

# LAW OFFICE STUDY PROGRAM

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Overview for Supervising Attorneys

## 1. INTRODUCTION

**Applicant:** Jeremy Matthew Klein

**State Bar File Number:** 742344

**Status:** Registered & Approved with the State Bar of California

**Education:** Completed 1L at Hofstra University School of Law (ABA Accredited) — FYLSX Exempt & Eligible for Advanced Standing

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## 2. WHAT IS THE LOSP?

The Law Office Study Program allows apprentices to study law inside a practicing law office under a supervising attorney instead of attending traditional law school.

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## 3. TIME COMMITMENT

**Program Length:** 3-4 years (based on advanced standing for 1L completion at an ABA law school).

**Weekly Hours Required by the State Bar:**

- 18 hours per week in the law office. *Cal. Rules of State Bar, tit. 4, div. 1, r. 4.29(A)(3)*.
  - 5 hours per week of direct supervision. *Cal. Rules of State Bar, tit. 4, div. 1, r. 4.29(B)(3)*.
  - Must occur during normal business hours. *Cal. Rules of State Bar, tit. 4, div. 1, r. 4.29(A)(3)*.
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## 4. ATTORNEY RESPONSIBILITIES

- Must be active & in good standing for 5+ years. *State Bar Rule*; *Cal. Rules of State Bar, tit. 4, div. 1, r. 4.29(B)(1)*; *Cal. Bus. & Prof. Code § 6060(e)(2)(B)*.
  - Review monthly exam questions and answers. *Monthly Exam Requirement*; *Cal. Rules of State Bar, tit. 4, div. 1, r. 4.29(B)(4)*; *Cal. Bus. & Prof. Code § 6060(e)(2)(B)*.
  - Provide 5 hours/week of direct supervision. *Supervision Requirement*; *Cal. Rules of State Bar, tit. 4, div. 1, r. 4.29(B)(3)*; *Cal. Bus. & Prof. Code § 6060(e)(2)(B)*.
  - Sign semiannual reports prepared by the apprentice. *Semiannual Report Form*; *Cal. Rules of State Bar, tit. 4, div. 1, r. 4.29(A)(2)*; *Cal. Rules of State Bar, tit. 4, div. 1, r. 4.29(B)(5)*; *Cal. Bus. & Prof. Code § 6060(e)(2)(B)*.
  - Provide supervision and evaluations; no classroom-style teaching requirement. *Cal. Rules of State Bar, tit. 4, div. 1, r. 4.29(B)(2)-(5)*; *Cal. Bus. & Prof. Code § 6060(e)(2)(B)*.
  - May work with other attorneys for day-to-day tasks; personal supervision cannot be delegated. *Cal. Rules of State Bar, tit. 4, div. 1, r. 4.29(B)(3), (6)*; *Cal. Bus. & Prof. Code § 6060(e)(2)(B)*.
  - Supervision method is flexible; compliance monitored through exams and reports. *Cal. Rules of State Bar, tit. 4, div. 1, r. 4.29(B)(3)-(5)*; *Cal. Bus. & Prof. Code § 6060(e)(2)(B)*.
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## **5. ADMINISTRATIVE REQUIREMENTS**

- Drafting and filing the Notice of Intent
  - Preparing monthly exam topic proposals and draft questions
  - Logging weekly hours and reading
  - Preparing semiannual reports and assembling required attachments
  - Ensuring all deadlines and compliance rules are met
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## **6. VALUE TO THE FIRM**

As a long-term (3-or-4-year) apprentice, I provide legal research, writing, client intake support, case organization, and consistent workflow integration.

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### **Contact:**

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