

## TITLE 4. ADMISSIONS AND EDUCATIONAL STANDARDS

## Division 1. ADMISSION TO PRACTICE LAW IN CALIFORNIA

## Chapter 3. Required Education

## Rule 4.29 Study in a Law Office or Judge's Chambers

- (A) A general applicant may satisfy some or all of the four-year legal education requirements of rule 4.26(B)(1) through the study of law in a law office or judge's chambers by participating in the Law Office Study Program.
- (B) A prospective participant in the Law Office Study Program, must:
  - (1) register as a general applicant for admission to the practice of law in California by submitting and obtaining approval of an Application for Registration under rule 4.16;
  - (2) submit an Application for the Law Office Study Program with the required documentation and the fee set forth in the Schedule of Charges and Deadlines at least 30 prior to the intended date of beginning study; and
  - (3) obtain State Bar approval of an Application for the Law Office Study Program prior to beginning study.
- (C) The State Bar will deem an Application for the Law Office Study Program complete when all required documentation has been submitted and the required fee paid. The State Bar will notify the general applicant if an application has been deemed incomplete. The general applicant must cure all deficiencies within 60 days of receipt of the notification or the application will be deemed abandoned, absent a showing of good cause. No refund of fees will be issued for an abandoned application.
- (D) If the State Bar denies an Application for the Law Office Study Program, the general applicant will receive a refund of fees submitted with the application, except for the processing fees.
- (E) To receive credit for a 6-month study period, a general applicant in the Law Office Study Program must:
  - (1) study law under the supervision of an attorney or judge for at least 72 hours per month for 6 consecutive months lasting at least 24 weeks and no longer than 26 weeks; and

- (2) submit a report (“semi-annual report”) within 30 days of completion of each 6-month study period, on the State Bar’s form or as otherwise directed by the State Bar, with the fee set forth in the Schedule of Charges and Deadlines.

(F) A general applicant will:

- (1) Not receive credit for hours of study completed before the State Bar has approved their Application for the Law Office Study Program; and
- (2) Only receive credit for study in 6-month increments, as described in subdivision (E) of this rule. Any study hours completed outside of a qualifying 6-month study period, as described in subdivision (E) of this rule, will not be counted towards the four-year legal education requirements of rule 4.26(B)(1).

(G) The attorney or judge who supervises the general applicant must:

- (1) be an active licensee of the State Bar of California who has been an active licensee in good standing, and has practiced law, for a minimum of five consecutive years immediately prior to beginning supervision of the general applicant’s studies, or be a judge of a court of record of California;
- (2) provide to the general applicant, for submission with the Application for the Law Office Study Program, an outline of the entire proposed course of study that accounts for each 6-month study period;
- (3) supervise the general applicant synchronously, in-person or via remote video technology, for at least 20 hours per month;
- (4) supervise the general applicant in person for at least 10 of the 120 hours required by subdivision (G)(3) of this rule for each 6-month study period;
- (5) administer graded examinations to the general applicant at least once a month;
- (6) provide to the general applicant, for inclusion in their semi-annual reports to the State Bar for each 6-month study period, the number of hours the general applicant studied each month, specifying the number of hours of synchronous supervision, both in-person and via remote video technology; a description of the materials studied; copies of the graded monthly examinations for each 6-month study period, including questions, answers, and any written feedback or grades; and any other information or documentation requested by the State Bar;
- (7) attest, for each 6-month study period, whether the general applicant has or has not demonstrated sufficient academic progress to proceed to the next 6-month study period; and,

- (8) simultaneously supervise no more than two general applicants in the Law Office Study Program.
- (H) General applicants in the Law Office Study Program are subject to the requirements of rule 4.32 and will not receive credit for hours of study devoted to repetition of studies previously completed.
- (I) General applicants in the Law Office Study Program who participate in the Certified Law Student Program, pursuant to Title 3, Division 1, Chapter 1 of the Rules of the State Bar, will not receive study-hour credit for time spent engaging in activities undertaken as part of the Certified Law Student Program. A general applicant participating in the Law Office Study Program by studying law in a judge's chambers is ineligible to concurrently participate in the Certified Law Student Program.
- (J) General applicants in the Law Office Study Program must submit an application with the fee set forth in the Schedule of Charges and Deadlines to change the attorney or judge under whom they study, at least 15 days prior to beginning study with a new supervisor who meets the requirements of subdivision (G) of this rule. The application must include a declaration from the new supervisor and a new outline of the proposed course of instruction as required by subdivision (G)(2) of this rule. If the general applicant's supervisor changes during a 6-month study period, they must, within 30 days of beginning study with the new supervisor, submit a report from the previous supervisor on all study completed with that attorney or judge, with the required fee for submission of a semi-annual report. The first semi-annual report reflecting the study conducted under the new supervisor will cover only the remainder of that 6-month study period.
- (K) A semi-annual report, as required under subdivision (E)(2) of this rule, that is submitted:
  - (i) between 31 and 60 days after completion of the 6-month study period is subject to a late fee as set forth in the Schedule of Charges and Deadlines and will not be accepted without payment of the late fee.
  - (ii) more than 60 days after completion of the 6-month study period will not be accepted, and the general applicant will not receive credit for that 6-month study period.
- (L) Failure to submit a semi-annual report within one year of beginning study in the Law Office Study Program, or within one year of submission of the most recent semi-annual report, will result in the termination of the general applicant's participation in the Law Office Study Program. A general applicant who has been terminated from the program and wishes to resume their study under this rule must submit a new Application for the Law Office Study Program with the required documentation and fee. A general applicant who resumes study after being terminated from the program will receive credit for any 6-month study periods recognized by the State Bar prior to the termination.

- (M) If the supervisor attests, under subdivision (G)(7) of this rule, that the general applicant has not demonstrated sufficient academic progress to proceed to the next 6-month study period, or fails to provide an attestation, the general applicant's participation in the Law Office Study Program will be terminated unless:
  - (i) within 12 months from the conclusion of the last completed 6-month study period, the general applicant repeats the course of study after which their supervisor submitted either a negative attestation or failed to provide an attestation and submits a semi-annual report; and
  - (ii) the general applicant's current supervisor submits an attestation that the general applicant demonstrates sufficient academic progress to proceed to the next 6-month study period.
- (N) If terminated from the Law Office Study Program, the general applicant will retain credit already received and recognized by the State Bar.
- (O) An attorney or judge currently supervising a general applicant in the Law Office Study Program at the time this subdivision is added to this rule:
  - (i) may continue to supervise that specific general applicant in the Law Office Study Program so long as that general applicant is not subsequently terminated from the Law Office Study Program; and
  - (ii) must, except as permitted under subdivision (O)(1) of this rule, meet the current requirements for a supervising attorney or judge set forth in this rule if they desire to supervise a general applicant in the Law Office Study Program.