

**THE VIRGINIA BOARD OF BAR EXAMINERS**

2201 W. Broad Street, Suite 101  
Richmond, VA. 23220-2022

**APPLICATION FOR LAW READER PROGRAM**

**(Print or Type)**

Applicant's Full Name \_\_\_\_\_

Applicant's Residence Address \_\_\_\_\_

Applicant's Home Telephone Number \_\_\_\_\_

Attorney's Full Name \_\_\_\_\_

Attorney's Business Address \_\_\_\_\_

Attorney's Business Telephone Number \_\_\_\_\_

We, the above named Applicant and Attorney, hereby request permission of the Virginia Board of Bar Examiners to begin the study of law as set forth in Section 54.1-3926.2 of the Code of Virginia. Pursuant to such request, we submit this three part Application setting forth our qualifications to pursue such course of study.

We would like to begin such course of study on \_\_\_\_\_

**PART I (To be completed by the Applicant)**

- A. I am \_\_\_\_\_ years of age, having been born on (Date) \_\_\_\_\_ in (City and State) \_\_\_\_\_
- B. Social Security Number: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_; or, Control Number issued to you by the *Virginia* Dept. of Motor Vehicles: \_\_\_\_\_.
- C. \*I attach hereto a statement giving full details of all criminal offenses, including moving traffic violations, with which I have ever been convicted. \_\_\_\_\_ Yes. If none, so state \_\_\_\_\_
- D. Following are the names, addresses and telephone numbers of two or more persons who are not related to me and who have known me for more than five years. I have asked these persons to each submit a letter to the Board of Bar Examiners attesting that I am, to their knowledge, a person of honest demeanor and good moral character. (I understand that my application will not be considered until such letters are received by the Board.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- E. I attach a CERTIFIED OR CASHIER'S CHECK PAYABLE TO "VIRGINIA BOARD OF BAR EXAMINERS" IN THE AMOUNT OF **\$500.00 FOR THE NON-REFUNDABLE APPLICATION FEE; AND \$425.00 FOR THE CHARACTER & FITNESS QUESTIONNAIRE.**
- F. \*I attach hereto a statement outlining my personal and family situation and describing how I will have both the time and financial resources to complete this course of legal study.
- G. I was graduated from \_\_\_\_\_, an accredited college or university on (Date) \_\_\_\_\_ and I received a (Degree type) \_\_\_\_\_ in (Major) \_\_\_\_\_.
- H. \* I attach hereto an **original** Certificate of Graduation, **personally** signed by my Dean or other proper official of the College or University from which I was graduated. (See Regulations; 3-1B).

I. During my period of studying law, I will also devote part of my time to the following occupation or employment: (Specify Employer, Employer's Address and Telephone Number, and your general hours of employment each week). \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

J. \*I attach hereto a statement in my own handwriting describing to the Board of Bar Examiners why I am interested in the study of law **and** why I believe studying law under an attorney's supervision, rather than studying at an approved law school, is the better method for me to obtain a legal education. \_\_\_\_\_ (I understand that such statement should be brief, and may provide the Board of Bar Examiners with both a measure of my writing ability and a subjective evaluation of my ability to engage in this course of legal study).

K. I hereby certify that all information contained herein is true and accurate. \_\_\_\_\_

\_\_\_\_\_

L. Further, I certify that, if approved by the Board, I will comply with all of the Regulations of the Law Reader Program as set forth by the Board of Bar Examiners.

M. Authorization:

(1) I hereby authorize and request every person, firm, corporation, association and agency having control of any documents, records or other writing, or having other information, pertaining to me to furnish to the Board any such writings and information the Board believes will relate to my moral character and/or fitness to engage in the practice of law, and to permit the Board and any of its agents or representatives to inspect and make copies of such documents, records and other writings \_\_\_\_\_.

(2) I agree that all information provided by this application, and all other information received by the Board and believed by it to have a bearing upon my moral character and/or fitness to engage in the practice of law, may be released by the Board at any time, and without liability to the board, its members, agents, or other representatives, to any judicial, executive or legislative official, or to any investigatory or regulatory body or agency, when the Board considers such release to be reasonably needed by such official, body or agency in response to his or its inquiry relating to my moral character and/or fitness to engage in the practice of law \_\_\_\_\_.

\_\_\_\_\_(SEAL)

STATE OF \_\_\_\_\_

COUNTY (CITY) OF \_\_\_\_\_

I, a Notary Public of such County (City), certify that this day personally appeared before me in such County/(City) \_\_\_\_\_ who thereupon made oath that he/she believes the statements made in this application to be true.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires \_\_\_\_\_, 20\_\_\_\_\_.

