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IN THE SUPREME COURT OF THE STATE OF UTAH

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IN RE:	)	
	)	
UTAH STATE BAR	)	PETITION TO INCREASE
	)	BAR ADMISSION FEES
Petitioner.	)	
	)	

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**INTRODUCTION**

The UTAH STATE BAR ("Bar") files this Petition to Increase Bar Admission Fees. Rising expenses related to the increasingly demanding and complex admissions process have recently resulted in deficit spending in the admissions department. This deficit spending situation is, in part, a result of admission fees not being raised for over 20 years. The Bar's Executive Director and the Admissions Committee have been monitoring the departmental budget for some time now, but especially in light of mounting costs. The Admissions Committee voted unanimously in June 2009 to recommend increasing fees. After a thorough examination of the admission department's budget, including expenditures and revenues, current fees, departmental needs, comparable charges in other jurisdictions, and other relevant factors, the Board of Bar Commissioners voted to approve the recommended fee increases at a regularly scheduled meeting on July 15, 2009. In conjunction with this Petition, the Bar

has submitted supporting documentation. Copies of documents (e.g., graphs reflecting admission revenue and expenses) directly supporting the request to raise fees are attached to this petition as exhibits. Other materials (e.g., application for admission) which may be supplemental are provided in a separate appendix.

## I. OVERVIEW OF THE ADMISSIONS PROCESS

Under the Rules for Integration and Management, the Utah Supreme Court delegates to the Bar the administration and oversight of the qualifications and admission of persons seeking to practice law in Utah. See Rule 14-102(b)(3). The admission process is largely governed by the Rules Governing Admission to the Utah State Bar (a copy of which is attached in the *Appendix* at "A"). Admissions is one of three core functions of the Bar.<sup>1</sup> Put in simple terms, the Bar's Office of Admissions processes applications for admission, coordinates the character and fitness reviews of all applicants, and administers the Bar Exam, which includes overseeing the drafting of questions as well as the grading of answers, eventually culminating in an admissions ceremony. This simplification, however, belies the amount of work and attention to detail necessary to run a well functioning department which sufficiently investigates applicant qualifications, affords fairness to applicants, adheres to national admission standards, and uniformly applies its procedures and processes. The department now processes over 600 applications for admission a year<sup>2</sup> which

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<sup>1</sup> The other two core functions are licensing and attorney discipline.

<sup>2</sup> See copy of graph attached as *Exhibit "1"* which shows the growth in applications from 2001 through 2008 according to the type of applicant. It should be noted that this graph reflects the number of applications *filed*, and not only those applicants who successfully completed the entire

includes three different types of applicants: (1) by examination; (2) by motion (reciprocity); and (3) House Counsel. Each of these categories share common characteristics (such as the requirements to have graduated from an ABA-approved law school and a successful character and fitness review), but each also has special requirements which necessitate individualized review and treatment. A two-page description of the "Department Overview and Objectives" dated 2008 which provides a more detailed, but by no means exhaustive overview of the department's various functions, is attached as *Exhibit "3."*

The admission office works closely with a number of committees which are comprised mainly of volunteer lawyers in order to meet the department's responsibilities and objectives. These committees include: Admissions (15 members); Character and Fitness (26 members); Bar Examiner, Bar Examiner Review, and Multistate Performance Test (132 total members); and the Special Accommodations Committee (4 members). (A list of admission committees with membership rosters is attached as *Exhibit "4"*.) Coordinating the work and providing staff assistance to these groups is no small task. For instance, after the Character and Fitness Committee issues its opinion, the Deputy Counsel in Charge of Admissions is designated to draft the initial decisions for that committee's review and editing. Another example is where the department must ensure that adequate documentation is provided to the Special Accommodations

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process and were admitted to the practice of law in Utah. Thus, in a given period of time, the number of successfully admitted applicants is fewer than the number of submitted applications. Those applicants who are unsuccessful in being admitted still require varying degrees of processing. For instance, even for applicants who fail to meet initial eligibility standards, their files must be reviewed, an assessment made and then findings and conclusions drafted underlying their denial. Attached at *Exhibit "2"* is a copy of categorized data from 2005 through

Committee in order to make a legally sufficient assessment of those seeking modifications under which to take the Bar Exam.

The expanding demands of the department have affected the need for additional and better trained staff. In the 1990's, one full time non-law trained admission administrator was in charge of the office, with a 1995 addition of part time clerical help. As various laws such as the American with Disabilities Act ("ADA") have further developed and the admission process became more complex, a lawyer was hired in 2001 to oversee the office along with a full time paralegal. More recently, a full time clerical assistant was also hired to help assist with the escalating work load. (Job descriptions for the two primary positions are attached at *Exhibit "5."*) While the department's budget has been impacted by additional staff (the salaries and benefits line item has doubled since 2001 to approximately \$200,000), the increase in personnel is, in part, a result of applications more than doubling since the year 2000, *i.e.*, a 112% increase. The other aspect requiring additional manpower, however, is a matter of the increased workload resulting from improvements and other changes (such as admission rule changes adopting reciprocity with other states) in the department's processes. A summary of recent improvements within the department (*attached as Exhibit "6" entitled "Recent History"*) helps to explain some of the changes since 2001.

In the accompanying Appendix, the Bar has provided copies of the 40 page application for admission (along with a number of forms) which may help

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2009 reflecting the actual disposition of all applications including transfers to a subsequent exam and "no-shows" at the Bar Exam.

explicate the level of detail involved and review in the admissions process. (See copy of complete application attached at "B" in the Appendix.) The application, forms and other related material are posted on the Bar's website for ease of access. A "Frequently Asked Questions" section is provided which helps educate prospective applicants who have basic questions and concerns. Also provided in the Appendix is a set of instructions which provides clarification to applicants relating to completing and submitting a timely application. These materials are worth a quick review if for no other reason than to convey the intricacies of the necessary work.

The following three examples highlight a few areas which are indicative of the department's improved processes and increased administrative burdens resulting in higher costs:

#### CHARACTER AND FITNESS

Prior to 2001, only a handful of applicants per year - typically those with previous felony convictions or other obvious misconduct- were called for character and fitness hearings. Unfortunately, situations involving severe financial issues, criminal problems (sometimes linked with undisclosed substance abuse) and academic misconduct (in particular, honor code violations and plagiarism at the law schools are becoming distressingly frequent) have been increasing over the years contributing, in part, to a nearly 10% hearing or interview rate for all applicants. Fortunately, the newer procedures have incorporated a less formal process. These "informal interviews" often clear up questions and issues without the intensity and burden (on both sides) of a full-blown administrative-type hearing. While most of these individuals are ultimately

approved<sup>3</sup> there are also more applicants who are required to take "corrective action" to address problems such as paying off tax liens or bringing child support payments current. These applicants are then "tracked" for reapplication purposes. Formal hearings, informal interviews, Bar follow-up on corrective action, and application deferrals as well as outright denials all require nothing short than a staggering amount of work. The Bar believes, however, that this more diligent vetting process (which, in fact, is commensurate with other jurisdictions) results in a better qualified applicant with fewer outright problems at the beginning of his or her legal career.

#### ADA SPECIAL TEST ACCOMMODATIONS

Another example of increased work in admissions is the area of special test accommodations. The former practice in granting test accommodations was not rigorous. After reviewing the rapidly changing area of law and attending a number of national bar admission meetings, the current law-trained Deputy General Counsel in Charge of Admissions devised a number of forms requiring medical documentation to verify the need to grant special accommodations in keeping with national standards and caselaw. A Special Accommodations Committee comprised of experienced practitioners in this area of law as well as a licensed educational psychologist now makes the decisions in all such test requests. Other professional consultants such as medical doctors also are used on an as needed basis. Getting to the point of decision, however, requires staff

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<sup>3</sup> The department shows an average 1.1% character and fitness denial rate since 2001.

to help prepare the information needed to make a decision which is fair to both the applicant and others taking the test.<sup>4</sup>

Compounding the demands of this particular process are the increasing numbers of requests for special accommodations. In the past, there were perhaps two or three requests per exam. That number has been skyrocketing over the years to a high of 12 requests (so far) for the July 2009 Bar Exam.<sup>5</sup> Special accommodations requests for examination purposes are not unique to the Bar. The local law schools report that they are experiencing an increased number of requests which are deferred to general university policies which may be more relaxed than those for professional tests. That fact raises admission applicants' expectation that the Bar will grant their requests, too.

#### RECIPROCITY (MOTION) APPLICANTS

A third example of change resulting in increased work is the area of reciprocity. In keeping with the national trend, Bar admission rules were changed in 2003 by this Court to permit qualified applicants to be admitted without examination if the applicant had been admitted to the practice of law for a requisite number of years before the highest court of a sister state where

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<sup>4</sup> To "level the playing field" for applicants with disabilities, testing modifications are intended to adequately provide appropriate and reasonable accommodations. "Reasonable accommodations" means an adjustment or modification of the standard test conditions that ameliorates the impact of the applicant's disability without providing an unnecessary advantage over applicants taking the examination under standard conditions. The balance is often a fine one.

<sup>5</sup> Whether the applicant is granted special accommodations or denied, the same amount of work is required beforehand and written decisions must be issued either way. Of course, if special accommodations are granted, that imposes an additional administrative burden (as well as actual costs) in the testing component of the admission process.

admission by motion was also authorized.<sup>6</sup> While these individuals are not required to take the Bar Exam, they are required to have engaged in the active practice of law for 50% or more of a designated period of time. Often, determining whether an applicant has actually engaged in the practice of law (say rather than serving for a company in a business capacity or performing "law-related" work or even a combination of the two) is an assessment that requires extra time and effort. And, since these individuals have already been admitted and practiced elsewhere, they may have received some level of attorney discipline. Gathering sufficient information and assessing in conjunction with the Character and Fitness Committee whether prior professional discipline is a problem are issues that make processing these applications more difficult and time-consuming as well.

## II. CURRENT ADMISSION FEES AND HISTORY

Admission fees have not been raised since 1990 with the exception of the "pass-through" fee to recoup the purchase price related to incorporating the Multistate Performance Test ("MPT") questions into the Bar Exam. Records relating to the Bar's admission fees history dating to 1986 are as follows:

11/14/86 Student Applicant Fees increased from \$200 to 250.

06/27/90 Student Applicant fees increased from \$325 to \$375  
Attorney Applicant fees increased from \$500 to \$550

10/16/90 All Applicant fees uniformly increased by \$25  
(to offset costs of providing ADA special accommodations)

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<sup>6</sup> There are now 34 jurisdictions that have reciprocity with Utah, soon to be 35 as Arizona joins the list at the beginning of next year. A current list of reciprocal states is attached as *Exhibit "7."*

08/22/02 Student Applicant fees increased from \$400 to \$450  
Attorney Applicant fees increased from \$575 to \$625  
(\$50 increase to cover pass-through costs of MPT)<sup>7</sup>

A copy of the Bar's "Admission Fees History" with greater explanation is attached as *Exhibit "8."*

The current admission fees are as follows:

Student Applicants .....	\$ 450
Attorney Applicants .....	\$ 625
Retake Applicants .....	\$ 250
House Counsel .....	\$ 625
Motion (Reciprocity) Applicants.....	\$ 625
Reinstatement - Resigned w/o Discipline.....	\$ 550
Disbarred/Resigned w/ Discipline .....	\$ 750

Current fees have not, in fact, kept pace with escalating costs for a number of reasons referenced throughout this Petition and discussed more thoroughly in Section III below. In response to a rapidly changing legal landscape including multi-jurisdictional practice, over the past several years the Bar has added several new categories of applicants for admission such as House Counsel and Reciprocal/Motion Attorney applicants. These types of applicants generally require more time to process, driving up expenses. There also have been technological developments permitting a majority of examinees to take the essay portion of the Bar Exam on laptop computers. The underlying mechanics of incorporating this technology on a wide scale requires extra work. These are but two examples of changes which significantly impact not only the cost of

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<sup>7</sup> In 2002, the Commission approved, the Court adopted and the Admissions Department incorporated the MPT as a component of the Bar Examination. The MPT essay questions are drafted and distributed on a national level and are purchased. These "practical experience" questions require additional national training for graders as well. In order to defray this, a "pass-through" expense of \$50 for every applicant was assessed.

administering the Bar Exam, but the admissions process in general and, as noted above, admission fees have not been raised for nearly 20 years.

### III. OVERVIEW OF OTHER INCREASED COSTS

Largely due to: (1) increases in the total numbers of applicants;<sup>8</sup> (2) concomitant increases in the numbers of applicants who are disproportionately costly to process (such as those seeking special accommodations or with character and fitness concerns); (3) higher qualified and additional personnel; and (4) the overall complexity of the admissions process, the admissions office is now running a deficit and projected to continue to do so in the future. (See graph at *Exhibit "10"* which tracks admissions revenue and expenses from 1997 through the present and forecasts projections through 2015.) Moreover, part of the current deficit is also reflected by burgeoning Bar overhead costs as discussed later in this section. Another graph entitled "Revenue & Expenses Adjusted for Late Fees" is attached as *Exhibit 11.*" This graph shows the admission department's net revenue after an adjustment for application late fees<sup>9</sup>. It clearly shows that the current deficit is projected to grow in the future even if late fees continue to help offset costs. The following four examples are reflective of growing demands on the admission budget:

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<sup>8</sup> A copy of a chart reflecting the number of applicants beginning in 1997 (fewer than 350), up through 2009 (approximately 600), and forecasting out through 2015 (approximately 800), is attached as *Exhibit "9"*.

<sup>9</sup> Applications for the February exam are due October 1<sup>st</sup> but an allowance for late deadlines is made. Applications submitted on or before October 15<sup>th</sup> carry a late fee of \$100 and those submitted on or before November 1<sup>st</sup> are assessed a \$300 late fee. Applications for the July exam are due March 1<sup>st</sup> and carry a corresponding late fee schedule.

## OFFSITE VENUES/CHANGE IN SITES

With upwards of 400 July Bar examinees and typically close to 200 February Bar examinees, the exam can no longer always be administered on Bar premises and instead, must be held off-site at a significantly increased cost.<sup>10</sup> Beginning in 2007, the July Bar Exam was permanently moved to the South Towne Exposition Center ("South Towne") and although the February Bar Exam continues to be held at the Bar premises when feasible (this past February, it was held at the Salt Palace), it is only a matter of time until it, too, will need to be permanently moved to a larger facility. In 2009, facility rental expenses were approximately \$15,000 (for both South Towne in July and the Salt Palace in February). These rates include the 50% non-profit discount applied to the first day, but require the second day at full price. This figure does not include other exam costs such as exam proctors whose numbers correspondingly grow as the number of examinees increase.

Along these same lines, and beginning in 2002, the twice yearly (May and October) admission ceremonies were moved from the Capitol rotunda (and from other alternating low cost locations such as a federal district court courtroom) in order to accommodate the increasing number of new admittees along with their families and friends. In 2008, the Bar incurred approximately \$9,000 out of pocket costs for both ceremonies. This figure includes facility rental, draping, parking passes, audio-visual costs and light refreshments at the following reception. It does not include soft costs for the additional Bar staff required to

assist with the Bar admission packets and the like after the ceremonies. (Court personnel also participates after the ceremony with enrolling new admittees to practice.) Again, the Bar takes advantage of a 50% facility rental discount as a non-profit organization.

#### DIRECT EXAMINATION COSTS (INCLUDING PROCTORS)

Although there are a number of ongoing smaller expenses in the examination area which continue to rise (such as examination materials other than questions), one of the most significant expenses is purchasing testing materials from the National Conference of Bar Examiners ("National Conference") for each exam. These costs continue to rise every year. In 2009, the National Conference charged \$85.00 per applicant to purchase the MBE (national Multistate Multiple Choice questions), MEE (national Multistate Essay Exam which supplements state prepared essay questions) and the MPT testing components. In 2010, the cost will be \$96.00 per applicant.

Proctoring is also a necessary aspect of administering the Bar Exam which adds to expense. When fewer applicants took the exam, proctoring needs were largely filled by Bar staff.<sup>11</sup> That practice eventually became untenable as the number of applicants increased, particularly when more one-on-one proctoring was required as the number of ADA special accommodations increased. The number of proctors required per exam varies but currently

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<sup>10</sup> Included in these numbers are more and more applicants who qualify for ADA special accommodations who invariably require separate rooms in which to take the examination and therefore exacerbate the need for additional and appropriate space.

<sup>11</sup> Bar staff still helps the admissions office for onsite test registration and as noted earlier, during the admission ceremonies, for no added expense other than soft costs related to the employees' time away from their regular duties.

requires from 15 to 25 proctors. Factors include the number of examination rooms required, the number of examinees, and again, the number of examinees with special accommodations. Some special accommodations require test-taking for an extended number of days which adds to the regular two-day expense.

Proctors are paid \$100 per day. This payment has not changed since 2000 and in comparison to other jurisdictions, is on the low end. The Bar anticipates raising this reimbursement in the near future in order to maintain the quality of personnel. Proctors are recruited, trained and provided with written materials regarding their responsibilities and duties. The Bar also provides a light breakfast and lunch for proctors who have very limited time available prior to the exam during the lunch hour. Currently, proctoring expenses for both exams is approximately \$7,500 a year. Attached as *Exhibit "12"* is a copy of a chart containing proctoring expenses from 2001 through 2009.

#### ADMISSIONS PERSONNEL

As noted above, the admissions office currently has three full-time employees: the Deputy General Counsel in Charge of Admissions (a lawyer), an administrator and an admissions assistant. Staff salaries, benefits and overhead constitute a relatively large but, again, a necessary part of the admissions budget.

#### OVERHEAD COSTS

Overhead costs are pro-rated among the Bar's departments and the admissions office shares its apportioned burden. Overhead costs such as real property taxes, utilities, building repairs, janitorial expenses and the like have

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been rising and upkeep for a 20 year old building is beginning to be a particular problem with crumbling concrete steps, a faulty boiler system and windows that leak. While these pro-rated costs are not budget breakers, they nevertheless play a role in the department's increasing deficit.

