

UNITED STATES DISTRICT COURT
District of Rhode Island

**INSTRUCTIONS REGARDING APPEARANCES BY LAW STUDENTS
IN CRIMINAL AND/OR CIVIL CASES**

1. Law students who meet the requirements of LR Gen 206(f), and who wish to appear in a civil or criminal case as Law Student Counsel in this Court, must complete the “Application to Appear as Law Student Counsel.”
2. The completed application, along with a recommendation from the dean of the law school, should be emailed to the Clerk’s Office at lsc@rid.uscourts.gov. All applications will be maintained by the Clerk’s Office.
3. Upon receipt, the Clerk’s Office will review the application to ensure that the prospective Law Student Counsel meets the requirements of LR Gen 206(f). If the prospective Law Student Counsel meets the requirements, the Clerk’s Office will sign and date the approval section of Part I of the application, return it to the law student, and send a copy to the Law Student Counsel’s supervising attorney.

Law students who submit incomplete or deficient applications will be contacted by the Clerk’s Office for remediation. Please note: Law students who answer “Yes” to Question 8 or 9 will have their applications forwarded to the Chief Judge for review.

4. Once the application is approved, the Supervising Attorney must file a motion for the Law Student Counsel to appear in a particular civil and/or criminal matter. Sample motions to appear can be found in the “Attorney Registration/Admission” section of the Court’s website. Please note: An approved application does not authorize a law student to appear in any case before this Court. A motion to appear as Law Student Counsel must be granted by the presiding judge in the case.
5. The motion to appear must be filed electronically through CM/ECF by the Supervising Attorney (using the “Motion to Appear as Law Student Counsel” motion event). The motion must also include, as separate attachments, a copy of Part I of the Law Student Counsel’s approved application, and if the Law Student Counsel will be representing a client other than the Government, a certification from the client authorizing the Law Student Counsel to appear on his or her behalf. Please note that Part II should not be attached to the Motion to Appear.
6. The “Motion to Appear as Law Student Counsel” will be forwarded to the presiding judge in the case who will decide whether the Law Student Counsel may appear on behalf of a party in the matter. If the Law Student Counsel wishes to appear in another matter, a separate “Motion to Appear as Law Student Counsel,” with the attachments indicated above, must be filed by the Supervising Attorney in that case. Appearances by law students will be decided on a case-by-case basis by the presiding judge in that case.