**PART II (To be completed by the Attorney)**

A. I received a \_\_\_\_\_ Degree from \_\_\_\_\_  
\_\_\_\_\_ Law School on (Date) \_\_\_\_\_

B. I was admitted to practice law in Virginia in (Year) \_\_\_\_\_

C. In addition to Virginia, I have also been admitted to practice law in the following jurisdictions, including any federal courts: (Specify date and term of membership.)

\_\_\_\_\_  
\_\_\_\_\_

**D. \*I attach hereto an original certificate from the proper official in each of the above listed jurisdictions and federal courts, including Virginia, +which specifies whether or not any professional regulatory body or institution within such jurisdiction has ever made any investigations, brought any charges, or filed any disciplinary proceedings against me, or whether any are pending. (If no such actions are discovered, the certificate should also describe the term of "membership in good standing". If any such actions are discovered, the jurisdiction and the attorney should furnish the Board of Bar Examiners with a full report of same.)**

**+ Furnish an original certificate from the Supreme Court of Virginia and two release forms (attachment LRP-A) for the Virginia State Bar.**

E. I am engaged in the full-time general practice of law, with office(s) located in (City or County and State) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

F. I receive compensation for the following services or activities other than my law practice:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

G. \* I attach hereto a statement describing generally the nature of my law practice and the areas of cases and client needs with which I am regularly involved. \_\_\_\_\_

H. I am a member of the following law-related professional associations: (Specify term of membership and any offices held or honors received.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I. I have previously taught (list subjects) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

at the following law schools \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

or have been an instructor in the following CLE programs approved by the Virginia State Bar (list programs) \_\_\_\_\_

\_\_\_\_\_

J. Following is an outline of my regular weekly office schedule: \_\_\_\_\_

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K. Following are the names, addresses and telephone numbers of:

(1) Two Circuit Court Judges who know me personally and before whom I regularly appear in my practice of law: \_\_\_\_\_

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(2) Two attorneys currently engaged in the full time practice of law in Virginia who are not members of my firm, and who know me personally and have been acquainted with my practice of law for at least two years. \_\_\_\_\_

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L. I have previously supervised the study of an applicant for the Law Reader Program (formerly the Study Under Attorney Program). Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, please state the full name of the applicant(s). \_\_\_\_\_

M. \* I attach hereto a letter to the Board of Bar Examiners which describes: **(1)** My relationship to the Applicant listed herein and how such relationship affects the compensation I expect to receive (personally or materially) for my investment of time and effort in supervising this student's legal education; and **(2)** My general philosophy of legal education and evidence of my teaching ability and how such will affect my interaction with the Applicant in planning and study preparation, actual study and research, and examination and evaluation of completed study; and **(3)** My personal reasons for believing the Applicant can obtain as good a legal education under my supervision as he or she could in graduating from an approved law school.

N. I hereby certify that all of the information contained herein is true and accurate.

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O. Further, I certify that, if approved by the Board, I will comply with all of the regulations of the Law Reader Program as set forth by the Virginia Board of Bar Examiners.

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P. Authorization:

(1) I authorize and request every person, firm, corporation, association, and agency having control of any documents, records or other writing, or having other information, pertaining to me to furnish to the Board any such writings and information the Board believes will relate to my moral character and/or fitness to engage in the practice of law, and to permit the Board and any of its agents or representatives to inspect and make copies of such documents, records, and other writings \_\_\_\_\_.

(2) I agree that all information provided by this application, and all other information received by the Board and believed by it to have a bearing upon my moral character and/or fitness to engage in the practice of law, may be released by the Board at any time, and without liability to the Board, its members, agents, or other representatives, to any investigatory or regulatory body or agency, when the Board considers such release to be reasonably needed by such official, body or agency in response to his or its inquiry relating to my moral character and/or fitness to engage in the practice of law \_\_\_\_\_.

\_\_\_\_\_(SEAL)

STATE OF \_\_\_\_\_

COUNTY (CITY) OF \_\_\_\_\_

I, a Notary Public of such County (City), certify that this day personally appeared before me in such County/(City) \_\_\_\_\_ who thereupon made oath that he/she believes the statements made in this application to be true.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires \_\_\_\_\_, 20\_\_\_\_\_.