#### **IV. ADMISSION FEES IN OTHER JURISDICTIONS**

The Bar's current admissions fees are lower than a number of other jurisdictions, and particularly those in the western states. Due to a variety of complicating factors, it is not easy to do a straight forward comparison of fees, however. For instance, as part of the admission process, but not reflected as a basic application fee, some states charge for a separate law student registration fee; Utah does not. For those that charge for registration, the fee ranges from a low of \$25 (Louisiana) to a high of \$500 (Florida and Oklahoma). Some states such as Illinois charge a much higher fee if applicants do not register in their first year of law school. Many jurisdictions also charge additional fees not reflected in the basic application fee for such things as a separate character and fitness application and investigations<sup>12</sup>; Utah does not. Another factor determining costs is how an admissions department is financially related to other entities such as whether that function is part of the judicial system or a legislative licensing agency. Utah has a somewhat unique structure in that although it is an integrated bar, budget-wise it is a "do-it-all-stand-alone" organization supported

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<sup>12</sup> One reasons for these separate charges is that different entities sometimes handle separate aspects of the overall admission process. Another reason is that the sequence of admission components may be different. For instance, Utah conducts its character and fitness investigations prior to the Bar Exam while other states conduct them afterwards.

solely by licensing (and other Bar fees). Unlike some mandatory bars, the Bar's core functions are not supplemented by any government funds.

The Bar conducted a National Conference LISTSERV admission fee survey in late 2008 and a copy of a chart entitled "*Fee Summary*" is attached as *Exhibit "13"*. Selected highlights from that exhibit reflect the following:

Average Fees - All Jurisdictions

Student Fees.....	\$ 586
Attorney Fees.....	\$ 762
Motion/Reciprocity Fees.....	\$1,056

Average Fees – Western States

Student Fees.....	\$ 630
Attorney Fees.....	\$ 793
Motion/Reciprocity Fees.....	\$ 906

Currently, Utah's fees are lower as compared to the overall average and lower than all western states except for Colorado's attorney fee (\$500). Colorado's reciprocal attorney fee (\$800) is higher, however. A copy of a chart of admission fees for the western region is attached as *Exhibit "14."*

Another source of information containing comparable admission fees is the most recent edition (2009) of the National Conference's (in conjunction with the ABA's Section of Legal Education and Admissions to the Bar) "Comprehensive Guide to Bar Admission Requirements" ("Guide"), a full 46 page copy of which can be found in the Appendix. The value of attaching the entire Guide in the Appendix is that a quick review may help to provide a better understanding of the differences and complexities of the admissions process. For convenience, a two-page section of the Guide containing all jurisdiction's

admission fees is separately attached as *Exhibit "15"*.<sup>13</sup> Again, it should be noted that mere numbers, on their face, do not reflect the total fees.

## VI. PROPOSED FEE INCREASES

The admissions department is now running a deficit budget, and the Bar is proposing that admission fees be raised as follows:

<u>Category</u>	<u>Current Fee</u>	<u>Proposed Fee</u>
Student Applicants	\$450	\$550*
Attorney Applicants	\$625	\$850*
House Counsel	\$625	\$850
Motion (Reciprocity) Applicants	\$625	\$850
Reinstatement - Resigned without Discipline Applicants	\$550	\$1,000
Disbarred/Resigned with Discipline Applicants	\$750	\$5,000
Elimination of Retake Fee	\$250	treat as new <sup>14</sup>

<sup>13</sup> It should be disclosed that the headings on this chart have been edited to more fully explain what the headings actually mean. For instance, one heading is "Bar Exam Fee for Attorneys" while another heading reads "Attorney Exam Fee." The additions explaining the differences in these headings have been inserted by the Bar and are shown in italics.

<sup>14</sup> The proposed fees include elimination of the current discount (\$250) for failed applicants retaking the Bar Exam. The Bar essentially incurs nearly the same costs with a retake applicant as it does with a new applicant. An updated application is now required and treated the same as a new application which means an entire review must be done. New credit checks must be performed and evaluated, a new criminal background check is necessary and a new character and fitness review occurs. The expense of purchasing exam materials and administering the Bar Exam to retake applicants is also identical. Finally, the majority of jurisdictions (29) do not provide for separate retake fees and treat these applicants as new.

The reasons underlying the proposed fee increases are largely set forth above. However, several specific observations at this point may be helpful.

First, the Bar firmly believes as do most other jurisdictions that student fees should remain as low as possible - and lower in comparison to other applicant categories. We believe that the proposed increases acknowledges this precept. Nevertheless, some increase is necessary as this category constitutes the largest percentage of applicants and therefore, the largest source of revenue.

Second, the fee increase for the "Resigned Without Discipline" category is designed to help offset the additional work necessary to process these applicants who also must take the Bar Exam. The enhanced investigation and background checks on resigned applicants who re-apply typically consumes more resources when compared to the other categories generally. The proposed increase in the disbarred attorney (or "Resigned with Discipline") category presents the most significant boost in fees. Although these applicants are a very small percentage of all applicants<sup>15</sup>, they represent a hugely disproportionate expenditure of Bar resources in money, time and investigation. One factor is that all these applicants must undergo an intensive character and fitness hearing.

Finally, one last exhibit exemplifies the need for increased admission fees. Attached as *Exhibit "16"* is a graph which captures revenues and expenses (adjusted for income derived from late fees) and net and proposed revenue from 1997 through 2015. The exhibit presents a stark picture of where admissions finds itself now but an even bleaker budgetary future if current fees are maintained. The proposed increases are designed to keep the admission's

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<sup>15</sup> Between 2001 to the present, 11 disbarred attorneys have applied for readmission.

budget nearer to a breakeven point through a five year period of time while maintaining the high quality of service provided to the Bar, the Courts, the applicants and the public.

### CONCLUSION

The Bar is charged with the responsibility to administer the process of admission of those seeking to practice law in Utah. Our desire is to continue to do so in a manner which adheres to high standards, provides uniformity and ensures fairness to every applicant. Increasing fees will help the Bar to accomplish this goal. Based on the foregoing discussion and the supporting documentation, the Bar respectfully asks the Court to grant its petition.

Dated this 28<sup>th</sup> day of September, 2009.



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# Rules Governing Admission to the Utah State Bar

## Article 7. Admissions

Rule 14-701. Definitions.

Rule 14-702. Board - general powers.

Rule 14-703. Qualifications for admission of student, student attorney, and foreign law school applicants.

Rule 14-704. Qualifications for admission of attorney applicants.

Rule 14-705. Admission on motion.

Rule 14-706. Administration of Bar Examination under special circumstances.

Rule 14-707. Application; deadlines; withdrawals; postponements and fees.

Rule 14-708. Character and fitness.

Rule 14-709. Application denial.

Rule 14-710. Composition of the Bar Examination.

Rule 14-711. Preparation, grading and scoring of the Bar Examination.

Rule 14-712. MBE scores.

Rule 14-713. MPRE.

Rule 14-714. Unsuccessful applicants: disclosure and right of inspection.

Rule 14-715. Bar Examination appeals.

Rule 14-716. License fees; enrollment fees; oath and admission.

Rule 14-717. Readmission after resignation or disbarment of Utah attorneys.

Rule 14-718. Licensing of foreign legal consultants.

Rule 14-719. Confidentiality.

Rule 14-720 Qualifications for admission of house counsel applicants

## **Article 7. Admissions.**

### Rule 14-701. Definitions.

As used in this article:

- (a) "ABA" means the American Bar Association;
- (b) "active member" means an attorney who is eligible to engage in the practice of law in Utah, has applied for active status, and has paid the required fees;
- (c) "Admissions Committee" means those Utah State Bar members or others appointed by the Board or president of the Bar who are charged with recommending standards and procedures for admission to the Bar and with implementation of this article; The Admissions Committee is responsible for supervising the work of the Bar Examiner Committee, the Bar Exam Administration Committee, the Special Accommodations Committee, and the Character and Fitness Committee, hearing appeals as provided herein and performing other work relating to the admission of applicants.
- (d) "admission on motion applicant" means any person who satisfies the requirements of Rule 14-705;
- (e) "approved law school" means a law school which is fully or provisionally approved by the ABA pursuant to its Standards and Rules of Procedure for Approval of Law Schools; To qualify as approved, the law school must have been fully or provisionally approved at the time of the applicant's graduation, or at the time of the applicant's enrollment, provided that the applicant graduated within a typical and reasonable period of time.
- (f) "applicant" means each person requesting admission to the Bar. For purposes of this article, an applicant is classified as a student applicant, a student attorney applicant, a foreign law school applicant, an attorney applicant, an admission on motion applicant;
- (g) "attorney applicant" means any person who satisfies the requirements of Rule 14-704;
- (h) "Bar" means the Utah State Bar, including its employees, committees and the Board;
- (i) "Bar Examination" means either the student Bar Examination or the attorney Bar Examination as defined in Rule 14-710 or both, as the context requires;
- (j) "Bar Examiner Committee" means those Bar members or others appointed by the Board or president of the Bar who are charged with drafting and reviewing questions and model answers and grading the Bar Examination;
- (k) "Bar Exam Administration Committee" means those Bar members or others appointed by the Board or president of the Bar who are charged with assisting in the administration and evaluation of the Bar Examination;
- (l) "Board" means the Board of Bar Commissioners;
- (m) "Character and Fitness Committee" means those Bar members or others appointed by the Board or president of the Bar who are charged with assessing the character and fitness of applicants;
- (n) "complete application" means an application is complete only if it includes all fees and necessary application forms, along with any required supporting documentation, character references, a criminal background check, a photo, an official certificate of law school graduation and if applicable, a special accommodation request with supporting medical documentation, a certificate of good standing, and a certificate of practice;
- (o) "confidential information" is defined in Rule 14-719(a);
- (p) "deputy general counsel of admissions or deputy general counsel" are terms used interchangeably to mean the Bar's attorney in charge of admissions or his or her designee;

- (q) "disbarred attorney" means a person who has been licensed to practice law in a state or United States territory or the District of Columbia and who is no longer licensed to practice law because of disbarment or resignation with discipline pending or their equivalents;
- (r) "executive director" means the executive director of the Utah State Bar or his or her designee;
- (s) "foreign law school" means any school located outside of the United States and its protectorates, that is accredited by that jurisdiction's legal accreditation body, if one exists, and whose graduates are otherwise permitted by that jurisdiction's highest court to practice law;
- (t) "general counsel" means the general counsel of the Utah State Bar or his or her designee;
- (u) "inactive member" means an attorney who is not eligible to engage in the practice of law in Utah and has applied to the Bar for inactive status and has paid the required fees;
- (v) "MBE" means the Multistate Bar Examination prepared by the National Conference of Bar Examiners;
- (w) "MEE" means the Multistate Essay Examination prepared by the National Conference of Bar Examiners;
- (x) "MPRE" means the Multistate Professional Responsibility Examination prepared by the National Conference of Bar Examiners;
- (y) "MPT" means the Multistate Performance Test prepared by the National Conference of Bar Examiners;
- (z) "NCBE" means the National Conference of Bar Examiners, an organization which develops, maintains, and applies reasonable and uniform standards of bar examination education and testing;
- (aa) "OPC" means the Office of Professional Conduct of the Utah State Bar;
- (bb) "privileged information" in this article includes: information subject to the attorney-client privilege, attorney work product, test materials and applications of examinees; written decisions of the Board, Admissions Committee, Character and Fitness Committee, and Special Accommodations Committee; and the identity of individuals participating in the drafting, reviewing, grading and scoring of the Bar Examination;
- (cc) "Special Accommodations Committee" means those Bar members or others appointed by the Board or president of the Bar who are charged with the review of requests from applicants seeking special accommodations under which to take the Bar Examination and who make determinations thereon;
- (dd) "student applicant" means any person who satisfies the requirements of Rule 14-703;
- (ee) "student attorney applicant" means any applicant licensed to practice law in a sister state or United States territory or the District of Columbia, who does not qualify as an attorney applicant under Rule 14-704 and must satisfy the requirements of Rule 14-703;
- (ff) "Supreme Court" means the Utah Supreme Court;
- (gg) "updated application" means that an applicant must complete a reapplication for admission form updating any information that has changed since the prior application was filed and submit a new criminal background check; and
- (hh) "written component" means that portion of the Bar Examination that consists of essay questions and MPT questions.

**Rule 14-702. Board - general powers.**

(a) Admission to the Bar. The Board shall recommend and certify to the Supreme Court for admission to the Bar persons who possess the necessary qualifications of learning, ability and character which are a prerequisite to the privilege of engaging in the practice of law, and who fulfill the requirements for admission to the Bar as provided by this article.

(b) Subpoena power. The executive director, the general counsel and the deputy general counsel shall have power to issue subpoenas for the attendance of witnesses or for the production of documentary evidence before the Board or before anyone authorized to act on its behalf.

(c) Administration of oaths. Members of the Board, the executive director and their designees shall have power to administer oaths in furtherance of this article.

(d) Taking of testimony. Members of the Board, the executive director and their designees shall have the power to take testimony in furtherance of this article.

(e) Regulations. The Board is empowered to adopt and enforce reasonable regulations and to appoint committees or persons in furtherance of this article.

(f) Waiver of rules. Neither the Bar nor its representatives has authority to waive any rule. Waiver of any rule may only be obtained by petitioning the Supreme Court.

**Rule 14-703. Qualifications for admission of student, student attorney, and foreign law school applicants.**

(a) Requirements of student and student attorney applicants. The burden of proof is on the applicant to establish by clear and convincing evidence that he or she:

(a)(1) has paid the prescribed fees and timely filed the required application in accordance with Rule 14-707;

(a)(2) is at least 21 years old;

(a)(3) has graduated with a first professional degree in law (Juris Doctorate or Bachelor of Laws) from an approved law school;

(a)(4) is of good moral character and has satisfied the requirements of Rule 14-708;

(a)(5) has successfully passed the student Bar Examination as prescribed in Rule 14-710;

(a)(6) has successfully passed the MPRE as prescribed in Rule 14-713; and

(a)(7) has complied with the provisions of Rule 14-716 concerning licensing and enrollment fees.

(b) Requirements of foreign law school applicants. The burden of proof is on the applicant to establish by clear and convincing evidence that he or she:

(b)(1) graduated from a foreign law school in a country where principles of English common law form the predominant basis for that country's system of jurisprudence;

(b)(2) has paid the prescribed fees and timely filed the required application as a foreign law school applicant in accordance with Rule 14-707;

(b)(3) is at least 21 years old;

(b)(4) has been admitted to practice law in an English common law jurisdiction;

(b)(5) has been substantially (meaning 50% or more) and lawfully engaged in the practice of law in an English common law jurisdiction for no fewer than two years;

(b)(6) has earned a minimum grade of "C" or its passing equivalent, within 24 consecutive months, not fewer than 24 semester hours, or their equivalent in quarter hours, at an approved law school, including no less

than one course each in a core or survey course of constitutional law, civil procedure, criminal procedure or criminal law, legal ethics and evidence;

(b)(7) is of good moral character and has satisfied the requirements of Rule 14-708;

(b)(8) has successfully passed the student Bar Examination and MPRE as prescribed in Rules 14-710 and 14-713; and

(b)(9) has complied with the provisions of Rule 14-716 concerning licensing and enrollment fees.

(c) Foreign law school graduates not meeting the requirements of paragraph (b). All other students and graduates from foreign law schools not meeting the requirements of paragraph (b) may be recommended for admission only if they have graduated with a first professional degree in law (Juris Doctorate or Bachelor of Law) from an ABA approved law school.

**Rule 14-704. Qualifications for admission of attorney applicants.**

(a) Requirements of attorney applicants. The burden of proof is on the applicant to establish by clear and convincing evidence that he or she:

(a)(1) has paid the prescribed fees and filed the required application as an attorney applicant in accordance with Rule 14-707;

(a)(2) is at least 21 years old;

(a)(3) has graduated with a first professional degree in law (Juris Doctorate or Bachelor of Laws) or equivalent degree from an approved law school;

(a)(4) has been admitted to the practice of law before the highest court of a sister state or United States territory, or the District of Columbia for no fewer than five years, and have been substantially (meaning 50% or more) and lawfully engaged in the practice of law in the jurisdiction where licensed for any four of the five years immediately preceding the filing of the application. For purposes of this rule, the practice of law includes the following activities or the equivalent thereof:

(a)(4)(A) sole practitioner, or partner, shareholder, associate, or of counsel in a law firm; or

(a)(4)(B) an organization's employee whose principal responsibility is to provide legal advice or service; or

(a)(4)(C) government employee whose principal duties are to provide legal advice or service; or

(a)(4)(D) service in the United States armed forces in a legal capacity; or

(a)(4)(E) judge of a court of general or appellate jurisdiction requiring admission to a bar as a qualification for admission thereof; or

(a)(4)(F) law clerk to a judge of a court of general or appellate jurisdiction; or

(a)(4)(G) teaching full-time in an approved law school;

(a)(5) is of good moral character and has satisfied the requirements of Rule 14-708;

(a)(6) has successfully passed the Bar Examination as prescribed in Rule 14-710;

(a)(7) has successfully passed the MPRE as prescribed in Rule 14-713; and

(a)(8) has complied with the provisions of Rule 14-716 concerning licensing and enrollment fees.

(b) Election to take student Bar Examination. At the time of application, an attorney applicant may elect to be examined under the student Bar Examination as prescribed in Rule 14-710 and which is scored in accordance with Rule 14-711.

**Rule 14-705. Admission on motion.**

(a) Reciprocal admission. An admission on motion applicant may be admitted to the practice of law if the applicant has been admitted to the practice of law before the highest court of a sister state or United States territory or the District of Columbia where admission by motion is authorized and the applicant meets all other requirements of this rule. The burden of proof is on the applicant to establish by clear and convincing evidence that he or she meets each of the following requirements:

(a)(1) has been admitted by bar examination to practice law before the highest court of a sister state or United States territory or the District of Columbia;

(a)(2) holds a first professional degree in law (Juris Doctorate or Bachelor of Laws) from an approved law school;

(a)(3) establish that the sister state or United States territory or the District of Columbia that licensed the applicant allows the admission of licensed Utah lawyers under terms and conditions similar to those set forth in this rule, provided that if the sister state or United States territory or the District of Columbia that licensed the applicant requires Utah lawyers to complete or meet other conditions or requirements, the applicant must meet a substantially similar requirement for admission in Utah;

(a)(4) has been substantially and lawfully engaged in the active practice of law (meaning 50% or more) in the reciprocal jurisdiction where licensed for at least three of the previous four years immediately preceding the date of the filing of the application for admission under this rule;

(a)(5) present satisfactory proof of both admission to the practice of law and that he or she is a member in good standing in all jurisdictions where currently admitted;

(a)(6) file with the application a certificate from the entity having authority over professional discipline for each jurisdiction where the applicant is licensed to practice which certifies that the applicant is not currently subject to lawyer discipline or the subject of a pending disciplinary matter;

(a)(7) present satisfactory proof to demonstrate that the applicant has been substantially and lawfully engaged in the practice of law for the applicable period of time;

(a)(8) establish that the applicant possesses good moral character and satisfies the requirements of Rule 14-708;

(a)(9) provide evidence of the applicant's educational and professional qualifications;

(a)(10) upon the filing of the application, pay the prescribed fees; and

(a)(11) file with the Bar a designated service of process form setting forth his or her address in this state and designating the clerk of the Supreme Court as his or her agent upon whom process may be served.

