

Instructions for Completing Applications for Legal Intern Limited License

- 1. Review Idaho Bar Commission Rule 226 *and* the information on the Idaho State Bar's website regarding the application process.
- 2. Verify that the application is current by checking the expiration date at the bottom of the forms.
- 3. Submit one original application. Signatures and notary seals must be originals on the application copies are not acceptable.
- 4. Make sure the applicant portions of the application are filled out completely, correctly, and legibly. All forms must have the proper signatures and be properly notarized including the notaries' signatures and seals.
- 5. The supervising attorney's and law school dean's (if applicable) affidavits should be filled out completely, correctly, and legibly. All forms must have the proper signatures and be properly notarized including the notaries' signatures and seals.
- 6. Written explanations should be submitted with the application if the applicant answers "Yes" to any of the questions on page two of the application. Submit the answers on a separate piece of paper attached to the back of the application.
- 7. Attach the correct application fee to application and submit <u>at least</u> three weeks prior to needing the license.

License Fee: \$25

8. Submit application, appropriate application fee, and any supplemental information to:

Idaho State Bar
525 W. Jefferson St.
OR
Idaho State Bar
PO Box 895

Boise, ID 83702 Boise, ID 83701-0895

<u>It takes approximately three weeks for the Idaho State Bar to process a complete</u> <u>application. It will take additional time at the Idaho Supreme Court before an order is issued approving the applicant for a legal intern license.</u>

If you have any questions about legal intern licenses, please contact the admissions department at (208) 334-4500 or send an email to the admissions department.