**PART III (To be completed jointly by the Applicant and Attorney)**

- A. We attach hereto a curriculum which shows, year by year, the subjects we will cover, the hours required in each subject (see **Regulation 6, Course of Study**) and the texts or resources we will use for each subject. Further, we submit that such curriculum:
- (1) Covers all subjects as set forth in Regulation 6-2 \_\_\_\_\_ Yes.
  - (2) Devotes the precise number of hours for each subject listed in Regulation 6-2 \_\_\_\_\_ Yes.
  - (3) Lists textbooks, casebooks, and other written, legal materials, selected from those in use at any ABA approved law school in Virginia \_\_\_\_\_ Yes.
- B. \*We attach hereto a complete list of all library facilities available to the applicant, and show the proximity of such facilities to the study facilities the applicant will use. (Include a complete listing of all law books, periodicals, etc. located in the attorney's office).
- C. \*We attach hereto a description of the physical facilities that will be provided to the Applicant for his or her exclusive study use, showing the proximity of same to the attorney's private office.
- D. \* We attach hereto a Study Schedule for the Applicant showing:
- (1) The number of hours per week the applicant will be engaged in basic reading and research; and any hours the Applicant will have to devote to outside research or supplemental experiences; and
  - (2) The hours per week the Attorney expects to give personal supervision to the Applicant: "Personal supervision" is defined as time actually spent one-on-one with the law reader for the exposition and discussion of the law, the recitation of cases, and the critical analysis of the law reader's written assignments.
  - (3) The time and manner we expect to devote to evaluating the Applicant's progress (including developing, administering, and grading the examinations at the conclusion of each course. (Graded Examinations are to be submitted with the quarterly reports within fifteen (15) working days of the end of the quarter in which the course is completed).

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ATTORNEY'S SIGNATURE

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APPLICANT'S SIGNATURE

\* DENOTES ITEMS IN THE APPLICATION WHICH REQUIRE AN ATTACHMENT. All such attachments should be typed on 8 1/2" x 11" paper, and should be labeled and signed by the person preparing them.)

EXHIBIT A - FIRST YEAR COURSE OF STUDY

<u>Course</u>	<u>Hours</u>	<u>Quarter</u>	<u>Textbooks, casebooks, and other written, legal materials, selected from those in use at any of the ABA approved law school in Virginia.</u>
Basic Legal Skills	150	1st*	_____
			_____
			_____
Civil Procedure I	150	_____*	_____
			_____
			_____
Torts	200	_____*	_____
			_____
			_____
Contracts	200	_____*	_____
			_____
			_____
Criminal Law and Procedure	150	_____*	_____
			_____
			_____
Property, Real and Personal	150	_____*	_____
			_____
			_____
Jurisprudence	N/A	_____**	Book #1: _____
(Books selected by Supervising Attorney)		_____**	Book #2: _____

\_\_\_\_\_  
 APPLICANT'S SIGNATURE\*\*

\_\_\_\_\_  
 ATTORNEY'S SIGNATURE\*/\*\*\*

\*I will submit all graded examinations and Quarterly Certificates to the Office of the Secretary within 15 working days following the end of each calendar quarter or upon completion of the course. \*\*Upon completion of each book, I will prepare and submit to the Board a short book report within 15 working days following the end of the calendar quarter. \*\*\*I certify that I will identify, emphasize and examine the reader on the ethical issues which arise during the study of all the above prescribed course work.  
 LRP Application

EXHIBIT B - SECOND YEAR COURSE OF STUDY

<u>Course</u>	<u>Hours</u>	<u>Quarter</u>	<u>Textbooks, casebooks, and other written, legal materials, selected from those in use at any of the ABA approved law school in Virginia.</u>
Conflict of Laws	75	_____*	_____
			_____
			_____
Constitutional Law	175	_____*	_____
			_____
			_____
Corporations and Limited Liability Companies	175	_____*	_____
			_____
			_____
Evidence	250	_____*	_____
			_____
			_____
Agency and Partnership	75	_____*	_____
			_____
			_____
Uniform Commercial Code	250	_____*	_____
			_____
			_____
Jurisprudence	N/A	_____**	Book #1: _____
(Books selected by Supervising Attorney)		_____**	Book #2: _____

\_\_\_\_\_  
 APPLICANT'S SIGNATURE\*\*

\_\_\_\_\_  
 ATTORNEY'S SIGNATURE\*/\*\*\*

\*I will submit all graded examinations and Quarterly Certificates to the Office of the Secretary within 15 working days following the end of each calendar quarter or upon completion of the course. \*\*Upon completion of each book, I will prepare and submit to the Board a short book report within 15 working days following the end of the calendar quarter. \*\*\*I certify that I will identify, emphasize and examine the reader on the ethical issues which arise during the study of all the above prescribed course work.  
 LRP Application