(b) Active practice defined. For the purposes of this rule, the "active practice of law" shall include the following activities, if performed in a jurisdiction in which the applicant is admitted, or if performed in a jurisdiction that affirmatively permits such activity by a lawyer not admitted to practice:

(b)(1) sole practitioner, partner, shareholder, associate, or of counsel in a law firm; or

(b)(2) an organization's employee whose principal responsibility is to provide legal advice or service; or

(b)(3) government employee whose principal duties are to provide legal advice or service; or

(b)(4) service in the United States armed forces in a legal capacity; or

(b)(5) judge of a court of general or appellate jurisdiction requiring admission to a bar as a qualification for admission thereof; or

(b)(6) law clerk to a judge of a court of general or appellate jurisdiction; or

(b)(7) teaching full-time in an approved law school.

(c) Unauthorized practice of law. For the purposes of this rule, the active practice of law shall not include work that, as undertaken, constitutes the unauthorized practice of law in the jurisdiction in which it was performed or in the jurisdiction in which the clients receiving the unauthorized services were located.

(d) Continuing legal education requirement. All applicants admitted to practice law pursuant to this rule shall complete and certify no later than six months following the applicant's admission that he or she has attended at least 15 hours of continuing legal education on Utah practice and procedure and ethics requirements.

(d)(1) The Board may by regulation specify the number of the required 15 hours that must be in particular areas of practice, procedure, and ethics. Included in this mandatory 15 hours is attendance at the Bar's OPC ethics school. This class is offered twice a year and provides six credit hours.

(d)(2) The remaining nine credit hours must be made up of Utah's New Lawyer Continuing Legal Education ("NLCLE") courses.

(d)(3) Twelve of the 15 hours may be completed through self-study by access to Utah's on-line education system.

(d)(4) The above 15 hours will apply towards the 24 hours required per two-year compliance period.

(d)(5) Mandatory Continuing Legal Education ("MCLE") credit may be awarded for out-of-state activities that in the determination of the Board of Mandatory Continuing Legal Education ("MCLE Board") meet certain standards in furthering an attorney's legal education. Whether to accredit such activities and the number of hours of credit to allow for such activities shall be determined by the MCLE Board. Activities that may be regarded as equivalent to state-sponsored MCLE may include, but are not limited to, viewing of approved continuing legal education videotapes, writing and publishing an article in a legal periodical, part-time teaching in an approved law school, or delivering a paper or speech on a professional subject at a meeting primarily attended by lawyers, legal assistants, or law students. Application by a member of the Bar for accreditation of a MCLE activity must be submitted in writing to the MCLE Board. Forms and contact information regarding applying for accreditation is available on-line at [mcle@utahbar.org](mailto:mcle@utahbar.org). Out-of-state activities cannot substitute for the 15 mandatory CLE hours described in paragraph (d)(2) and (d)(3) above.

(e) Subject to Utah rules. All applicants admitted to practice law pursuant to this rule shall be subject to and shall comply with the Utah Rules of Professional Conduct and all other rules and regulations applicable to members of the Bar.

(f) Discipline. All applicants admitted to practice law pursuant to this rule shall be subject to professional discipline in the same manner and to the same extent as a member of the Bar. Every person licensed under this rule shall be subject to control by the courts of Utah and to censure, suspension, removal or revocation of the applicant's license to practice in Utah regardless of where conduct occurs.

(g) Notification of change in standing. All applicants admitted to practice law pursuant to this rule shall execute and file with the Bar a written notice of any change in such person's good standing in another licensing jurisdiction and of any final action of the professional body or public authority referred to in Rule 14-705(a)(6) imposing any disciplinary censure, suspension, or other sanction upon such person.

(h) Form and content of application. An admission on motion applicant shall file an application. The applicant must provide a full and direct response to questions contained in the application in the manner and time prescribed by this article. The Board may require additional proof of any facts stated in the application. In the event of the failure or the refusal of the applicant to furnish any information or proof, or to answer any inquiry of the Board pertinent to the pending application, the Board may deny the application without hearing. An application shall include an authorization and release to enable the Board to obtain information concerning such applicant. By signing this authorization and release, an applicant waives his or her right to confidentiality of communications, records, evaluations, and any other information that may concern the applicant's fitness to practice law.

(i) Timing of application and admission. An application may be filed at any time. Upon approval by the Board of an application the applicant will be admitted in accordance with Rule 14-716.

**Rule 14-706. Administration of Bar Examination under special circumstances.**

(a) Disabilities and impairments. An applicant who has mental, physical, or cognitive disabilities as defined by the Americans with Disabilities Act ("ADA") may request a Bar Examination be administered under special circumstances to accommodate his or her disability. The request, including all supporting medical documentation, shall be made in writing at the time of application in the format prescribed by the Bar. The decision on such requests shall be made by the Special Accommodations Committee. Special accommodation requests received after the application deadline shall not be considered until the review period prior to the immediately following examination. The applicant must demonstrate that:

(a)(1) he or she is disabled as defined by the ADA; and

(a)(2) the disability impacts his or her ability to take the Bar Examination; and

(a)(3) the accommodation requested is necessary to meet the limitation caused by the disability.

(b) English as a second language. English as a second language is not a cognitive disability or impairment.

(c) Petition for reconsideration and appeal procedure; accommodation requests. An applicant must file a petition for reconsideration of the decision within ten calendar days of the date of the notice of the Special Accommodations Committee. The petition for reconsideration shall contain a short and plain statement of the reasons the applicant is entitled to relief.

(c)(1) Burden of proof. The applicant bears the burden of proving at the hearing by clear and convincing evidence that:

(c)(1)(A) he or she is disabled as defined by the ADA; and

(c)(1)(B) the disability impacts his or her ability to take the Bar Examination; and

(c)(1)(C) the accommodation requested is necessary to meet the limitation caused by the disability.

(c)(2) Reconsideration hearing process. The review panel shall consist of at least three members of the Admissions Committee. The review panel may consider only the documentation the applicant submitted at the time he or she requested accommodation and the decision of the Special Accommodations Committee. The applicant and the Special Accommodations Committee may present expert witnesses to support their respective positions. The name(s) of the expert(s) must be disclosed to the respective parties at least five calendar days before the hearing. Any attempt to change the original accommodation request or submit new medical documentation will be considered a new request for accommodation. The new request must be resubmitted to the Special Accommodations Committee for review and is subject to the time deadlines set forth in Rule 14-706(a).

(c)(3) Reconsideration decision. The review panel shall affirm the decision of the Special Accommodations Committee if there is substantial and credible evidence to support it. The Admissions Committee review panel shall issue a written decision 15 calendar days after the completion of its reconsideration. The review panel shall provide its written findings and recommendation to three members of the Board. The Board panel shall make a decision on behalf of the Bar and notify the petitioner in writing of its final decision.

(c)(4) Appeal process. Within 30 calendar days after the date of the Board's final decision, the applicant may appeal to the Supreme Court by filing a notice of appeal with the clerk of the Supreme Court and serving a copy upon the general counsel for the Bar. At the time of filing the notice of appeal, the applicant shall pay the prescribed filing fee to the clerk of the Supreme Court. The clerk will not accept a notice of appeal unless the filing fee is paid.

(c)(5) Record of proceedings. A record of the proceedings shall be prepared by the Bar and shall be filed with the clerk of the Supreme Court within 21 calendar days following the filing of the notice of appeal.

(c)(6) Appeal petition. An appeal petition shall be filed with the Supreme Court within 30 calendar days after the record of proceedings has been filed. The appeal petition shall state the name of the petitioner and shall designate the Bar as respondent. The appeal petition must contain the following:

(c)(6)(A) a statement of the issues presented and the relief sought;

(c)(6)(B) a statement of the facts necessary to an understanding of the issues presented by the petitioner;

(c)(6)(C) the legal argument which the petitioner believes demonstrates that he or she has a disability under the ADA and qualifies for the specific accommodations requested; and

(c)(6)(D) a certificate reflecting service of the appeal petition upon the general counsel.

(c)(7) Response petition. Within 30 calendar days after service of the appeal petition on the general counsel, the Bar, as respondent, shall file its response with the clerk of the Supreme Court at the time of filing. Respondent shall serve a copy of the response upon the petitioner.

(c)(8) Format of appeal and response petitions. Except by permission of the Supreme Court, the appeal petition and the Bar's response petition shall not exceed 25 double-spaced pages, each. These documents shall be typewritten on 8 ½ inches by 11 inches paper. The text, including footnotes, shall be in type no smaller than ten characters per inch for monospaced typeface and 13-point or larger for proportionally spaced typeface. An original and six copies of the appeal petition and the response petition shall be filed with the clerk of the Supreme Court.

(c)(9) The clerk of the Supreme Court will notify the parties if any additional briefing or oral argument is required. Upon entry of the Court's decision, the clerk shall give notice of the decision.

#### **Rule 14-707. Application; deadlines; withdrawals; postponements and fees.**

(a) Form. Each applicant must submit a completed application for examination and admission in accordance with the instructions prescribed by the Bar. Such application shall include an authorization and release enabling the Bar to obtain information concerning the applicant.

(b) Filing deadlines generally. Except as otherwise provided herein, the Bar shall receive complete applications by October 1 preceding the February Bar Examination and by March 1 preceding the July Bar Examination. A complete application will be accepted up to 15 calendar days after the filing deadline if accompanied by the prescribed 15-day late fee. A complete application will be accepted up to November 1 for the February Bar Examination if accompanied by the prescribed 30-day late fee and up to April 1 for the July Bar Examination if accompanied by the prescribed 30-day late fee. An official certificate of law school graduation reflecting graduation must be submitted by the applicant prior to being permitted to take the Bar Examination. In accordance with the filing instructions and information for the application, late or incomplete applications will not be accepted with the following exception. A fingerprint card must be submitted to the Federal Bureau of Investigations ("FBI") in order for a criminal background check to be prepared. If the FBI rejects the fingerprint card, an application will be considered complete if a copy of the rejection letter is included with the application. The applicant will then have an additional six weeks from the date of the rejection letter to submit the criminal background check to the Bar.

(c) Filing deadlines for disbarred attorneys. Disbarred attorneys may not file an application for admission until the later of five years after the effective date of the license revocation or the date specified in the disciplinary order. Disbarred attorneys must comply with Rule 14-717(b), if applicable. Complete applications for disbarred attorneys shall be received by the Bar by September 1 preceding the February Bar Examination and by February 1 preceding the July Bar Examination. Late applications for disbarred attorneys are not permitted.

(d) Withdrawal of applications and refunds. To withdraw an application, written notice must be provided 30 calendar days before the examination date. One-half of the filing fee paid shall be refunded; late fees will not be refunded. No refund is available to admission on motion applicants or if the application is withdrawn within 30 calendar days of the date of the Bar Examination or if a notice of a formal hearing by a panel of the Character and Fitness Committee has been sent to the applicant.

(e) Postponement of application. An applicant may only postpone or transfer his or her application due to emergency circumstances or pursuant to Rule 14-708(b)(4)(A). Emergency transfers are subject to the following restrictions.

(e)(1) The applicant must provide a written request, including payment of the prescribed transfer fee, prior to the date of the Bar Examination.

(e)(2) Proof of the emergency must be provided. The reasons for the transfer are limited to two circumstances:

(e)(2)(A) a personal medical emergency, or

(e)(2)(B) a death in the immediate family.

(e)(3) The transferring applicant must specify which future Bar Examination he or she plans to take. The exam must be taken within the next two scheduled Bar examinations.

(e)(4) The applicant must provide an updated application by filing a reapplication for admission form, updating any information that has changed since the prior application was filed and a new criminal background check. The reapplication for admission form should be submitted by the initial application deadline of October 1 preceding the February Bar Examination and March 1 preceding the July Bar Examination. A reapplication for admission will be accepted up to 15 calendar days after the filing deadline if accompanied by the prescribed 15-day late fee. A reapplication for admission form will be accepted up to November 1 for the February Bar Examination if accompanied by the 30-day late fee and up to April 1 for the July Bar Examination if accompanied by the prescribed 30-day late fee.

(e)(5) An applicant is entitled to one transfer only.

(f) Retaking Bar Examination. An applicant failing the Bar Examination who wishes to retake the examination must file a written request, including payment of the prescribed fee by the retake deadline. Late applications will not be accepted.

(f)(1) The applicant must provide an updated application form, updating any information that has changed since the application was filed and a new criminal background check.

(f)(2) An applicant who fails to achieve a passing score after six examinations may only take additional examinations with the permission of the Admissions Committee. A petition providing good cause as to why the Admissions Committee should grant such a request must be filed with the deputy general counsel by the initial application deadline for the examination. Late applications will not be accepted. Qualified applicants who have already failed six or more examinations by September 1, 2003, may be approved to take two additional examinations.

#### **Rule 14-708. Character and fitness.**

(a) Standard of character and fitness. An attorney's conduct should conform to the requirements of the law, both in professional service to clients and in the attorney's business and personal affairs. An attorney should be one whose record of conduct justifies the trust of clients, adversaries, courts, and others with respect to the professional duties owed to them. An applicant whose record manifests a significant deficiency in honesty, trustworthiness, diligence, or reliability shall be denied admission. The applicant has the burden of proof to establish by clear and convincing evidence his or her fitness to practice law. Applicants must be approved by the Character and Fitness Committee prior to sitting for the Bar Examination. At any time before being admitted to the Bar, the Character and Fitness Committee may withdraw or modify its approval.

(b) Investigative process; investigative interview. Investigations into the character and fitness of applicants may be informal, but shall be thorough, with the object of ascertaining the truth.

(b)(1) The Character and Fitness Committee may conduct an investigation and may act with or without requiring a personal appearance by an applicant.

(b)(2) At the discretion of the Character and Fitness Committee, an applicant may be required to attend an investigative interview conducted by one or more members of the Committee. The investigative interview shall be informal but the applicant shall have the right to counsel and shall be notified in writing of the general factual areas of inquiry. Documentary evidence may be provided as part of the investigation, but no witnesses will be permitted to appear during the interview. The interview shall be a closed proceeding.

(b)(3) After an investigative interview has been conducted, the applicant shall be notified regarding whether or not he or she has been approved to sit for the Bar Examination. Applicants who are not approved will be notified regarding those areas that are of concern to the Committee. An applicant seeking review of the

decision must request a formal hearing within ten calendar days of notice of the Committee's decision. The request must be made in writing and provided to the deputy general counsel.

(b)(4) The Committee may determine that an applicant must take corrective action before approval of his or her application can be granted. The applicant shall be notified in writing of the action required. No later than 30 days prior to the date of the Bar Examination, the applicant must provide written documentation to the deputy general counsel proving that the required corrective action has been completed.

(b)(4)(A) If the documentation is not provided as required within 30 days prior to the Bar Examination, the applicant must, instead, submit to the deputy general counsel, a written request to transfer, including the payment of the prescribed transfer fee. The request must specify when the corrective action will be completed and which future examination the applicant plans to take.

(b)(4)(B) The exam must be taken within the next two scheduled Bar Examinations. An applicant is entitled to one transfer only.

(b)(4)(C) The application of an applicant who neither takes corrective action nor requests a transfer shall be considered withdrawn.

(c) Formal hearing; applicant's request. In matters where the Character and Fitness Committee decides to convene or an applicant so requests, the Character and Fitness Committee shall hold a formal hearing. The formal hearing shall be a closed proceeding and may be scheduled whether or not preceded by an investigative interview.

(c)(1) A formal hearing shall be attended by no fewer than three Character and Fitness Committee members. Five calendar days before the hearing, the applicant and the Committee must provide a list of witnesses and a copy of any exhibits to be offered into evidence. If an applicant chooses to submit a written statement, it must also be filed five calendar days before the hearing.

(c)(2) Written notice of the formal hearing shall be given at least ten calendar days before the hearing. Notice shall be sent to the applicant at the address in the application. The notice shall include a statement of the preliminary factual matters of concern. The matters inquired into at the hearing are not limited to those identified in the notice, but may include any concerns relevant to making a determination regarding the applicant's character and fitness.

(c)(3) The formal hearing will have a complete stenographic record made by a certified court reporter or an electronic record made by means acceptable in the courts of Utah. All testimony shall be taken under oath. Although no formal rules of evidence or civil procedure will apply, an applicant has the right to counsel, the right to cross-examine witnesses, the right to examine the evidence and the right to present witnesses and documentary evidence. An applicant is entitled to make reasonable use of the Bar's subpoena powers to compel attendance of witnesses and to adduce relevant evidence relating to matters adverse to the applicant.

(c)(4) Written findings of fact and conclusions of law shall be issued no later than 45 calendar days after the formal hearing and any subsequent inquiries have been concluded.

(d) Factors related to character and fitness. In addition to the standards set forth in Rules 14-708(a), and 14-708(f) and Rule 14-708(g) if applicable, the Character and Fitness Committee may use the following factors to decide whether an applicant possesses the requisite character and fitness to practice law:

(d)(1) the applicant's lack of candor;

(d)(2) unlawful conduct;

(d)(3) academic misconduct;

(d)(4) making of false or misleading statements, including omissions;

(d)(5) misconduct in employment;

(d)(6) acts involving dishonesty, fraud, deceit or misrepresentation;

(d)(7) abuse of legal process;

- (d)(8) neglect of financial responsibilities;
- (d)(9) neglect of professional obligations;
- (d)(10) violation of a court order;
- (d)(11) evidence of mental or emotional instability;
- (d)(12) evidence of drug or alcohol dependency;
- (d)(13) denial of admission to the bar in another jurisdiction on character and fitness grounds;
- (d)(14) past or pending disciplinary action by a lawyer disciplinary agency or other professional disciplinary agency of any jurisdiction; and
- (d)(15) other conduct bearing upon character or fitness to practice law.

