



Supreme Court – Office of the Chief Clerk – THE JUDICIARY • STATE OF HAWAII

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Re: Registration and Filing under Rules of the Supreme Court of the State of Hawai'i (RSCH), Rule 7 - "Supervised Law-Student Intern Limited Practice of Law"

This memorandum sets forth how to file as a law-student intern under RSCH Rule 7, and addresses some frequently asked questions.

Step 1. File the RSCH Rule 7.3(a) documents at the supreme court through the Judiciary Electronic Filing and Service System (JEFS).

Law practicum. The RSCH Rule 7.3(a) documents for the law student intern should be filed as a single PDF with the supreme court. On JEFS, the following selections should be made to submit the RSCH Rule 7.3(a) filing (see also screen shots attached):

- Court Type: Supreme Court
- Case Type: OT – Other
- Short Case Title: In re: [name of law student intern]
- Extended Case Title: In re: Application of [name of law student intern] for designation as Law Student Intern with [name of supervising attorney or firm]
- Authorizing Statute: RSCH Rule 7 - Supervised Law-Student Intern Limited Practice
- Party Information: (1) Add the supervising attorney(s) (Role: Attorney); (2) Add the name of the law-student intern (Role: Other)
- Document Category: Supporting Documents
- Document Type: Supervised Law Student Intern
- Documents: The assigned supervising attorney(s) may file all of the RSCH Rule 7.3(a) documents as a single PDF for the law student intern.

Upon filing, a supreme court number (SCOT) will be assigned to the RSCH Rule 7.3 documents. Further filings related to the law student intern should be made in this SCOT matter.

Clinical program. The RSCH Rule 7.3(a) documents for the clinical program should be filed with the supreme court in a filing that covers the term of the program, e.g., fall semester – 202*, spring semester – 202*, summer – 202*. On JEFS, the following selections should be made to submit the RSCH Rule 7.3(a) filing(s) (see also screen shots attached):

- Court Type: Supreme Court
- Case Type: OT – Other
- Short Case Title: In re: [name of clinical program and term of program]
- Extended Case Title: In re: Application of [name of clinical program (term of program)] for designation as Law Student Interns
- Authorizing Statute: RSCH Rule 7 - Supervised Law-Student Intern Limited Practice
- Party Information: (1) Add the supervising attorney(s) (Role: Attorney); (2) Add the name of the law-student intern (Role: Other); (3) Add additional law-student interns as needed (Role: Other)
- Document Category: Supporting Documents
- Document Type: Supervised Law Student Intern
- Documents: The assigned supervising attorney(s) may file all of the RSCH Rule 7.3(a) documents as a single PDF and in the “notes” for the document identify the name(s) of the associated law student intern(s).

Upon filing, a supreme court number (SCOT) will be assigned to the RSCH Rule 7.3 documents. Supplemental filings related to the clinical program and the subject term, such as supplemental designation of supervising attorneys or additional law-student interns, may be filed in the same “SCOT” number.

Filing Fee: \$0.00. The declaration filed by the supervising attorney under RSCH Rule 7.3(a) is filed for record keeping purposes in accordance with RSCH Rule 7.3(a). There is no case or proceeding generated before the supreme court by filing the RSCH Rule 7.3(a) declaration.

Step 2. Filings on cases. This step only applies to law student interns that will be filing and appearing on cases under the supervision of an attorney. To file a document on a case the law student intern must file on behalf of the supervising attorney through JEFS. See Hawai‘i Electronic Filing and Service Rules, Rule 4.1(b). **All filings should be signed by the supervising attorney. See RSCH, Rule 7.5(1).**

In order to allow the law student intern to file on a case, the supervising attorney or the firm’s JEFS Organization Administrator will need to register a new user account for the law student intern on JEFS by selecting “firm staff” as a role for the new law student intern. This step will create a JEFS login for the law student intern. The law student intern, acting as a firm staff, can view and file documents for that firm on the supervising attorney’s behalf. When the duration of the law student intern’s authorization ends, the firm should “reject” or remove that staff member through their “Organization Administrator” in JEFS so that the intern will no longer have access to cases and will not be able to file documents.