EXHIBIT C - THIRD YEAR COURSE OF STUDY

<u>Course</u>	<u>Hours</u>	<u>Quarter</u>	<u>Textbooks, casebooks, and other written, legal materials, selected from those in use at any of the ABA approved law school in Virginia.</u>
Equity (Remedies) and Procedure	175	_____ *	_____
Professional Responsibility	200	_____ *	_____
Domestic Relations	150	_____ *	_____
Wills, Estates, Trusts Probate	200	_____ *	_____
Virginia Civil Procedure	200	_____ *	_____
Personal Federal Income Tax	75	_____ *	_____
Jurisprudence	N/A	_____ **	Book #1: _____
(Books selected by Supervising Attorney)		_____ **	Book #2: _____

\_\_\_\_\_  
 APPLICANT'S SIGNATURE \*\*

\_\_\_\_\_  
 ATTORNEY'S SIGNATURE \*/\*\*\*

\*I will submit all graded examinations and Quarterly Certificates to the Office of the Secretary within 15 working days following the end of each calendar quarter or upon completion of the course. \*\*Upon completion of each book, I will prepare and submit to the Board a short book report within 15 working days following the end of the calendar quarter. \*\*\*I certify that I will identify, emphasize and examine the reader on the ethical issues which arise during the study of all the above prescribed course work.  
 LRP Application

PETITION FOR ADVANCED STANDING

EXHIBIT D

1. I attended the \_\_\_\_\_ School of Law, which is a law school approved by the American Bar Association, during the dates of \_\_\_\_\_ to \_\_\_\_\_.
2. I attach an official transcript, certified by the above-mentioned law school, which shows my course work and grades: \_\_\_\_\_ yes.
3. I list below those law school subjects which satisfy the prescribed course of study for the Law Reader Program. Note: Post the grade you achieved and enter the year you intend to apply the subject to the Law Reader Program course of study.

<u>Subject</u>	<u>Grade</u>	<u>Year</u>	<u>List the Law Reader Program course or approved elective that you claim the subject satisfies.</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. I attach a law school bulletin from the law school named above, describing the subject matter taught in the courses for which credit is sought. \_\_\_\_\_ (yes)

\_\_\_\_\_

APPLICANT'S SIGNATURE

ATTACHMENT LRP-A

**REQUEST, AUTHORIZATION AND RELEASE FOR A CERTIFICATE OF GOOD STANDING FROM THE VIRGINIA STATE BAR**

In order to be eligible to act as a Supervising Attorney in the Law Reader Program a certificate of good standing from the Virginia State Bar is required. Using black ink, please execute two *original* copies of this form and attach to the back of the completed attorney's portion of the Law Reader Program application (Part II).

My Virginia State Bar I.D. # is: \_\_\_\_\_

I, (Name) \_\_\_\_\_, born at (City) \_\_\_\_\_, (State) \_\_\_\_\_, (Country), \_\_\_\_\_, on (Date) \_\_\_\_\_, having filed an application to act as a Supervising Attorney in the Law Reader Program, hereby request a certificate of good standing from the Virginia State Bar. *The Virginia State Bar should send such certificate directly to the Virginia Board of Bar Examiners.*

I authorize and request the Virginia State Bar to furnish to the Virginia Board of Bar Examiners any such information, including documents, records, bar association files regarding charges or complaints filed against me, including any complaints erased by law, whether formal or informal, pending or closed, or any other pertinent data; and to permit the Virginia Board of Bar Examiners or any of its agents or representatives to inspect and make copies of such documents, records or other information.

I hereby release, discharge and exonerate the Virginia Board of Bar Examiners, its agents and representatives, the Virginia State Bar, its agents and representatives, and any person so furnishing information from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records, and other information or the investigation made by the Virginia Board of Bar Examiners or by the Virginia State Bar.

I have read the foregoing document and have answered all questions fully and frankly. The answers are complete and true to my own knowledge.

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_  
*Signature of Supervising Attorney*

Subscribed and sworn to before me this \_\_\_\_ day

Of \_\_\_\_\_, A.D., \_\_\_\_\_

\_\_\_\_\_  
*Notary Public (Sign in black ink)*

*Seal or stamp must be affixed to each original*

My Commission expires: \_\_\_\_\_