(e) Assigning weight and significance to prior conduct. In making a determination as to the requisite character and fitness, the following factors should be considered in assigning weight and significance to prior conduct:

- (e)(1) age at the time of conduct;
- (e)(2) recency of the conduct;
- (e)(3) reliability of the information concerning the conduct;
- (e)(4) seriousness of the conduct;
- (e)(5) factors underlying the conduct;
- (e)(6) cumulative effect of conduct or information;
- (e)(7) evidence of rehabilitation;
- (e)(8) positive social contributions since the conduct;
- (e)(9) candor in the admissions process; and
- (e)(10) materiality of any omission or misrepresentations.

(f) Criminal conduct; parole, probation and supervised release.

(f)(1) Where criminal charges are pending, an applicant's character and fitness review may be held in abeyance until the matter has been resolved by the court in question.

(f)(2) An applicant convicted of a misdemeanor offense or who has entered a plea in abeyance to any criminal offense may be asked to appear before members of the Character and Fitness Committee for an investigation interview or a formal hearing. In determining whether the applicant is of good character, the Committee will consider the nature and seriousness of the criminal conduct resulting in the conviction(s), mitigating and aggravating factors including completion of terms and conditions of any sentence imposed, payment of restitution if applicable, and demonstration of clearly proven rehabilitation.

(f)(3) A rebuttable presumption exists against admission of an applicant convicted of a felony offense. For purposes of this rule, a conviction includes entry of a nolo contendere (no contest) plea. An applicant who has been convicted of a felony offense is not eligible to apply for admission until after the date of completion of any sentence, term of probation or term of parole or supervised release, whichever occurred last. Upon an applicant's eligibility, a formal hearing as set forth in this article before members of the Character and Fitness Committee will be held. Factors to be considered by the Committee include, but are not limited to, the nature and seriousness of the criminal conduct resulting in the conviction(s), mitigating and aggravating factors including completion of terms and conditions of a sentence imposed and demonstration of clearly proven rehabilitation.

(g) Disbarred attorneys.

(g)(1) A disbarred attorney applicant must undergo a formal hearing as set forth in Rule 14-708(c). A disbarred attorney applicant has the burden of proving rehabilitation by clear and convincing evidence. No applicant may take the Bar Examination prior to being approved by the Character and Fitness Committee as provided in Rule 14-708(a). In addition to the requirements set forth in Rule 14-717, if applicable, and in conjunction with the application, an applicant under this rule must:

(g)(1)(A) provide a comprehensive written explanation of the circumstances surrounding his or her disbarment or resignation;

(g)(1)(B) provide copies of all relevant documents including, but not limited to, orders containing findings of fact and conclusions of law relating to disbarment or resignation; and

(g)(1)(C) provide a comprehensive written account of conduct evidencing rehabilitation.

(g)(2) To prove rehabilitation, the applicant must demonstrate the following:

(g)(2)(A) positive action showing rehabilitation by such things as a person's occupation, religion, or community or civic service. Merely showing that the applicant is now living as and doing those things he or she should have done throughout life, although necessary to prove rehabilitation, does not prove that the individual has undertaken a useful and constructive place in society;

(g)(2)(B) provide evidence of strict compliance with all disciplinary and judicial orders;

(g)(2)(C) unimpeachable character and moral standing in the community;

(g)(2)(D) proof of present professional competence and knowledge;

(g)(2)(E) lack of malice toward those who instituted the original proceeding against the applicant;

(g)(2)(F) personal assurances supported by corroborating evidence of a desire and intention to conduct one's self in an exemplary fashion in the future;

(g)(2)(G) provide evidence of treatment for and current control of any substance abuse problem and/or psychological condition, if such were factors contributing to the disbarment or resignation; and

(g)(2)(H) provide evidence of full restitution of funds or property where applicable.

(h) Review of decision of Character and Fitness Committee; applicant's request. An applicant has the right to have the Board review a decision made after a formal hearing as set forth in this article. A decision after a formal hearing is a prerequisite to Board review. An applicant must file a written request for Board review with the deputy general counsel within ten calendar days of the date of notice of the Character and Fitness Committee decision. A panel of three Board members will review the decision. The review shall be a closed proceeding and will be limited to consideration of the record produced in the formal hearing including a certified copy of the transcript of the formal hearing, the applicant's memorandum, if any, and the Bar's responsive memorandum, if any. An applicant's appearance at the Board review will be permitted only if the review panel deems it necessary.

(h)(1) Memoranda. After filing a written request for Board review, an applicant may file a written memorandum identifying the applicant's objections to the decision of the Character and Fitness Committee. The issues in the memorandum must be limited to matters contained in the record. The memorandum must be filed within 30 calendar days of the filing of the request for Board review. The Bar may file a response, but no reply memorandum will be permitted.

(h)(2) The decision of the Character and Fitness Committee shall be affirmed if there is substantial and credible evidence to support it. To meet his or her burden of proof, the applicant must cite to the record and show that the evidence did not support the decision.

(h)(3) Payment of transcript. An applicant is responsible for paying for and obtaining a duly certified copy of the transcript of the formal hearing proceedings or other electronic record copy as described in Rule 14-708(c)(3).

(h)(4) Harmless error. An applicant must demonstrate that any errors of law, fact or procedure formed a basis for denial or approval. Harmless error does not constitute a basis to set aside the decision.

(h)(5) The Board panel shall issue a final written decision within 30 calendar days of completing its review.

(i) Supreme Court appeal. Within 30 calendar days after the date of the decision of the Board panel, the applicant may appeal to the Supreme Court by filing a written notice of appeal with the clerk of the Supreme Court and the general counsel. At the time of filing the notice of appeal, the applicant shall pay the prescribed filing fee to the clerk of the Supreme Court. The clerk will not accept a notice of appeal unless the filing fee is paid.

(i)(1) Record of proceeding. A record of the proceeding shall be prepared by the Bar and shall be filed with the clerk of the Supreme Court within 21 calendar days following the filing of the notice of appeal.

(i)(2) An appeal petition shall be filed with the Supreme Court 30 calendar days after the record of the proceedings has been filed with the Supreme Court. The appeal petition shall state the name of the petitioner and shall designate the Bar as the respondent. The appeal petition must contain the following:

(i)(2)(A) a statement of the issues presented and the relief sought;

(i)(2)(B) a statement of the facts necessary to an understanding of the issues presented by the appeal;

(i)(2)(C) the legal argument supporting the petitioner's request; and

(i)(2)(D) a certificate reflecting service of the appeal petition upon the general counsel.

(i)(3) Within 30 calendar days after service of the appeal petition on the Bar, the Bar, as respondent, shall file its response with the clerk of the Supreme Court. At the time of filing, a copy of the response shall be served upon the petitioner.

(i)(4) Format of appeal and response petitions. Except by permission of the Supreme Court, the appeal petition and the Bar's response petition shall not exceed 25 double-spaced pages, each. These documents shall be typewritten on 8 ½ inches by 11 inches paper. The text, including footnotes, shall be in type no smaller than ten characters per inch for monospaced typeface and 13-point or larger for proportionally spaced typeface. An original and six copies of the appeal petition and the response petition shall be filed with the clerk of the Supreme Court.

(i)(5) The clerk of the Supreme Court will notify the parties if any additional briefing or oral argument is permitted. Upon entry of the Supreme Court's decision, the clerk shall give notice of the decision.

(j) Reapplication. Reapplication after denial in a character and fitness determination may not be made prior to one year from the date of the final decision (including the appellate decision, if applicable), unless a different time period is specified in the final decision. If just cause exists, the Character and Fitness Committee may require an applicant to wait up to three years from the date of the final decision to reapply. If a reapplication period longer than one year is set for a Utah disbarred attorney, the time period is subject to approval by the district court hearing the petition for reinstatement. See Rule 14-525.

#### **Rule 14-709. Application denial.**

(a) Notice from Bar. An applicant whose application is denied because he or she does not meet the qualifications for admission under this article will receive written notice from the Bar that his or her application has been denied, along with a statement explaining the deficiency and reason(s) for denial.

(b) Request for review. A request for review of the decision must be filed with the Bar in writing within 15 calendar days. The request for review shall contain a short and plain statement of the reasons that the applicant is entitled to relief. A review panel consisting of no fewer than three members of the Admissions Committee shall review all relevant evidence. The review panel shall make a decision on the request for review and shall notify the applicant in writing of its decision in the form of a final decision.

(c) Supreme Court appeal. Within 30 calendar days after the date of the final decision, the applicant may appeal to the Supreme Court by filing a written notice of appeal with the clerk of the Supreme Court and

-serving a copy upon the general counsel. At the time of filing the notice of appeal, the applicant shall pay the prescribed filing fee to the clerk of the Supreme Court. The clerk will not accept a notice of appeal unless the filing fee is paid.

(c)(1) Record of proceeding. A record of the proceedings shall be prepared by the Bar and shall be filed with the clerk of the Supreme Court within 21 calendar days following the filing of the notice of appeal.

(c)(2) An appeal petition shall be filed with the Supreme Court 30 calendar days after the record of proceedings has been filed. The appeal petition shall state the name of the petitioner and shall designate the Bar as respondent. The appeal petition must contain the following:

(c)(2)(A) a statement of the issues presented and the relief sought;

(c)(2)(B) a statement of the facts necessary to an understanding of the issues presented by the appeal;

(c)(2)(C) the legal argument supporting the appeal; and

(c)(2)(D) a certificate reflecting service of the appeal petition upon the general counsel.

(c)(3) Within 30 calendar days after service of the appeal petition on the Bar, the Bar, as respondent, shall file with the clerk of the Supreme Court a response. At the time of filing, a copy of the response shall be served upon the petitioner.

(c)(4) Format of appeal and response petitions. Except by permission of the Supreme Court, the appeal petition and the Bar's response petition shall not exceed 25 double-spaced pages, each. These documents shall be typewritten on 8 ½ inches by 11 inches paper. The text, including footnotes, shall be in type no smaller than ten characters per inch for monospaced typeface and 13-point or larger for proportionally spaced typeface. An original and six copies of the appeal petition and the response petition shall be filed with the clerk of the Supreme Court.

(c)(5) The clerk of the Supreme Court will notify the parties if any additional briefing or oral argument is permitted. Upon entry of the Supreme Court's decision, the clerk shall give notice of the decision.

#### **Rule 14-710. Composition of the Bar Examination.**

(a) Student Bar Examination. The student Bar Examination shall include a written component and the MBE. The written component of the examination may consist of up to eight essay questions and two MPT questions. One essay question shall relate to legal ethics. Essay questions may be taken from the MEE and/or state prepared essay questions. Students and student attorney applicants are required to take the student Bar Examination.

(b) Attorney Bar Examination. The attorney Bar Examination shall consist of the written component of the student Bar Examination. Attorney applicants who meet the requirements set forth in Rule 14-704 are eligible to sit for the attorney Bar Examination.

#### **Rule 14-711. Preparation, grading and scoring of the Bar Examination.**

(a) Preparation of essay questions. Essay questions and model answers are selected from the MEE or prepared by members of the Bar Examiner Committee or outside sources. Members of the Bar Examiner Committee or the Bar Exam Administration Committee shall review essay questions and model answers.

(b) Preparation of the MPT questions. MPT questions and model answers are prepared by the NCBE and reviewed by members of the Bar Examiner Committee or Bar Exam Administration Committee.

(c) Grading the written component of the Bar Examination. Essay and MPT answers shall be uniformly graded on a scale from zero to five points. In order to assure maximum fairness and uniformity in grading, the Board or its designees shall prescribe procedures and standards for grading to be used by all graders. Each MPT question shall have twice the weight of an essay question. The essay and MPT scores added together constitute the raw written component score.

(d) Examination scoring and passing grade. The raw written component score is scaled to the MBE portion of the examination using the standard deviation method. The scaled MBE score and the scaled written component score are combined. An applicant who receives a combined score of 270 or above passes the Bar Examination.

**Rule 14-712. MBE scores.**

(a) MBE score transferability. The Bar will not accept MBE scores transferred from another jurisdiction unless the MBE is taken in the same examination period that the written component is taken in Utah.

(b) How to transfer MBE scores. To transfer MBE scores, an applicant must send a written transfer request, along with the prescribed fee, to the NCBE. A transfer request form and fee information is provided by the NCBE website. See NCBE website at [www.ncbex.org](http://www.ncbex.org).

**Rule 14-713. MPRE.**

(a) MPRE requirements. In addition to the requirements of Rule 14-716(e), an applicant must receive a passing score on the MPRE prior to admission to the Bar. The passing score must be achieved within two years of the date of the Bar Examination. A scaled score of 86 is considered passing. A scaled score of 80 will be considered passing for Bar Examinations taken on or before July 2004. It is the Applicant's responsibility to insure that his or her MPRE score is reported to the Bar.

(b) MPRE. The MPRE is administered by the NCBE. To take the MPRE, an applicant must file an application with and pay the prescribed fee to the NCBE. See NCBE website at [www.ncbex.org](http://www.ncbex.org).

**Rule 14-714. Unsuccessful applicants: disclosure and right of inspection.**

(a) Inspection of the written component. The written component of the Bar Examination shall be retained for no fewer than six months after the date that examination's results have been announced. An unsuccessful applicant shall be entitled to a reasonable inspection of:

(a)(1) the essay and MPT questions;

(a)(2) the applicant's answers to the essay and MPT questions of the examination;

(a)(3) the model answer for each question; and

(a)(4) an explanation of the grading process.

(b) Privileged Information is not subject to disclosure.

(c) Inspection of MBE. This rule does not permit an applicant to inspect the MBE which is administered nationally. Neither copies of the MBE questions nor answers are retained by the Bar.

(d) All disclosure under this rule is governed by Rule 14-719.

**Rule 14-715. Bar Examination appeals.**

(a) Request for review. A request for review, along with the prescribed filing fee, must be filed with the Bar in writing within 30 calendar days of the date that the Bar Examination results are mailed to the applicant.

(b) Standard of review. The Board or its designees shall only review the request of failing applicants who claim that failure was because of a substantial irregularity in the administration of the examination that resulted in manifest unfairness or because of mathematical errors in the scoring of the applicant's examination. A substantial irregularity in the administration of the examination will not be a matter that will result in questions or answers being reread, reevaluated or regraded. The Board and its designees shall not reread, reevaluate or regrade Bar Examination answers.

(c) Bar Examination review and appeal procedure. The request for review shall contain a short and plain statement of the reasons that the applicant is entitled to relief based on Rule 14-715(b).

(c)(1) Review panel and Board decision. The review panel consisting of no fewer than three members of the Admissions Committee shall review all relevant evidence. Requests for review setting forth common issues may be consolidated in whole or in part as determined by the chair of the review panel. The Admissions Committee shall file with a panel of three members of the Board its written findings of fact and recommendations. The Board panel shall make a decision on the request for review and shall notify the applicant in writing of its decision in the form of a final decision, which includes findings of fact and conclusions of law.

(c)(2) Appeal process. Within 30 calendar days after the date of the final decision, the applicant may appeal to the Supreme Court by filing a written notice of appeal with the clerk of the Supreme Court and serving a copy upon the general counsel. At the time of filing the notice of appeal, the applicant shall pay the prescribed filing fee to the clerk of the Supreme Court. The clerk will not accept a notice of appeal unless the filing fee is paid.

(c)(3) Records of proceedings. A record of the proceedings shall be prepared by the Bar and shall be filed with the clerk of the Supreme Court within 21 calendar days following the filing of the notice of appeal.

(c)(4) Appeal petition. An appeal petition shall be filed with the Supreme Court 30 calendar days after a record of the proceedings has been filed with the Supreme Court. The appeal petition shall state the name of the petitioner and shall designate the Bar as respondent. The appeal petition must contain the following:

(c)(4)(A) a statement of the issues presented and the relief sought;

(c)(4)(B) a statement of the facts necessary to an understanding of the issues presented by the appeal;

(c)(4)(C) the legal argument supporting the petitioner's request; and

(c)(4)(D) a certificate reflecting service of the appeal petition upon the general counsel.

(c)(5) Format of appeal and response petitions. Except by permission of the court, the appeal petition and the Bar's response shall not exceed 25 double-spaced pages, each. These documents shall be typewritten on 8 ½ inches by 11 inches paper. The text, including footnotes, shall be in type no smaller than 10 characters per inch for monospaced typeface and 13-point or larger for proportionally spaced typeface. An original and six copies of the appeal petition and the response petition shall be filed with the clerk of the Supreme Court.

(c)(6) Within 30 calendar days after service of the appeal petition on the Bar, the Bar, as respondent, shall file its response with the clerk of the Supreme Court. At the time of filing, a copy of the response shall be served upon the petitioner.

(c)(7) The clerk of the Supreme Court will notify the parties if any additional briefing or oral argument is permitted. Upon entry of the Supreme Court's decision, the clerk shall give notice of the decision.

**Rule 14-716. License fees; enrollment fees; oath and admission.**

(a) Court enrollment fees and Bar license fee. After notification that the Board has approved the applicant for admission, the applicant must pay to the Bar the applicable Bar license fee for either active or inactive status. The applicant must pay to the Bar the mandatory Supreme Court enrollment fee, regardless of whether the applicant elects active or inactive attorney status. If an applicant elects active status, an applicant must pay to the Bar the enrollment fee of the United States District Court for the District of Utah. The Bar collects and transmits the federal and state court enrollment fees.

(b) Motion for admission and enrollment. Upon satisfaction of the requirements of Rule 14-716(a), the Board will submit motions to the Supreme Court and the United States District Court for the District of Utah for admission certifying that the applicants have satisfied all qualifications and requirements for admission to the Bar. The Board will submit three motions for admission per year: October, February and May. After the motions are submitted and upon approval by the Supreme Court and the United States District Court for the

District of Utah and upon taking the required oath, an applicant is eligible to be enrolled into Utah's state and federal courts.

(c) Admission ceremony. There will be two admission ceremonies a year to administer the required oath to be placed on either active or inactive attorney status: May and October.