JEFS Firm and Organization Administrator Information:

- o [JEFS Organization Administrator](#)
- o [Request set up for a new firm; new firm name and/or organization administrator](#)
- o [List of all existing firm codes for JEFS account registration \(7/28/2023\)](#)
- o **Training:** [JEFS User Administration](#)

Step 3. End of authorization filing. The RSCH Rule 7.6(a) notice of change in good standing status, departure from enrollment in the clinical program, or departure from participation in the law practicum should be filed in the “SCOT” case created under “Step 1” above. If applicable, review “Step 2” for how to remove the law student intern as a JEFS user under the firm.

FREQUENTLY ASKED QUESTIONS

1. Does a “summer associate” at a law firm who will not appear in any cases, nor provide direct legal advice to clients, have to comply with the requirements in RSCH Rule 7.3? No. The traditional summer associate program includes legal research and writing, attending client meetings, and attending legal proceedings in an observational and possibly supportive role only. The traditional summer associate does not provide unsupervised legal services directly to or for clients, rather they provide supportive legal services to lawyers who provide legal services to or for clients. In addition, summer associates do not enter appearances in court or file documents with the court under their own names. Thus, the traditional summer associate does not need to file the RSCH Rule 7.3 documents because the summer associate will not appear in any cases, and will not provide direct legal advice to the client.

2. Does the supervising attorney need to sign a pleading or motion filed in a case that was prepared by the “law student intern”? Yes. Under RSCH Rule 7.5(1), any pleading, motion or document filed in a case must be signed by the supervising attorney in accordance with court rules. See HRCF, Rule 11(a); HRPP, Rule 2.2(g). The law-student intern qualified under RSCH Rule 7.3(a) may also sign the document. See RSCH Rule 7.4(a).

For any questions on how to register a law-student intern under RSCH Rule 7, please contact the supreme court clerk at 808-539-4919.

Screen Shots on How to Create a Supervised Law-Student Intern

1. Log in to JEFS and select “**Create Case.**”

Welcome to the Hawai'i State Judiciary electronic filing portal.

Submit Case Filing

Create Case

Submit Filing on Existing Case

My Case View

Manage Cases

Manage Payments

User Administration

Manage My Profile

Internal eCourt Kōkua

Internal eCourt Kōkua

Document Subscriptions

Existing Subscription Information

Purchase Subscriptions

View Documents

2. Select the “**Court Type**” (Supreme Court) and “**Case Type**” (OT - Other). Then click the “**Continue**” button.

Court Type* Case Type*

3. Type the “**Short Case Title**” and “**Extended Case Title.**”
4. Select the “**Authorizing Statute**” (RSCH Rule 7); then click the green + button to add the selected statute.
5. In the “**Party Information,**” add the supervising attorney and the law student intern.
6. In the “Documents Information:”
 - select “**Supporting Documents**” under the “**Document Category**”
 - select “**Supervised Law Student Intern**” under the “**Document Type.**”
 - select the supervising attorney as the “**Filing Party.**”
7. Browse and upload your pdf file (Declaration and Oath); then click the “**Add**” button.
8. Click the “**Submit**” button. The case will automatically create in JEFS with a **SCOT** number. No filing fees will be assessed.

You are creating a State of Hawaii Supreme Court Case

Case Information

Case Type: OT - Other

ICA Case ID:

Short Case Title*: In re John Doe

Extended Case Title*: In re Application of John Doe for Designation as Law Student Intern with Supervising Attorney Mahealani Doe.

Confidential

Authorizing Statute(s)

Authorizing Statute: RSCH Rule 7 - Supervised Law-Student Intern Limited Practice + Click this green plus button after selecting the authorizing statute.

Party Information *

Add all parties

In this section, add the supervising attorney and law student intern.

Documents Information *

Only PDF files may be submitted. Documents may take a moment to upload, especially for larger documents, so please wait until you see the file name you uploaded before selecting Add. Check the "sealed" box only if the case is a public case and

1. the court has granted your motion to seal the document, or
2. the document is one that may be submitted under seal without an order of the court

Document Category*: Supporting Documents

Document Type*: Supervised Law Student Intern

In Response To: None

Filing Parties*:

Attach Document: No file selected. upload file

Notes: