

GRADUATE/ALUMNI INSTRUCTIONS FOR CERTIFICATION FORMS

Graduates may obtain certification forms for the SD Supreme Court and U.S. District Court, District of South Dakota forms on the Law School's TWEN site entitled "Career Services for Alumni." The forms need to include (typed) the name of the graduate, name of the supervising attorney (SD Supreme Court form), and the date. Names should be formal, as used in the profession (no nicknames, etc.). The grads must *sign* to certify that they have read and are familiar with the South Dakota Rules of Professional Conduct, the provisions of SDCL Title 16, SDCL 19-13-2 to SDCL 19-13-5.

Once properly prepared by the graduate, forms must be submitted to the Dean's Office (Jean Henriques) for review and will be forwarded to the Dean for signature. Signed originals will be sent/provided to the graduate, who is responsible for making ample copies for circuit and other court use. (If submitted to the Dean's Office via U.S. Mail, be sure to include a stamped, self-addressed return envelope for return of the signed original.)

The original of the Supreme Court of South Dakota certification form may be filed in Pierre by mailing it (with a polite cover letter asking it to be filed) to:

Shirley A. Jameson-Fergel, Clerk
Supreme Court of South Dakota
500 East Capitol Avenue
Pierre, SD 57501-5070

The original of the **United States District Court student certification** should be filed with the clerk of court for all of the district's court offices, Joseph A. Haas, United States District Court in Sioux Falls.

Joseph A. Haas, Clerk
United States District Court
400 S. Phillips Ave., #128
Sioux Falls, SD 57104
Phone: (605) 330-4447

If for any reason you need a different supervising attorney, you will need to complete a set of new forms with the new attorney's name for signature by the Dean.

(TS, November 2008)