(d) Oath of attorney and certificate of admission. Every applicant must take an oath. The oath must be administered by the clerk of the Supreme Court, the clerk of a court of the United States, a Utah state judge of district or juvenile court level or higher, a judge of a court of the United States or a judge of a court of general jurisdiction or higher of a state of the United States. In the event of military assignment outside the United States, a military court judge may administer the oath. After administration of the oath, each applicant must sign the roll of attorneys maintained by the clerk of the Supreme Court at which time the applicant receives a certificate of admission to the Bar. If the oath is administered other than at an admission ceremony as provided in this article, the applicant must contact the clerk of the Supreme Court for information on administration of the oath. If the applicant elects active status, he or she must also contact the United State District Court for the District of Utah and sign its roll of attorneys.

(e) Time limit for admission. If an applicant has met all other admission requirements, but fails to pay the prescribed license and enrollment fees or fails to take the oath as required by Rule 14-716(d) within two years after notification of approval by the Board, the approval for admission is automatically withdrawn. Failure to timely satisfy the provision of this rule requires an applicant to recommence the application process including a new application, payment of fees, a character and fitness investigation and retaking of the Bar Examination, if applicable.

#### **Rule 14-717. Readmission after resignation or disbarment of Utah attorneys.**

(a) Readmission after resignation without discipline pending. Readmission subsequent to the resignation without discipline pending of a member of the Bar requires a new application, payment of fees, and a character and fitness investigation. An applicant is not required to retake the Bar Examination but must fully comply with the requirements of Rule 14-716.

(b) Readmission of disbarred attorneys. An applicant for readmission to the Bar under these circumstances shall satisfy all requirements of this article, including Rules 14-703, 14-707(c), 14-708(g) and 14-716, and shall satisfy all other requirements imposed by Rule 14-525, the OPC, and Utah courts. A report and recommendation shall be filed by the Character and Fitness Committee in the district court in which the applicant has filed his or her petition for readmission. The district court must approve the applicant's petition for readmission under Rule 14-525 before an applicant can be admitted and licensed under Rule 14-716 to practice law.

#### **Rule 14-718. Licensing of foreign legal consultants.**

Licensing of foreign legal consultants is governed by Rule 14-805 and administered in conjunction with this article.

#### **Rule 14-719. Confidentiality.**

(a) Confidentiality. Confidential information relating to admissions shall not be disclosed other than as permitted by this article. Confidential information includes but is not limited to all records, documents, reports, letters and sources whether or not from other agencies or associations, relating to admissions and the examination and grading process.

(b) Disclosure of confidential information in admissions process. Nothing in this article limits disclosure of confidential information to the Board and the Bar's employees, committees and their agents in connection with the performance of and within the scope of their duties.

(c) Disclosure of confidential information to applicant. An applicant and an applicant's attorney are entitled to confidential information directly related to the applicant:

(c)(1) which is to be considered by the Character and Fitness Committee in conjunction with a formal hearing in accordance with Rule 14-708(c); and

(c)(2) as permitted by Rule 14-714.

(d) Privileged information. Neither an applicant nor an applicant's attorney nor any person is entitled to privileged information.

(e) Communications relating to applications. Letters or information relating to an applicant in which the writer requests confidentiality shall not be placed into evidence or otherwise made available to the decision-making body or anyone else involved in a decision-making capacity with respect to the admission of the applicant. Such material will be destroyed by the admissions office. Any person having knowledge of the content of the information shall withdraw from participation in the matter, and if necessary persons shall be appointed to replace those required to withdraw from the decision-making process.

(f) Release of information. Except as otherwise authorized by order of the Supreme Court, the Bar shall deny requests for confidential information but may grant the request if made by one of the following entities:

(f)(1) an entity authorized to investigate the qualifications of persons for admission to practice law;

(f)(2) an agency or entity authorized to investigate the qualifications of persons for government employment;

(f)(3) a lawyer discipline enforcement agency; or

(f)(4) an agency or entity authorized to investigate the qualifications of judicial candidates.

(g) Release of confidential information. If the request for confidential information is granted, it shall be released only upon certification by the requesting agency or entity that the confidential information shall be used solely for authorized purposes. If one of the above-enumerated entities requests confidential information, the Bar shall give written notice to the applicant that the confidential information will be disclosed within ten calendar days unless the applicant obtains an order from the Supreme Court restraining such disclosure.

(h) Immunity from civil suits. Participants in proceedings conducted under this article shall be entitled to the same protections for statements made in the course of the proceedings as participants in judicial proceedings. The admissions-related committee members, the deputy general counsel, the general counsel and admissions staff shall be immune from suit for any conduct committed in the course of their official duties, including the investigatory stage. There is no immunity from civil suit for intentional misconduct.

(i) Persons providing information to admission office or admissions-related committees. Every person or entity shall be immune from civil liability for providing, in good faith, documents, statements of opinion, records or other information regarding an applicant or potential applicant for admission to the Bar to the admissions office or to those members of the admissions-related committees.

#### **Rule 14-720 Qualifications for admission of house counsel applicants.**

(a) Scope of practice. An attorney admitted to the Bar as House Counsel shall limit his or her practice of law including legal representation only to the business of his or her employer. House Counsel shall not:

(a)(1) Appear before a court of record or not of record as an attorney or counselor in the State of Utah except as otherwise authorized by law or rule; or

(a)(2) Offer legal services or advice to the public or hold himself or herself out as being so engaged or authorized, except as permitted under Rule 5.5 of the Utah Rules of Professional Conduct. An attorney granted a House Counsel license is not prevented from appearing in any matter pro se or from fulfilling the duties of a member of the active or reserve components of the armed forces or the National Guard.

(b) Requirements of house counsel applicants. To be recommended for admission to the Bar as House Counsel, a person must establish by clear and convincing evidence that he or she meets each of the following requirements:

- (b)(1) filed with the Admissions Office a Complete Application for admission to the Bar and paid the prescribed application fee;
- (b)(2) be at least twenty-one years old;
- (b)(3) graduated with a first professional degree in law (Juris Doctorate or Bachelor of Laws) from an Approved Law School;
- (b)(4) be licensed to practice law and in active status in a sister state or United States territory or the District of Columbia;
- (b)(5) either (A) be a bona fide resident of the State of Utah or (B) maintain an office as the employer's House Counsel within the State of Utah;
- (b)(6) be employed and practice law exclusively as House Counsel for a corporation, its subsidiaries or affiliates, an association, a business, or other legal entity whose lawful business consists of activities other than the practice of law or the provision of legal services;
- (b)(7) provide an affidavit signed by both the Applicant and the employer that the Applicant is employed exclusively as House Counsel and that Applicant has disclosed to the employer the limitations on House Counsel's license of practicing under this rule;
- (b)(8) be of good moral character and have satisfied the requirements of Rule 14-708;
- (b)(9) present satisfactory proof of both admission to the practice of law and that he or she is a member in good standing in all jurisdictions where currently admitted;
- (b)(10) file with the application a certificate from the entity having authority over professional discipline for each jurisdiction where the Applicant is licensed to practice which certifies that the Applicant is not currently subject to lawyer discipline or the subject of a pending disciplinary matter; and
- (b)(11) complied with the oath and enrollment provisions of Rule 14-716 and paid the licensing fees required for active status.
- (c) Application. An Applicant requesting a license to serve as House Counsel must file a Complete Application for admission.
- (c)(1) An application under this rule may be filed at any time.
- (c)(2) The processing time of a House Counsel application is approximately 90 to 180 days.
- (c)(3) Applicants must meet all House Counsel admission requirements in this rule.
- (c)(4) Upon approval by the Board of an application, the Applicant will be admitted in accordance with Rule 14-716(b).
- (d) Unauthorized practice of law.
- (d)(1) It is the unauthorized practice of law for an attorney not licensed in Utah to practice law in the state except as otherwise provided by law.
- (d)(2) An attorney who complies with the requirements of subsection (b)(1) may provide services to an employer in Utah while the application is pending as long as the application is filed within six months of the out-of-state attorney establishing an office or residence in Utah.
- (d)(3) No attorney who is not a member of the Bar and is acting as an attorney in Utah for an employer shall be denied a House Counsel license solely because of the attorney's prior failure to seek admission to the Bar, provided that an application pursuant to this rule is filed within one year of the Court's adoption of this rule.
- (d)(4) After the one-year enrollment period referred to in subsection (d)(3), an attorney who provides legal advice to his or her employer but is not an active member of the Bar or licensed as a House Counsel pursuant to this rule may be referred for investigation for the unauthorized practice of law.

(e) Continuing legal education requirement. House Counsel shall:

(e)(1) File with the MCLE Board by January 31 of each year a Certificate of Compliance from the jurisdiction where House Counsel maintains an active license establishing that he or she has completed the hours of continuing legal education required of active attorneys in the jurisdiction where House Counsel is licensed; and

(e)(2) Pay the designated filing fee at the time of filing the Certificate of Compliance. A House Counsel admitted under this rule who fails to comply with the CLE filing requirement by the January 31 deadline shall be assessed a late fee. Any House Counsel who fails to file within 30 calendar days of the January 31 deadline may be subject to suspension and a reinstatement fee.

(f) Applicable regulations. House Counsel is subject to and must comply with the Utah Rules of Professional Conduct Chapter 14, Article 1, Integration and Management, Chapter 14, Article 5, Lawyer Discipline and Disability, Chapter 14, Article 7, Admissions, and all other rules and regulations governing the conduct and discipline of members of the Bar.

(g) Discipline. House Counsel is subject to professional discipline in the same manner and to the same extent as a member of the Bar. Every person licensed under this rule is subject to control by the courts of the State of Utah and to censure, suspension, removal, or revocation of his or her license to practice as House Counsel in Utah regardless of where the conduct occurs.

(h) Notification of change in standing.

(h)(1) House Counsel shall execute and file with the Licensing Office a written notice of any change in that person's membership status, good standing or authorization to practice law in any jurisdiction where licensed.

(h)(2) House Counsel shall execute and file with the Office of Professional Conduct a written notice of the commencement of all formal disciplinary proceedings and of all final disciplinary actions taken in any other jurisdiction.

(i) No Solicitation. House Counsel is not authorized by anything in this rule to hold out to the public or otherwise solicit, advertise, or represent that he or she is available to assist in representing the public in legal matters in Utah.

(j) Cessation of activity as house counsel. A House Counsel license terminates and the House Counsel shall immediately cease performing all services under this rule and shall cease holding himself or herself out as House Counsel upon:

(j)(1) termination of employment with the qualified employer as provided in subsection (b)(6);

(j)(2) termination of residence, or the maintenance of his or her office in the State of Utah as provided in subsection (b)(5);

(j)(3) failure to maintain active status in a sister state or United States territory or the District of Columbia, or to satisfy the Bar's annual licensing requirements, including compliance with mandatory continuing legal education requirements as provided for in this rule;

(j)(4) completion of any disciplinary proceeding in Utah or any other jurisdiction, which warrants suspension or termination of the House Counsel license; or

(j)(5) an attorney who seeks admission to practice in this state as House Counsel and who previously had a Utah House Counsel license that was terminated due to a disciplinary proceeding pursuant to subsection (j)(4) or whose license was terminated for a period longer than six months pursuant to subsection (j)(1), (j)(2), or (j)(3) must file a new application under this rule.

(k) Reinstatement after temporary lapse in license. An attorney whose House Counsel license is terminated pursuant to subsection (j)(1), (j)(2), or (j)(3) shall be reinstated to practice law as a House Counsel if within six months from the termination the attorney is able to demonstrate to the Admissions Office that he or she has:

(k)(1) employment with a qualified employer and has provided the required verification of employment pursuant to subsection (b)(7);

(k)(2) established a residence or maintains an office for the practice of law as House Counsel for the employer within the State of Utah; and/or

(k)(3) active status in a sister state or United States territory or the District of Columbia and has complied with the Bar's annual licensing requirements for House Counsel.

(l) Notice of change of employment. House Counsel shall notify, in writing, the Licensing Office of the termination of the employment pursuant to which the House Counsel license was issued.

(m) Full admission to the Utah State Bar. A House Counsel license will be terminated automatically once the attorney has been otherwise admitted to the practice of law in Utah as an active member of the Bar. Any person who has been issued a House Counsel license may qualify for full membership by establishing by clear and convincing evidence that he or she meets the following requirements:

(m)(1) filed a complete written request for a change of status with the Admissions Office in accordance with the filing deadlines set forth in Rule 14-707(b). The request for a change of status must include:

(m)(1)(A) a Reapplication for Admission form updating the information provided in the original application, including payment of the prescribed application fee. If the original application for admission is more than two years old, a new Complete Application for admission must be filed;

(m)(1)(B) a criminal background check dated no more than 180 days prior to the filing of the change of status request;

(m)(1)(C) satisfactory proof of both admission to the practice of law and that House Counsel is a member in good standing in all jurisdictions where admitted; and

(m)(1)(D) a certificate from the entity having authority over professional discipline for each jurisdiction where House Counsel is licensed to practice which certifies that House Counsel is not currently subject to lawyer discipline or the subject of a pending disciplinary matter.

(m)(2) be of good moral character and have satisfied the requirements of Rule 14-708;

(m)(3) successfully passed the Bar Examination as prescribed in Rule 14-710;

(m)(4) successfully passed the MPRE as prescribed in Rule 14-713; and

(m)(5) complied with the provisions of Rule 14-716 concerning licensing and enrollment fees.

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## Utah State Bar Admissions - Frequently Asked Questions

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Have more questions? E-mail the admissions office at [adm@utahbar.org](mailto:adm@utahbar.org). Or, telephone (801) 531-9077.

### 1. WHAT ARE THE BASIC REQUIREMENTS FOR ADMISSION?

**Student and Student/Attorney Applicant Requirements.** The burden of proof is on the Applicant to establish by clear and convincing evidence that he or she meets each of the following requirements:

- (a) Have paid prescribed fees and timely filed the required application in accordance with [Rule 14-707](#);
- (b) Be at least twenty-one years old;
- (c) Have graduated with a first professional degree in law (Juris Doctorate or Bachelor of Laws) from an Approved Law School;
- (d) Be of good moral character and have satisfied the requirements of [Rule 17-708](#);
- (e) Have successfully passed the Student Bar Examination as prescribed in [Rule 14-710](#);
- (f) Have successfully passed the MPRE as prescribed in [Rule 14-713](#). To register for the MPRE, go to [www.ncbex.org](http://www.ncbex.org);
- (g) Have complied with the provisions of [Rule 14-716](#) concerning licensing and enrollment fees;

**Requirements of Foreign Law School Applicants.** The burden of proof is on the Applicant to establish by clear and convincing evidence that he or she meets each of

the following requirements:

- (a) Prove that he or she graduated from a foreign law school in a country where principles of English common law form the predominate basis for that country's system of jurisprudence;
- (b) Have paid prescribed fees and timely filed the required application as a Foreign Law School Applicant in accordance with [Rule 14-707](#);
- (c) Be at least twenty-one years old;
- (d) Have been admitted to practice law in an English common law jurisdiction;
- (e) Have been substantially (meaning fifty percent (50%) or more) and lawfully engaged in the practice of law in an English common law jurisdiction for no fewer than two (2) years;
- (f) Successfully complete, that is earned a minimum grade of "C" or its passing equivalent, within twenty-four (24) consecutive months, not fewer than twenty-four (24) semester hours, or their equivalent in quarter hours, at an Approved Law School, including no less than one (1) course each in a core or survey course of constitutional law, civil procedure, criminal procedure or criminal law, legal ethics and evidence;
- (g) Be of good moral character and have satisfied the requirements of Rule 8;
- (h) Have successfully passed the Student Bar Examination and MPRE as prescribed in [Rules 14-710](#) and [14-713](#);
- (i) Have complied with the provisions of [Rule 14-716](#) concerning licensing and enrollment fees;

**Other Foreign Law School Graduates.** All other students and graduates from foreign law schools not meeting the requirements of Section 3-2 may be recommended only if they have graduated with a first professional degree in law (Juris Doctorate or Bachelor of Law) from an [ABA approved law school](#).

**Requirements of Attorney Applicants *Without Examination*.** An Admission on Motion Applicant may be admitted to the practice of law if the Applicant has been admitted to the practice of law before the highest court of a sister state or United States territory or the District of Columbia where admission by motion is authorized and the Applicant meets all other requirements of this Rule. The burden of proof is on the Applicant to establish by clear and convincing evidence that he or she meets each of the following requirements:

- (a) Have been admitted by bar examination to practice law before the highest court of a sister state or United States territory or the District of Columbia;
- (b) Hold a first professional degree in law (Juris Doctorate or Bachelor of Laws) from a law school approved by the American Bar Association;
- (c) Establish that the sister state or United States territory or the District of Columbia that licensed the Applicant allows the admission of licensed Utah lawyers under terms and conditions similar to those set forth in this Rule, provided that if the sister state or United States territory or the District of Columbia that licensed the Applicant requires Utah lawyers to complete or meet other conditions or requirements, the

Applicant must meet a substantially similar requirement for admission in Utah.

(d) Have been substantially and lawfully engaged in the active practice of law (meaning fifty percent or more) in the reciprocal jurisdiction where licensed for at least three (3) of the previous four (4) years immediately preceding the date of the filing of the application for admission under this Rule.

(e) Present satisfactory proof of both admission to the practice of law and that he or she is a member in good standing in all jurisdictions where currently admitted;

(f) File with the application a certificate from the entity having authority over professional discipline for each jurisdiction where the Applicant is licensed to practice which certifies that the Applicant is not currently subject to lawyer discipline or the subject of a pending disciplinary matter;

(g) Present satisfactory proof to demonstrate that the Applicant has been substantially and lawfully engaged in the practice of law for the applicable period of time;

(h) Establish that the Applicant possesses good moral character;

(i) Provide evidence of the Applicant's educational and professional qualifications;

(j) Upon the filing of the application, pay the prescribed fees; and

(k) File with the Bar a designated Service of Process Form setting forth his or her address in this State and designating the Clerk of the Utah Supreme Court as his or her agent upon whom process may be served.

