



WASHINGTON STATE SUPREME COURT (WSSC) VOLUNTEER EXTERNSHIP STIPEND INFORMATION & FAQ

I. **Qualifications:**

The Washington State Supreme Court Justices and Commissioner's Office offer volunteer judicial externships to students enrolled in law school and law clerks enrolled in the [Admission and Practice Rule \(APR\) 6 Law Clerk Program](#). To help defray transportation, housing, and other costs, the Court offers stipends to volunteer externs who meet these qualifications:

- ❖ **\$750:** if extern completes at least 70 hours of externship activities in a 12-month period.
- ❖ **\$1,500:** if extern completes at least 200 hours of externship activities in a 12-month period.
- ❖ **\$3,000:** if extern completes at least 400 hours of externship activities in a 12-month period.

II. **Reimbursement Requirements:**

In order to receive the stipend, the volunteer extern must:

1. Sign Volunteer Acknowledgment and submit to supervising judicial officer or authorizing authority for record keeping.
2. [Register](#) for a Washington Statewide Vendor Number through the Office of Financial Management (OFM).
3. Submit log(s) of completed hours to supervising judicial officer or authorizing authority for approval.
4. Complete and submit the [A19 Form \(Invoice Voucher\)](#) to the judicial officer or authorizing authority for approval.
5. Submit signed A19 form and logged hours to AOC Financial Services at payables@courts.wa.gov along with your vendor number.

III. **Frequently Asked Questions:**

If I receive a stipend does that make me an employee? – *No. Externs, whether they receive a stipend or not, are not employees of the Supreme Court. Externs are volunteers.*

Can I receive other sources of funding and the court stipend? – *Yes.*

Can I receive the stipend and externship credit through my law school? – *Yes, but externs should check their law school's policy to see if it is permitted.*

When will I receive my stipend? – *You can receive your stipend in one lump sum at the end of the externship or in two payments—one at the midpoint and one at the end.*

Can I receive the stipend via direct deposit? – *Yes, when registering for your vendor number select "EFT" as the type of payment so there is no delay in receiving your stipend.*

When should I submit the required documentation for the stipend reimbursement? – *If you prefer to receive your stipend in one lump sum, submit your forms at the end of your externship. If you prefer to receive your stipend in two payments, please submit your forms at the midpoint and at the end of the externship. When submitting forms, please notify AOC Financial Services which payment option you prefer.*

What is required in order to receive a vendor ID number? – *To receive a vendor number, OFM requires that you provide your Social Security Number or Employer Identification Number.*

What is a 1099-NEC form? – *It is a tax document that reports payments made to non-employees. If you receive a stipend, you will receive a 1099-NEC form for tax reporting purposes. If you receive the form and have questions, please contact payables@courts.wa.gov.*

Questions?

If you have additional questions regarding the externship opportunities at the Supreme Court or the stipend information, please visit the Supreme Court [website](#).