the Eligible Legal Intern is being inadequately supervised or is rendering incompetent representation.

9. I further certify that I understand that under no circumstances may an applicant for a Virgin Islands Certificate of Limited Practice as a Legal Intern lawfully perform any of these acts until and unless the Supreme Court grants the application and the applicant is administered the oath or affirmation of office; and

10. I agree to furnish such information and reports regarding my practice as a legal intern as may be prescribed by the VISCR 202.3, including but not limited to VISCR 202.3(c)(2)(B), including the obligation to file the Annual Registration Statement with the Office of Disciplinary Counsel or other designated entity, including payment of the annual assessment fee and pay annual dues to the Virgin Islands Bar Association both in accordance with VISCR 202.3(d) subsections (1) and (2), respectively; and

11. I understand that approval of my application shall not constitute a finding of good moral character and fitness for the purposes of meeting the qualifications for admission to the practice of law.

12. I hereby acknowledge that my application for admissions to the Virgin Islands Bar is a continuing application and that it is my responsibility to provide prompt written notification to the Director of Bar Admissions of any updated information in any aspect of this application.

**FURTHER AFFIANT SAYETH NOT.**

DATED: \_\_\_\_\_  
(Signature of Applicant)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(NOTARY PUBLIC)

**My Commission Expires:**

**(SEAL)**

**IN THE SUPREME COURT OF THE UNITED STATES VIRGIN ISLANDS**

**IN THE MATTER OF THE APPLICATION OF:**

*(Applicant's Full Legal Name)*

**FOR A VIRGIN ISLANDS CERTIFICATE OF LIMITED PRACTICE AS A LEGAL INTERN.**

**AFFIDAVIT OF SUPERVISING ATTORNEY**

In Support of an Application for a Virgin Islands Certificate of Limited Practice as a Legal Intern

**STATE/TERRITORY OF :** \_\_\_\_\_  
**COUNTY :** \_\_\_\_\_

1. I, \_\_\_\_\_, (Bar Id. No. \_\_\_\_\_), am an active regularly admitted member of the Virgin Islands Bar and in good standing licensed to practice law in the Virgin Islands and attest to the following:
2. I certify that I have agreed to personally supervise \_\_\_\_\_, who has applied for a Virgin Islands Certificate of Limited Practice as a Legal Intern in accordance with VISCR 202.3; and
3. I further certify that I understand the duties required of a supervising attorney and the scope of authority of a legal intern certified pursuant to VISCR 202.3(c).
4. I further certify that I understand that under no circumstances an applicant for a Virgin Islands Certificate of Limited Practice as a Legal Intern may lawfully perform any of these acts until and unless the Supreme Court grants the application and the applicant is administered the oath or affirmation of office; and
5. I further certify that I understand that in accordance with VISCR 202.3(b)(4)(d), I am required to promptly notify the Supreme Court of the Virgin Islands, if a presiding judicial officer or comparable official of an administrative agency determines that the legal intern certified under the Rule is being inadequately supervised or is rendering incompetent representation; and
6. I further certify that I understand that pursuant to VISCR 202.3(b)(4)(E), I shall immediately notify the Supreme Court of the Virgin Islands, if I am no longer able or willing to personally supervise the legal intern certified under the rule; and finally

In Re: \_\_\_\_\_  
(Please insert first initial and last name of Supervising Attorney)

*Affidavit of Supervising Attorney*

Page 2

7. I certify that I have reviewed and discussed Rules 202.3, 207 and 211 of the Virgin Islands Supreme Court with the eligible legal intern.

**FURTHER AFFIANT SAYETH NOT.**

DATED: \_\_\_\_\_  
\_\_\_\_\_ (Signature of Supervising Attorney)

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(NOTARY PUBLIC)

**My Commission Expires:**

**(SEAL)**