[Please click here for the full text of Utah's Multijurisdictional Practice Rule.](#)

[Please click here for the List of Reciprocal Jurisdictions.](#)

**Requirements of Attorney Applicants *With Examination*.** The burden of proof is on the Applicant to establish by clear and convincing evidence that he or she meets each of the following requirements:

(a) Have paid prescribed fees and filed the required application as an Attorney Applicant;

(b) Be at least twenty-one years old;

(c) Have graduated with a first professional degree in law (Juris Doctorate or Bachelor of Laws) or equivalent degree from a law school approved by the American Bar Association;

(d) Have been admitted to the practice of law before the highest court of a sister state or United States territory, or the District of Columbia for no fewer than five (5) years, and have been substantially (meaning fifty percent or more) and lawfully engaged in the practice of law in the jurisdiction where licensed for any four (4) of the five (5) years immediately preceding the filing of the application. For purposes of this rule, the practice of law includes the following activities or the equivalent thereof:

- (1) sole practitioner, or partner, shareholder, associate, or of counsel in a law firm; or
- (2) an organization's employee whose principal responsibility is to provide legal advice or service; or
- (3) government employee whose principal duties are to provide legal advice or

service; or  
(4) service in the United States armed forces in a legal capacity; or  
(5) judge of a court of general or appellate jurisdiction requiring admission to a bar as a qualification for admission thereof; or  
(6) law clerk to a judge of a court of general or appellate jurisdiction; or  
(7) teaching full-time in an Approved Law School;

(e) Be of good moral character;

(f) Have successfully passed the Bar Examination;

(g) Have successfully passed the Multistate Professional Responsibility Examination (MPRE). To register for the MPRE, go to [www.ncbex.org](http://www.ncbex.org).

(h) Have paid licensing and enrollment fees.

(i) **House Counsel Admission.** Information on getting a house counsel license can be found under Question 17.

## 2. WHEN CAN I TAKE THE UTAH STATE BAR EXAM?

The Utah State Bar Examination is administered twice a year, normally on the last Tuesday and Wednesday in February and July.

The MPRE is administered three times a year. For more information about dates and registration, contact the MPRE at (319) 341-2500 or visit <http://www.ncbex.org>.

## 3. WHAT ARE THE DEADLINES FOR APPLYING TO SIT FOR THE BAR EXAM?

**NOTICE:** It may take 20 weeks or longer to obtain all required documents for this application. Please plan accordingly in order to meet the filing deadline.

### FEBRUARY EXAM:

- Application filing deadline date – October 1
- Late filing deadline date – October 15 (*include a \$100 late fee*)
- Final filing deadline date – November 1 (*include a \$300 late fee*)

### JULY EXAM:

- Application filing deadline date – March 1
- Late filing deadline date – March 15 (*include a \$100 late fee*)
- Final filing deadline date – April 1 (*include a \$300 late fee*)

Send your completed Application, fees and supplementary documents to:

Utah State Bar  
Office of Admissions  
645 South 200 East  
Salt Lake City, Utah 84111-3834

If you mail your application, it is strongly recommended that you send it RETURN RECEIPT REQUESTED. If you deliver your application, bring a copy with you (*the Utah State Bar will not make a copy for you*) and ask to have your copy DATE STAMPED RECEIVED. This will ensure that you have a record of timely filing should there be questions later. Applications are retained for seven years. If still on file, photocopies

of all or a portion of an Application are \$25 per copy. Your Application becomes the property of the Utah State Bar once filed.

#### 4. HOW DO I APPLY FOR ADMISSION TO THE UTAH STATE BAR EXAMINATION?

First, you must **register** with the Utah State Bar.

Second, you must complete an Application for Admission and provide any supplementary documentation. You can download a copy of the Application for Admission to the Utah State Bar. Or, send \$25 for an Application to:

Utah Office 645 Salt Lake City, Utah 84111-3834  
State of South 200  
Bar Admissions East

Or, you may charge an Application to your credit card by calling (801)531-9077.

**NOTE: Your Applications for Admission is *not complete* until your Application and ALL supplementary documentation is received by the Admissions office of the Utah State Bar. Incomplete Applications will not be deemed timely filed and may be returned.**

#### 5. HOW MUCH IS THE UTAH STATE BAR APPLICATION FILING FEE?

1. Student Applicants taking Student Examination: \$450
2. Attorney Applicants taking Student Examination: \$625 (Student - Attorney)
3. Attorney Applicants taking Attorney Examination: \$625
4. Admission by Motion Applicants (non-refundable): \$625
5. Admission - House Counsel Applicants (non-refundable): \$625
6. Disbarred Attorney Applicants seeking Readmission: \$725
7. Applicants Seeking Readmission after Resignation: \$550 (non-refundable)
8. Foreign Attorney Applicants: \$625
9. Foreign Legal Consultants (non-refundable): \$625
10. Applicants Eligible for an Emergency Transfer: \$100 (non-refundable)
11. Applicants Retaking Exam: \$250
12. Laptop Computer Fee (non-refundable): \$100

#### 6. CAN I BE ADMITTED ON MOTION?

An Admission on Motion Applicant may be admitted to the practice of law if the Applicant has been admitted to the practice of law before the highest court of a sister state or United States territory or the District of Columbia where admission by motion is authorized and the Applicant meets all other requirements of this Rule. **Attorneys**

**seeking admission on motion complete the same application as other applicants.** On questions that are not applicable because you are not taking the exam, just put "n/a." An application is available on the Utah State Bar Website at [www.utahbar.org](http://www.utahbar.org). The burden of proof is on the Applicant to establish by clear and convincing evidence that he or she meets each of the following requirements:

- (a) Have been admitted by bar examination to practice law before the highest court of a sister state or United States territory or the District of Columbia;
- (b) Hold a first professional degree in law (Juris Doctorate or Bachelor of Laws) from a law school approved by the American Bar Association;
- (c) Establish that the sister state or United States territory or the District of Columbia that licensed the Applicant allows the admission of licensed Utah lawyers under terms and conditions similar to those set forth in this Rule, provided that if the sister state or United States territory or the District of Columbia that licensed the Applicant requires Utah lawyers to complete or meet other conditions or requirements, the Applicant must meet a substantially similar requirement for admission in Utah.
- (d) Have been substantially and lawfully engaged in the active practice of law (meaning fifty percent or more) in the reciprocal jurisdiction where licensed for at least three (3) of the previous four (4) years immediately preceding the date of the filing of the application for admission under this Rule.
- (e) Present satisfactory proof of both admission to the practice of law and that he or she is a member in good standing in all jurisdictions where currently admitted;
- (f) File with the application a certificate from the entity having authority over professional discipline for each jurisdiction where the Applicant is licensed to practice which certifies that the Applicant is not currently subject to lawyer discipline or the subject of a pending disciplinary matter;
- (g) Present satisfactory proof to demonstrate that the Applicant has been substantially and lawfully engaged in the practice of law for the applicable period of time;
- (h) Establish that the Applicant possesses good moral character;
- (i) Provide evidence of the Applicant's educational and professional qualifications;
- (j) Upon the filing of the application, pay the prescribed fees;
- (k) File with the Bar a designated Service of Process Form setting forth his or her address in this State and designating the Clerk of the Utah Supreme Court as his or her agent upon whom process may be served;
- (l) Provide a copy of the admission by motion rule from the jurisdiction where the applicant is licensed;
- (m) Provide an attorney affiant form completed by an attorney licensed and in good standing from the jurisdiction where the applicant is licensed;
- (n) Provide an original Certificate of Good Standing from all jurisdictions where

licensed;  
and

(o) Provide a personal affidavit that you sign and notarize attesting that you meet the requirements of the Utah admission on motion rule.

Please click [here](#) for the full text of Utah's Multijurisdictional Practice Rule. Please click [here](#) for the List of Reciprocal Jurisdictions.

## **7. WHAT ARE THE COMPONENTS OF THE UTAH STATE BAR EXAMINATION?**

The Utah Student Bar Examination is a two day examination, consisting of a one-day written component and a one-day Multistate Bar Examination ("MBE") component. The total time allotted the written component is seven hours. The total time for the MBE component is six hours.

**a. The Written Component.** The written component is administered on the first day. It consists of eight essay questions and two Multistate Performance Test ("MPT") questions: four essays and 1 MPT question in the morning session and four essays and 1 MPT question in the afternoon. Attorneys who have been licensed to practice law for five years in another jurisdiction and have been substantially and lawfully engaged in the practice of law in that jurisdiction for four of the preceding five years are only required to take the written portion of the examination.

### **Essays**

Applicants will have 30 minutes to answer each essay question. The essay questions may be taken from the Multistate Essay Examination ("MEE"), which is prepared by the National Conference of Bar Examiners or they may be state prepared. The MEE questions are taken from the following twelve subject areas:

- Business Associations (Agency and Partnerships; Corporations and Limited Liability Companies)
- Conflict of Laws
- Constitutional Law
- Contracts and Sales (UCC Article 2)
- Criminal Law and Procedure
- Evidence
- Family Law
- Federal Civil Procedure
- Real Property
- Torts
- Trusts and Estates (Decedents' Estates; Trusts and Future Interests)
- Uniform Commercial Code (Commercial Paper – UCC Article 3, Secured Transactions – UCC Article 9)

For more information regarding the composition of the MEE, please visit the NCBE Website at: [www.ncbex.org/multistate-tests/mee/](http://www.ncbex.org/multistate-tests/mee/)

Utah-prepared essays will be taken from the following subject areas:

- Administrative Law
- Business Associations
- Civil Procedure (including Utah and Federal Rules)
- Constitutional Law (including Utah and Federal law)

- Contracts
- Creditor/Debtor
- Criminal Law and Procedure
- Ethics (Utah Rules of Professional Conduct)
- Evidence (including Utah and Federal Rules)
- Family Law
- Real Property
- Torts
- Uniform Commercial Code (Articles 2, 3, & 9)
- Wills/Estate Planning/Trusts (including tax aspects)

Applicants are expected to answer all essay questions by applying general legal principles and Utah law where applicable.

### **MPT**

One and one-half hours will be allocated to complete each MPT question.

Prepared by the NCBE, each MPT will be given the same weight as two essays. The MPT examines six fundamental lawyering skills that are required for the performance of many lawyering tasks. These skills are problem-solving, factual analysis, legal analysis, reasoning, written communication, organization and management of a legal task, and recognizing and resolving ethical dilemmas.

**a. The Multistate Bar Examination Component.** The Multistate Bar Examination (“MBE”) is a national test prepared by the NCBE and is given on the second day. The test consists of 200 multiple-choice questions. The MBE is divided into a 3-hour morning session and a 3-hour afternoon session. The following subjects are tested: Contracts, Criminal Law, Evidence, Real Property, Torts, and Constitutional Law.

Utah **DOES NOT ACCEPT MBE SCORES** from previous examinations for the purpose of waiving the MBE portion of the examination. MBE scores may only be transferred from another jurisdiction when the MBE is taken concurrently with the written component of the Utah Bar examination.

For more information on the MBE visit the NCBE Website at [www.ncbex.org](http://www.ncbex.org).

**ATTORNEY BAR EXAMINATION.** Attorney applicants who meet the 5- year practice requirement may elect to take the Attorney Bar Examination. The Attorney Bar Examination is limited to the written portion of the Student Bar Examination. Attorney Applicants may take the two-day exam, if they wish to do so.

### **8. HOW IS THE UTAH STATE BAR EXAMINATION SCORED?**

The raw scores from the written portion and the MBE portion of the exam are converted to a scaled score. The maximum possible scaled score on each component of the test is 200 points. The MBE scaled score and the essay scaled score are added together. An Applicant must receive a total combined scaled score of 270 to pass the Utah State Bar Examination.

Attorney Applicants will have their written scores converted to a scaled score using the MBE scale. Since they are not required to take the MBE, their pass/fail status is based solely on the written portion of the examination. Attorney Applicants must receive a score of 135 to pass the Utah Bar examination.

### **9. WHAT IF I FAIL THE UTAH STATE BAR EXAMINATION?**

Examinations shall be retained for not less than six months after the date that examination results have been announced. An unsuccessful applicant is entitled to examine their answers and the model answers on the written portion of the examination. With the exception of the model answers to the two Multistate Performance Test ("MPT") questions, copies of these materials are available by written request from the Utah State Bar for a \$15 copying fee. Copies are available after May 15 for the February exam and after October 15 for the July exam. MPT materials are copyrighted by the National Conference of Bar Examiners ("NCBE"). MPT questions and model answers are available for purchase at the NCBE's website at [www.ncbex.com](http://www.ncbex.com). Applicants who wish to retake the Utah State Bar examination immediately following the failed exam must file a Reapplication Form and submit a **\$250 retake fee by November 1st for the February examination and by May 1st for the July examination**. For all other retake applications, normal deadlines and late fees apply.

#### **10. MAY I TAKE THE BAR EXAMINATION ON MY LAPTOP COMPUTER?**

Persons who wish to complete the written portion of the exam on a personal laptop computer must so indicate on the Application **Cover Page**. There is an additional \$100.00 non-refundable fee to take the examination on computer. Seating is limited. Requests will be processed in the order received.

#### **SYSTEM REQUIREMENTS FOR LAPTOPS**

- CPU = 450 MHz Pentium III or Industry Equal
- RAM = 256 MB
- Drives = 50 MB of free space
- Operating System = English versions of Windows 2000 (Pro), and XP (Home, Pro & Tablet PC) or Vista
- Software = Internet Explorer 6.0 or greater
- Minimum Screen Resolution: 1024 x 768
- Internet Connection: An Internet connection is required to download SofTest (AOL users must have AOL 6.0 or higher)
- If you have Microsoft® Windows AntiSpyware installed on your computer, it **MUST** be disabled when taking an exam

**Apple Macintosh Users:** *Users with Apple's Mac OSX v. 10.4.4 (Tiger) or Mac OSX v.10.5 (Leopard) laptops can run SofTest in Windows XP or Vista installed via Apple's Boot Camp.*

**Registration and software pre-installation is required** to take the exam on computer. Even though you may have previously taken law school or state bar exams using ExamSoft products, system requirements and/or registration procedures may have been modified since then.

The Utah State Bar assumes no responsibility for power or equipment failure. In the event of such a failure, be prepared to continue the exam by writing.

#### **11. HOW DO I TRANSFER OR WITHDRAW MY APPLICATION?**

If you wish to **withdraw your application**, you **must do so in writing**. A 50% refund of the examination filing fee is available for Applications withdrawn no later than 30 days prior to the date of the Bar Examination. **ABSOLUTELY NO REFUNDS WILL BE AVAILABLE AFTER SUCH TIME**. Refunds will be processed in accordance

with the date the written refund request is **RECEIVED** in the Admissions Office.

At-will requests to **transfer your Application** are not permitted. Emergency transfers are limited to two circumstances: 1) a personal medical emergency, or 2) a death in the immediate family. Applicants requesting an emergency transfer must submit proof of the emergency and a written transfer request within seven days of the date of the examination. **A \$100 transfer fee must accompany your request.**

If you are **absent from the exam** and did not submit an emergency transfer request to the Utah State Bar within seven days of the date of the exam, the Utah State Bar considers your Application withdrawn. No refund will be issued. The full fee will be assessed and a new Application must be submitted.

## **12. AS A THIRD YEAR LAW STUDENT, CAN I PRACTICE LAW IN UTAH?**

**Rule 14-807** (Law Student Assistance) General Provisions of the Utah Supreme Court Rules of Professional Practice allow law students in their third year of law school to practice under the supervision of an attorney if they meet certain conditions. This Rule does not allow law school graduates who have not taken and passed the Bar examination and/or who have not been sworn in by the Utah Supreme Court to appear in judicial proceedings (including depositions), be added to the firm letterhead, or affix "attorney at law" after their names.

## **13. WHAT ABOUT PRO HAC VICE?**

**Rule 14-806** (Pro Hac Vice Admission) General Provisions of the Utah Supreme Court Rules of Professional Practice prohibit Attorney Applicants who reside in the State of Utah from practicing law in Utah as an out-of-state attorney.

## **14. ARE THERE BAR EXAMINATION REVIEW COURSES AVAILABLE?**

The Utah State Bar does not endorse any provider of bar review courses. The following information is provided for reference only: BARBRI Bar Preparation Course: (800)-729-0190, website [www.barbri.com](http://www.barbri.com); Beat the Bar: (817) 276-9090, website: [www.beatthebar.com](http://www.beatthebar.com); Reed Multistate Bar Preparation, website [www.passyourbar.com](http://www.passyourbar.com), AmeriBar Bar Review: (800) 529-2651, website: [www.ameribar.com](http://www.ameribar.com); Primer Series® Multi-State Bar Review Course: (800) 636-0716, website: [www.MultistateBarReview.com](http://www.MultistateBarReview.com)

Questions and model answers from previous Utah State Bar exams are available for \$15 per exam. Mail your written request with your payment to:

Utah	State	Bar	
Office	of	Admissions	
645	South	200	East
Salt Lake City, UT 84111-3834			

## **15. HOW IS MY CHARACTER AND FITNESS ASSESSED?**

The Character and Fitness Committee of the Utah State Bar will conduct a background investigation on every applicant for admission to the Bar. All successful applicants must be certified to the Utah Supreme Court as morally and ethically fit before they can sit for the Bar examination. Applicants whose background investigations are not completed by the date of the examination will have their Applications deferred to the next subsequent Bar examination.

1. As part of the background investigation the Utah State Bar will obtain a credit report for every applicant.

a. If you have never resided in or established credit in the United States, you may be asked to submit a credit history from your country of residence.

2. To avoid delays in the completion of the investigation be certain to provide all information requested in the Application, including:

a. Complete and accurate mailing addresses for employers and references.

b. Complete and detailed accounts of all circumstances where explanations are required, including dates, location and final outcome. All explanations must be substantiated by appropriate documentation.

3. Persons who file late Applications will be given the lowest priority for completion of the background investigation and certification for admission. Late-filing applicants whose background investigations are not completed by the date of the examination will have their Applications deferred to the following examination period. Late fees will not be refunded.

4. The Utah State Bar is not at liberty to engage in discussions relative to the status of an investigation. Applicants will be contacted, however, if explanations are inadequate, additional details are needed, or the Character and Fitness Committee requests your appearance before an Inquiry Panel to discuss matters relative to your character and fitness for admission.

#### **16. CAN I TRANSFER MY MBE SCORE?**

Requests for transfer of Utah MBE scores must be processed through the National Conference of Bar Examiners. A Score Transfer Request form is included in the MBE Information Booklet. The Transfers are available from the National Conference at the following web site: [http://www.ncbex.org/tests/mbe/transfer\\_explanation.htm](http://www.ncbex.org/tests/mbe/transfer_explanation.htm).

Utah **DOES NOT ACCEPT MBE SCORES** from previous examinations for the purpose of waiving the MBE portion of the examination. MBE scores may only be transferred from another jurisdiction when the MBE is taken concurrently with the written component of the Utah Bar examination.

#### **17. DOES UTAH HAVE A HOUSE COUNSEL LICENSE?**

Yes. Utah Has a house counsel license option. A house counsel's practice is limited to providing legal representation to his or her employer. A house counsel is not permitted to appear in court except as otherwise authorized by law. To be eligible to apply for a house counsel license, the attorney must have a J.D. from an ABA-accredited law school, have an active license in a sister state or U.S. territory or the District of Columbia, and have either a residence in the state of Utah or maintain an office as the employer's house counsel within the state of Utah. **Attorneys seeking a house counsel license must complete the same application as other applicants.** An application is available on the Utah State Bar Website at [www.utahbar.org](http://www.utahbar.org). On application questions that are not applicable because you are not taking the exam just put "n/a." Once received by the Bar, House Counsel applications take 90 to 180 days to be processed. Successful candidates have three opportunities a year to be admitted: February, May or October.

Attorneys currently serving as in-house counsel for a Utah employer but not licensed, have a one-year period to file a house counsel application with the Bar. This grace period expires on November 1, 2007. New house counsel entering the State have six months after establishing an office or residence to file an application. As long as a timely application is filed, the attorney can practice as house counsel for his or her employer while waiting to get license approval from the Admissions office. Those interested in applying before the one-year, or six-month period expires should start the process early. Applications must include criminal background checks. Background checks are currently taking 16 weeks or longer for the FBI to process.

Please click [here](#) for the full text of Utah's House Counsel Rule.

## Utah State Bar Admissions Process

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### STEP ONE: REGISTRATION FOR ADMISSION TO THE UTAH STATE BAR

- [To Online Registration Form>>>](#)

### STEP TWO: UTAH STATE BAR APPLICATION FOR ADMISSION FORMS:

**A. Application for Admission**

**B. Filing Instructions and Information**

**C. Rules Governing Admission to the Utah State Bar**

**D. Supplemental Forms**

**E. Special Accommodation Guidelines and Supplement Forms**

**F. Reapplication for Admission**

**G. Miscellaneous Forms**

**Appendix A – Law Schools Codes**

**Appendix B – Jurisdictions**

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### UTAH STATE BAR APPLICATION INFORMATION

The following links apply to persons who wish to file an application to take the Utah State Bar Examination using application forms obtained from the Utah State Bar's web site. These forms are designed for individuals who are computer proficient. The Utah State Bar is unable to provide technical support for converting these documents to your word processing software.

#### Technical requirements for using the forms:

- The forms are Microsoft Word templates and can be only be accessed using **Microsoft Word 97 or later.**
- Upon accessing of each form, you will be asked to open the form as "Read Only" or to provide a password. **Click on the "Read Only" button.** Read Only access will allow you to complete the open fields in the form template and then save your document (including your input) with a name you specify for printing and later retrieval.
- These forms make extensive use of macros to assist in form navigation and reduce the amount of duplicate input required. As a result, **Word macros should be enabled** to complete these forms and disabled (if desired) when complete. (To enable Macros please consult with the instructions in your version of Word.)



utahbar.org

Portal Home

Home ⇒ Admission Form

Title  First  Middle  Last  Suffix

---

Street 1

Street 2

City  State  Zip

Country

Phone No  Ext

Cell No

Fax No

E-mail

DOB  Birth Place

U.S. Citizen?  Yes  No Country of citizenship

SSN  Gender  Male  Female

Law School

Year Graduated  Degree

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Exam Title  Essay Format

I have a disability for which I am requesting special test accommodations  Yes  No

Application Type  Applicant Type

If attorney applicant, you must enter Jurisdiction Code(s) for Jurisdictions(s) in which you are admitted.

State	Admission Date	State	Admission Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Have you taken the MPRE?  Yes  No  
 \* If "Yes" enter date you took the MPRE. If "No", indicate date your are registered for the MPRE.

Score	Exam Date
<input type="text"/>	<input type="text"/>

Have you requested the transfer of your scores to State?  Yes  No

Prior to this application, have you ever filed an application for admission to practice law in Utah?  Yes  No

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**Submit Admission Form**



UTAH STATE BAR  
Office of Admissions  
645 South 200 East  
Salt Lake City, Utah 84111-3834  
(801)531-9077  
Web site: [www.utahbar.org](http://www.utahbar.org)

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**FILING INSTRUCTIONS and INFORMATION  
UTAH STATE BAR ADMISSION APPLICATION**

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These instructions apply to persons who wish to file an application for admission to the Utah State Bar using application forms obtained from the Bar's web site. Please *retain a copy of these instructions* for future reference.

These instructions and forms are designed for individuals who are computer proficient. The Utah State Bar is unable to provide technical support for converting these documents to your word processing software. If you are unable to use the online forms, you may obtain a complete printed version of the Application and forms for a fee from the Utah State Bar at the above contact information.

**A. UTAH STATE BAR APPLICATION**

1. **READ THESE INSTRUCTIONS**, the entire Application and all supplementary forms thoroughly before proceeding.
2. The Application conforms with the requirements outlined in the Rules Governing Admission to the Utah State Bar ("Rules"). These Rules, which are available on our website, should be referred to prior to your completing this Application. **Neither the Bar nor its representatives has the authority to waive the deadlines, fees, or requirements contained herein.**
3. Your completed Application **must be typewritten** and submitted in hard copy form. Applications completed in pen or pencil or submitted on diskette in lieu of a typewritten hard copy will not be accepted for processing and will not be deemed timely filed.
4. **After downloading the Application and supplementary forms, review the contents to ensure that you have obtained a complete set of required forms and information as listed below:**
  - a. **Filing Instructions and Information.** (*Retain for future reference.*)
  - b. **Application for Admission, including:**

- 1) **Applicant Verification and Acknowledgement.** This document must be signed, dated and notarized no more than 30 days prior to the date your application is filed. The Verification and Acknowledgement must be typewritten, signed in pen and *must be filed with your completed Application and fees.*
  - 2) **Authorization and Release.** This document must be signed, dated, and notarized no more than 30 days prior to the date your Application is filed. The Authorization and Release must be typewritten, signed in pen and *must be filed with your completed Application and fees.*
  - 3) **Authorization for Release of Information regarding Bar Examination Performance.** *(To be completed by Examination Applicants)* This document must be typewritten, signed in pen, dated, and notarized no more than 30 days prior to the date your Application is filed. The Authorization for Release of Information Regarding Bar Examination Performance *must be filed with your completed Application and fees.*
  - 4) **Examination Regulation and Code of Conduct for Applicants to the Utah State Bar.** *(To be completed by Examination Applicants)* This document must be signed, dated, and notarized no more than 30 days prior to the date your Application is filed. The Examination Regulation and Code of Conduct must be typewritten, signed in pen and *must be filed with your completed Application and fees.*
- c. **Cover Page.** Complete this document, including a photograph, and attach it to the front of your completed Application. The Cover Page may be completed in pen and *must be filed with your completed Application and fees.*
  - d. **Certificate of Completion of Law School Form.** Submit this form without delay to your law school Dean or Registrar for completion. All applicants to the Utah State Bar must have a J.D. from an A.B.A. law school. *The Certificate of Completion of Law School should be filed with your completed Application and fees.*
  - e. **Federal Bureau of Investigation (“FBI”) Background Check Form.** Submit this form with your completed fingerprint card without delay to the Federal Bureau of Investigation at the West Virginia Address printed on the form. **FBI processing can take from 14 to 16 weeks.** Fingerprint cards can be obtained at your local law enforcement agencies or from the Utah State Bar. *The processed Federal Bureau of Investigation Report must be filed with your completed Application and fees.*
  - f. **Driving Record.** Please provide a copy of your motor vehicle records (“MVR”) for the last 3-year period. For applicants licensed in Utah, information on obtaining your MVR is available at the Department of Public Safety’s website: <http://www.driverlicense.utah.gov>. *The motor vehicle driving must be filed with your completed Application and fees.*

- g. **Character Reference Forms.** Student Applicants need 6 Character Reference Forms; three forms to be completed by individuals generally known to the Applicant, and three forms to be completed by attorneys generally known to the Applicant (may substitute three law professors). Attorneys need 9 Character Reference Forms; three forms to be completed by individuals generally known to the Applicant, three forms to be completed by attorneys generally known to the Applicant and, three forms to be completed by clients. These forms may not be completed by persons related to the Applicant by blood or marriage or by fellow law school classmates. ***The Character Reference Forms must be filed with your completed Application and fees.***

**NOTE:** Any and all *supplementary forms applicable to your Application, including any supplementary documentation must be filed with your completed Application and fees.* The list of forms includes the following.

- h. **Application Supplement Form A.** Record of Military Service.
- i. **Application Supplement Form B.** Record of Debts and Defaults.
- j. **Application Supplement Form C.** Record of Bankruptcy or Insolvency.
- k. **Application Supplement Form D.** Record of State and Federal Tax Liens.
- l. **Application Supplement Form E.** Record of Civil Actions.
- m. **Application Supplement Form F.** Record of Criminal Cases.
- n. **Application Supplement Form G.** Record of Traffic Cases.
- o. **Application Supplement Form H.** Bonding Companies.
- p. **Application Supplement Form I.** Accommodations Eligibility Questionnaire.
- q. **Application Supplement Form J.** Law School Accommodations.
- r. **Application Supplement Form K.** Medical Disability Verification Form.
- s. **Application Supplement Form L.** Learning Disability Verification Form.
- t. **Application Supplement Form M.** Attention Deficit/Hyperactivity Disorder Verification Form.
- u. **Application Supplement Form N.** Medical/Healthcare Information Release.
- v. **Attorney Affiant Form** (*For Attorney, Foreign Attorney and Admission on Motion Applicants*).

- **An Original Certificate of Good Standing** (*For Attorney, Student Attorney, Foreign Attorney and Admission on Motion Applicants*) An original Certificate of Good Standing from all jurisdictions where licensed, dated no more than 30 days prior to your Application, verifying your date of admission and history of discipline, if any.
- **Admission on Motion Rule.** (*For Admission on Motion Applicants*) If you qualify for Admission on Motion, in addition to the Application, you must provide the following:
  1. A copy of the Admission on Motion Rule from the jurisdiction where you are licensed.
  2. A personal affidavit that you sign and have notarized attesting that you meet the Admission on Motion requirements of the Utah Admission on Motion Rule and the Admission on Motion requirements of the jurisdiction where licensed.
- w. **Notice of Medical Alert.** (*To be completed by Examination Applicants*) If applicable, this document must be typewritten and signed in ink.
- x. **Change of Address Form** (*Retain this form to report changes in your mailing address.*)
- y. **Application Amendment Form** (*Retain this document to report changes.*)
- z. **Request for Bar Examination Test Accommodation – General Guidelines.** If applicable. (*Retain for future reference.*)
- aa. **Designation of Service of Process Form** (*To be completed by Applicants applying for Admission by Motion and Foreign Legal Consultants.*)
- bb. **Reapplication for Admission Form** (*To be completed by Applicants applying for an emergency or Character and Fitness postponement or to retake the exam.*) An Applicant who is reapplying must update any information that has changed since the prior application was filed and submit a new FBI criminal background check. For applicants eligible for a postponement, the Reapplication For Admission Form and a new criminal background check must be filed by October 1 for the February exam and March 1 for the July exam. Reapplication for Admission Forms and criminal background checks filed after these deadlines will be subject to late fees.

## B. APPLICATION PROCEDURES.

1. This is a continuing Application and all changes to the information provided in your Application must be reported, ***in writing, within thirty days of occurrence.*** Refer to the applicable question number for which the change applies and provide all details relative to that question. Changes will not be accepted by telephone or

e-mail. You must continue to update your Application until you are admitted to practice law in Utah. Failure to update your Application may result in denial of admission and may result in attorney discipline if you have been admitted to the Utah State Bar

- a. Use the **Change of Address Form** to report a change to your mailing address. *(Keep the original Change of Address Form. Make copies of the form for reporting future changes.)*
  - b. Use the **Application Amendment Form** to report changes to information or responses to your Application. *(Keep the original Application Amendment form. Make copies of the form for reporting future changes as they occur.)* ***This form may not be used to register for a future examination after withdrawing or failing the examination.***
2. Your Application is confidential. Therefore, if you wish the Admissions Office to communicate with someone other than yourself concerning questions which might arise during the course of the background investigation or concerning the current status of your Application, you must submit a notarized letter naming the individual with whom we may communicate.

**C. MORAL CHARACTER.** The Character and Fitness Committee of the Utah State Bar will conduct a background investigation on every applicant for admission to the Bar. Under Rule 8 of the Rules Governing Admission to the Utah State Bar all successful applicants must be certified to the Utah Supreme Court as morally and ethically fit **prior** to sitting for the Bar examination. Applicants whose background investigations are not completed by the date of the examination will have their Applications deferred to the next subsequent Bar examination. **Any late fees that have been paid are not refundable.**

1. As part of the background investigation, the Utah State Bar will obtain a credit report for every applicant.
  - a. If you have never resided in or established credit in the United States, you may be asked to submit a credit history from your country of residence.
2. To avoid delays in the completion of the investigation be certain to provide all information requested in the Application, including:
  - a. Complete and accurate mailing addresses for employers and references.
  - b. Complete and detailed accounts of all circumstances where explanations are required, including dates, location and final outcome. All explanations must be substantiated by appropriate documentation.
3. Persons who file late Applications will be given the lowest priority for completion of the background investigation and character and fitness approval. Applicants whose

background investigations are not completed by the date of the examination will have their Applications deferred to the next subsequent Bar Examination.

4. The Utah State Bar is not at liberty to engage in discussions relative to the status of an investigation. Applicants will be contacted, however, if explanations are inadequate, additional details are needed, or the Character and Fitness Committee requests your appearance before an Inquiry Panel to discuss matters relative to your character and fitness for admission.

#### D. COVER PAGE

1. The Cover Page may be completed in pen. *The Cover Page must accompany the original and one copy of your completed Application and the required Application fees.*
2. The Cover Page identifies the appropriate routing of your Application, thus ensuring fewer processing delays. Your Application will not be deemed timely filed should you fail to submit this document with your Application.
3. Legibly print or type your name in the space provided.
4. Indicate on the cover page the **examination month and year** for which you are applying or that you are applying for **admission by motion**.
5. Indicate whether you will *handwrite or type* on lap top computer, the written portion of the examination (“Essay & MPT questions”). *Attach a nonrefundable \$100 computer registration fee* if you intend to complete your Essay/MPT answers on your laptop. Seating is limited. Requests will be processed in the order received. The fee covers the software license, technical support, the site technician, disks, a separate test room, power and administrative costs. You will only be entitled to a refund in the event that your computer could not be qualified. You will *not* be entitled to a refund in the event you fail to attend the Bar exam, withdraw from the Bar Examination or are disqualified by the Board for any reason.
6. Indicate if you are requesting **test accommodations** for a temporary or permanent disability which will require non-standard testing or medically prescribed equipment or devices during the examination. All test accommodation forms must be filed and requests approved in writing by the Special Accommodations Committee. *Refer to Section E - Test Accommodations for details regarding the required forms and documentation to be filed.*
7. Indicate whether you have taken the Multistate Professional Responsibility Examination (“MPRE”), the date of the examination, and your scaled score. You must arrange to have an official notice of your MPRE scores sent directly to the Admissions Office from ACT in order to meet the MPRE requirement. See Section P - MPRE, for additional information. *If you have not taken the MPRE, you should*

*register with the National Conference of Bar Examiners (“NCBE”) for the next scheduled administration.*

8. Indicate whether the law school from which you received your first professional law degree (J.D. or L.L.B.) was accredited by the American Bar Association. If your school was not ABA accredited at the time of your graduation, you are not eligible to apply to the Utah State Bar.
- E. **TEST ACCOMMODATIONS.** If you are temporarily or permanently disabled, and require testing accommodations and/or special seating, or if you have a condition which necessitates the use of medically prescribed devices or aids, (i.e., orthopedic chair; neck, wrist, or leg braces; wheelchair, crutches, etc.), you must file a *Request for Test Accommodations* using the Utah State Bar forms.
1. The forms required for requesting accommodations are included in the “forms” section of this Website.
  2. Indicate on the Cover page of your Application that you are requesting accommodations and submit the completed forms with your Application. Late-filed Applications may not allow sufficient time for the Special Accommodations Committee to complete its review and may result in the denial of your request. All requests must be accompanied by current, supporting medical documentation. *Incomplete requests will be denied.*
- F. **APPLICATION VERIFICATION AND ACKNOWLEDGEMENT.** This is your sworn verification that all statements and representations in your Application are true and correct. The Application Verification and Acknowledgement is also your sworn statement that no alterations have been made to the text of the Application questions. See Section K, below, for penalties related to the submission of altered Applications. Signature and date of notary execution must be no more than 30 days prior to the date of application filing. *The Application Verification and Acknowledgement must accompany your application and fees when filed.*
- G. **AUTHORIZATION AND RELEASE.** This document authorizes the Utah State Bar to conduct a background investigation relative to your character and fitness for admission to practice law. Date of signature and notary execution must be no more than 30 days prior to the date your application is filed. *The Authorization and Release must be filed with your application and fees.*
- H. **FEDERAL BUREAU OF INVESTIGATION BACKGROUND CHECK.** Applicants for the Utah State Bar must submit their fingerprint cards with a Federal Bureau of Investigation Report Form and fee to the Federal Bureau of Investigation at the West Virginia address printed on the form. **Please allow 14 to 16 weeks for the FBI to process your request.** The FBI will return a background report to you. File the FBI background report and processed fingerprint card with your complete Application. Fingerprint cards can be obtained at your local law enforcement agencies or, from the Utah State Bar. *The processed FBI Background Check must be filed with your completed Application.*

I. **CERTIFICATE OF LAW SCHOOL GRADUATION.** Submit this form to the Registrar or Dean of the law school from which you received or will receive your J. D. for completion and certification of your law school graduation. All applicants to the Utah State Bar must have a J.D. from an ABA-approved law school.

1. If your Law degree (J.D.) has been conferred prior to filing your Application, your completed *Certificate of Law School Graduation must be filed with your completed Application.*
2. If you will complete all law school academic requirements prior to the Bar examination; but your law degree (J.D.) will be conferred after the Application filing deadline, your completed Certificate of Law School Graduation should be submitted to the Admissions Office *no later than 15 days after degree completion.* All law degree requirements must be met, your degree conferred and graduation certified by the law school prior to the Bar examination.
3. If you will complete all law school academic requirements prior to the Bar examination; but your law degree (J.D.) will not be conferred until after the Bar examination as a result of law school policies relative to the timing of graduation ceremonies, you must obtain authorization from the Utah State Bar to sit for the exam. Requests must be accompanied by written verification from the law school dean or registrar that all academic requirements will be completed **prior** to the date the Bar examination is to be administered, and stating the date certain upon which your degree **will** be conferred. Following your successful completion of all academic requirements for graduation **BUT PRIOR TO THE BAR EXAMINATION**, arrange for the law school registrar or dean to certify, in writing, that you have indeed completed all degree requirements and indicate the date certain that your degree **will** be conferred. *The certification that you have completed all academic requirements for your law degree must be received by the Utah State Bar 30 days prior to the Bar examination or your application to sit for the exam will be denied.*

**AFTER** your degree has been formally conferred, arrange for the registrar or dean to complete the Certificate of Law School Graduation reflecting your official date of graduation. The form must not be executed until **after the date your degree is conferred.** Failure to submit the final Certification of Graduation will result in your being ineligible to be sworn in as a member of the Utah State Bar.

K. **COMPLETING AND FILING THE APPLICATION.**

1. Absolute and complete candor is required. **Failure to be completely candid on your Application may result in denial of admission.**
2. **Do not** alter the text or wording of the questions contained in this Application. Should such alterations be noted in your submissions, your Application will be denied and your fees forfeited. If questions arise concerning the specific language of a question, deference will be given to the Utah State Bar's official printed Application forms.

3. Enter your response to each question immediately following the item to which your response pertains.
4. Please note that the Application is divided with HARD PAGE-BREAKS. Do not delete these page-breaks. When printing the hard copy of your completed Application, you may use as many pages as necessary to print your responses.
5. **All questions must be fully answered.** Provide specific answers to each part of all questions. **Leave no questions blank.** (If the application is not complete, it will not be accepted.) If a particular question does not apply or the answer is "none," so state.
6. If the question calls for an explanation, provide a detailed narrative of all circumstances and events leading up to and surrounding the incident(s) described in your response.
7. Unless otherwise noted in the Application, all dates must include **month** and **year**.
8. All addresses, including reference and employer addresses must be current and include zip codes. Telephone numbers must also be provided where requested.
9. Once your Application is complete, make **two copies** of your Application and supplementary documentation; the original and one copy for filing with the Utah State Bar, and one copy for you to retain. Thoroughly PROOFREAD your responses. ***Your completed Application and supplementary documentation becomes the property of the Utah State Bar once filed. Applications are retained for seven years. Photocopies of all or a portion of your Application are available for \$25.00.***
10. **Assemble the documents as follows:**
  - a. Application Fee and laptop computer fee, if applicable (*Attach to the Cover Page*).
  - b. Cover Page (*Attach photograph*);
  - c. **The original and one copy** of the Application and Code of Conduct Agreement, with all applicable forms and supplementary documentation;
  - d. Certification of Completion of Law School;
  - e. FBI Background Check;
  - f. Motor Vehicle Record(s)
  - g. Character Reference Forms;
  - h. Attorney Affiant Form (*if applicable*);
  - i. Certificate of Good Standing (*if applicable*);
  - j. **Applicants for Admission by Motion: Please attach a copy of the Admission by Motion Rule from the jurisdiction where you are licensed and your personal affidavit attesting that you meet the requirements of Utah's Admission by Motion Rule and the requirements of the Admission by Motion Rule of your jurisdiction;**
  - k. Designation of Service of Process Form (*if applicable*);
  - l. Notice of Medical Alert Form (*if applicable*);

- m. Non-Standard Testing Accommodation Request Forms, with supplemental documentation (*if applicable*).

Under no circumstances will your Application be accepted for processing or deemed timely filed if submitted in handwritten form or if a diskette is submitted in lieu of the hard copy.

- 11. Send your completed Application, fees and supplementary documents to:

**Utah State Bar  
Office of Admissions  
645 South 200 East  
Salt Lake City, Utah 84111-3834**

- 12. If you mail your Application, it is strongly recommended that you send it **RETURN RECEIPT REQUESTED**. If you hand-deliver your Application, bring a copy with you (*the Utah State Bar will not make a copy for you*) and ask to have your copy **DATE STAMPED RECEIVED**. This will ensure that you have a record of timely filing should a question arise later.

#### **L. FILING DEADLINES.**

##### **FEBRUARY EXAMINATION:**

Application filing deadline date – October 1  
Late filing deadline date – October 15 (*include a \$100 late fee*)  
Final filing deadline date – November 1 (*include a \$300 late fee*)

##### **JULY EXAMINATION:**

Application filing deadline date – March 1  
Late filing deadline date – March 15 (*include a \$100 late fee*)  
Final filing deadline date – April 1 (*include a \$300 late fee*)

**APPLICATIONS FOR ADMISSION BY MOTION** can be submitted at any time however, admission to the Utah State Bar is limited to three motions for admission per year; February, May and October

The original and one copy of your complete Application, with all forms and applicable supplementary documentation, must be filed with the Utah State Bar **no later than close of business on the appropriate filing deadline**. If the deadline date falls on a Saturday, Sunday or holiday the deadline date will be the first business day thereafter.

**No Applications Will Be Accepted After November 1 for the February Bar Examination and April 1 for the July Bar Examination.**

#### M. APPLICATION FEES.

1. Application fees must accompany the completed Application forms. *Applications submitted without all fees (including late fees) or without all supporting materials will not be processed and will not be deemed timely filed. Such Applications will be assessed late fee filing penalties in accordance with the date the fees and supporting materials are submitted.*
2. Application fees are subject to change without notice; and are as follows:

Student Applicants taking Student Examination	\$450
Attorney Applicants taking Student Examination (Student – Attorney)	\$625
Attorney Applicants taking Attorney Examination	\$625
Admission by Motion Applicants (non-refundable)	\$625
Disbarred Attorney Applicants seeking Readmission	\$725
Applicants Seeking Readmission after Resignation (non-refundable)	\$550
Foreign Attorney Applicants	\$625
Foreign Legal Consultants (non-refundable)	\$625
Applicants Eligible for an Emergency Transfer (non-refundable)	\$100
Applicants Retaking Exam	\$250
Laptop Computer Fee (non-refundable)	\$100

#### N. APPLICATION WITHDRAWAL, TRANSFER AND REFUND POLICIES

1. If you wish to withdraw your Application, you **must do so in writing**.
2. A 50% refund of the examination filing fee is available (unless otherwise noted, above) for Applications withdrawn no later than 30 days prior to the date of the Bar Examination. **Absolutely no refunds will be available after such time.**
3. Refunds must be **requested in writing** at the time the Application is withdrawn, and will be processed in accordance with the date the withdrawal request is **received** in the Admissions Office.
4. At-will requests to transfer your Application are not permitted. Emergency transfers are limited to two circumstances: 1) a personal medical emergency, or 2) a death in the

immediate family. Applicants requesting an emergency transfer must submit proof of the emergency and a written request to transfer within seven days of the date of the examination. *A \$100 transfer fee must accompany your request.*

5. If you are **absent from the examination** and do not submit a written emergency transfer request to the Utah State Bar your Application will be considered withdrawn. No refund will be issued. A full filing fee and a new Application must be submitted if you intend to take a future examination.
  6. **Applicants for Admission by Motion:** Application filing fees are not refundable.
  7. You will only be entitled to a **computer fee** refund in the event that your computer could not be qualified. You will *not* be entitled to a refund in the event you fail to attend the Bar exam, withdraw from the Bar Examination or are disqualified by the Board for any reason.
- O. **MBE SCORE TRANSFER REQUESTS.** Requests for transfer of MBE scores must be processed through the National Conference of Bar Examiners. The booklet and forms are available from the National Conference web site [www.ncbex.org](http://www.ncbex.org).

Score transfer requests must be accompanied by check or money order payable to the National Conference of Bar Examiners and submitted to:

**MBE Score Transfer  
ACT Operations/82  
P. O. Box 168  
Iowa City, IA 52243-0168.**

Utah **DOES NOT ACCEPT MBE SCORES** from previous examinations for the purpose of waiving the MBE portion of the examination. MBE scores may only be transferred from another jurisdiction when the MBE is taken concurrently with the written component of the Utah Bar examination.

**P. MULTISTATE PROFESSIONAL RESPONSIBILITY EXAMINATION (“MPRE”).**

1. **Examination Applicants:** The MPRE need not have been taken prior to filing an Application; however, examination applicants are required to successfully pass the MPRE. Effective with the February 2005 Bar examination, a scaled score of **86** is required before an applicant can be admitted to the Utah State Bar. A passing MPRE score must be received within two years of passing the Bar examination.

Multistate Professional Responsibility Examination (MPRE) Application/Information Booklets are available directly from:

**National Conference of Bar Examiners  
MPRE Application Department**

2255 N. Dubuque Road  
P.O. Box 4001  
Iowa City, IA 52243-4001  
Telephone: (319) 341-2500  
Web Registration: [www.ncbex.org](http://www.ncbex.org) or, [www.act.org/mpre](http://www.act.org/mpre)

Application/Information booklets may also be obtained from your law school administrator's office.

2. **Admission by Motion Applicants:** See the Admission by Motion Rule from your jurisdiction for MPRE requirements.
3. MPRE scores are deemed valid only if transferred to the Utah State Bar directly from the MPRE testing authority. MPRE score transfers may be requested from:

**National Conference of Bar Examiners  
ACT, MPRE Records Department  
P. O. Box 451  
Iowa City, IA 52243-0451**

4. G.I. Bill reimbursement for taking the MPRE is available for eligible veterans. To learn more about this benefit, applicants should call (888) GI-BILL-1 [(888) 442-4551] or, go to the following website; <http://www.gibill.vagov/education/benefits.htm>.

#### **Q. GENERAL INFORMATION CONCERNING THE BAR EXAMINATION AND ADMISSION**

1. Multistate Bar Examination (**MBE**), Multistate Essay Examination (**MEE**) and, Multistate Performance Test (**MPT**) Information Booklets may be downloaded from the National Conference of Bar Examiners website: [www.ncbex.org](http://www.ncbex.org)
2. **COMPUTERS.** Persons who wish to complete the written portion of the examination on a personal laptop computer must so indicate on the Application **Cover Page** and attach the non-refundable \$100 fee. Seating for applicants taking the test by computer is limited. Requests are processed in the order received. All requests must be accompanied by a complete Application and the payment of fees. The fee covers the software license, technical support, the site technician, disks, a separate test room, power and administrative costs. You will only be entitled to a refund in the event that your computer could not be qualified. You will *not* be entitled to a refund in the event you fail to attend the Bar exam, withdraw from the Bar Examination or are disqualified by the Board for any reason.

##### **a. SYSTEM REQUIREMENTS FOR LAPTOPS\***

###### **Hardware:**

**IBM compatible PC  
200 Mhz Pentium processor**

30 Megabytes of free hard drive space  
32 Megabytes RAM  
3.5 inch floppy drive

Software:

Windows 95, Windows 98, Windows 2000, Windows NT,  
Windows ME, or Microsoft  
XP (Home and Pro) and Internet Explorer 5.0 or higher.

*\*SoftTest is not compatible with any Macintosh operating system, nor can it be used through Windows emulation software such as Virtual PC.*

- b. Registration and software pre-installation is required to take the examination on computer. Instructions on **mandatory procedures** and **deadlines** will be mailed under separate cover. When you receive these instructions be certain to read and follow them carefully. Even though you may have previously taken law school or state Bar examinations using ExamSoft products, system requirements and/or registration procedures may have been modified since then.
- c. The Utah State Bar assumes no responsibility for power or equipment failure. In the event of such a failure, be prepared to continue the examination by writing.

### 3. RESTRICTION OF PERSONAL ITEMS

- a. Personal items, other than those necessary to take the examination, are prohibited from the testing area. More detailed information will be forwarded one month prior to the examination.
- b. Use of sound suppression equipment during the examination is limited to "ear plugs" such as those used for the sport of swimming.
- c. Use of specially designed chairs, footstools, podiums or other types of personal equipment are restricted. If such equipment is necessary for the purpose of relieving some physical disability or impairment, an Accommodation Eligibility Questionnaire should accompany your Application. (See Section E - Test Accommodations.)

4. **BAR EXAMINATION.** The Utah student Bar examination is a two-day examination, consisting of a one-day written component and a one-day Multistate Bar Examination ("MBE") component. The total time allotted the written component is seven hours. The total time for the MBE component is six hours.

- a. **The Written Component.** The written component is administered on the first day. It consists of eight essay questions and two Multistate Performance Test ("MPT") questions: four essays and 1 MPT question in the

morning session and four essays and 1 MPT question in the afternoon. Attorneys who have been licensed to practice law for five years in another jurisdiction and have been substantially and lawfully engaged in the practice of law in that jurisdiction for four of the preceding five years are only required to take the written portion of the examination.

**Essays.** Applicants will have 30 minutes to answer each essay question. Essay questions may be taken from the Multistate Essay Examination (“MEE”), which is prepared by the National Conference of Bar Examiners or they may be state prepared. The MEE questions are taken from the following ten subject areas:

- Agency and Partnership
- Commercial Paper  
(Negotiable Instruments)
- Conflict of Laws
- Corporations
- Decedent’s Estates
- Family Law
- Federal Civil Procedure
- Sales
- Secured Transactions
- Trusts and Future Interests

Utah-prepared essays will be taken from the following subject areas:

- Administrative Law
- Business Entities
- Civil Procedure  
(including Utah and Federal Rules)
- Constitutional Law  
(including Utah and Federal law)
- Contracts
- Creditor/Debtor
- Criminal Law and Procedure
- Ethics  
(Utah Rules of Professional Conduct)
- Evidence  
(including Utah and Federal Rules)
- Family Law
- Real Property
- Torts
- Uniform Commercial Code  
(Articles 2, 3, 4, & 9)
- Wills/Estate Planning/Trusts  
(including tax aspects)

Applicants are expected to answer all essay questions by applying general legal principles and Utah law where applicable.

**MPT.** One and one-half hours will be allocated to complete each MPT question. Prepared by the NCBE, each MPT will be given the same weight as two essays. The MPT examines six fundamental lawyering skills that are required for the performance of many lawyering tasks. These skills include problem-solving; factual analysis; legal analysis; reasoning; written communication; organization and management of a legal task; and, recognizing and resolving ethical dilemmas.

- b. **The Multistate Bar Examination Component.** The Multistate Bar Examination (“MBE”) is a national test prepared by the NCBE and is given on the second day. The test consists of 200 multiple-choice questions. The MBE is divided into a 3 ½ hour morning session and a 3 ½ hour afternoon session. The following subjects are tested: Contracts, Criminal Law, Evidence, Real Property, Torts, and Constitutional Law.

For more information on the MBE visit the NCBE Website at [www.ncbex.org](http://www.ncbex.org).

5. **ATTORNEY BAR EXAMINATION.** Attorney applicants who have been licensed for five years and have been substantially and lawfully engaged in the practice of law for any four of the five years can elect to take the Attorney Bar Examination. The attorney Bar examination is given in conjunction with the written component of the student Bar examination on the last Tuesday in February and July of each year. Filing deadlines are the same as for other applicants.

The Attorney Bar examination is limited to the written portion of the Bar examination. Attorney applicants will have their essay scores converted to a scaled score using the MBE scale. Since they are not required to take the MBE, their pass/fail status is based solely on the written portion of the examination. Attorney applicants must receive a score of 130 to pass the Utah Bar examination. Attorney applicants may take the two-day examination, if they wish to do so.

6. **EXAMINATION SCORING.** The raw scores from the written portion and the MBE portion of the examination will be converted to a scaled score. The maximum possible scaled score on each component of the test is 200 points. The MBE scaled score and the written scaled score are added together, resulting in a total combined scaled score. An applicant must receive a total combined scaled score of 260 pass the Utah State Bar Examination.

**Notice: On January 21, 2005, by order of the Utah Supreme Court, the passing score was changed. Effective for the July 2006 Bar Examination and thereafter, an Applicant who receives a combined score of 270 or above passes the Bar Examination.**

7. **UNSUCCESSFUL APPLICANTS.** Examinations shall be retained for not less than six months after the date that examination results have been announced. An unsuccessful applicant is entitled to examine their answers and sample answers to the written portion of the examination. Applicants who wish to retake the Utah State Bar examination must file a *Reapplication Form* and submit a *\$250 retake fee*.
8. **MOTION FOR ADMISSION.** To be admitted to practice, applicants must meet all admission requirements, and pay the proper fees. Candidates who meet these requirements will have their name placed on the Motion for Admission to the Bar. Motions for Admission to the Bar are only presented to the Utah Supreme Court three times a year, February, October, and May. **Applicants who do not meet admission requirements at the time the Motion for Admission is submitted to the Court must wait until the next scheduled Motion is submitted.**
9. **NEW LAWYER CONTINUING LEGAL EDUCATION.** Student applicants need to comply with New Lawyer Continuing Legal Education (“NLCLE”) requirements after admission. Information regarding NLCLE will be provided in new admittee packets.
10. **THIRD YEAR LAW STUDENT ASSISTANCE.** Rule 11-301 (Law Student Assistance) General Provisions of the Utah Supreme Court Rules of Professional Practice allow law students in the third year of law school to practice under the supervision of an attorney if they meet certain conditions. This Rule does not allow law school graduates who have not taken and passed the Bar examination and/or who have not been sworn in by the Utah Supreme Court to appear in judicial proceedings (including depositions), be added to the firm letterhead or affix “attorney at law” after their names.
11. **PRO HAC VICE ADMISSION.** Rule 11-302 (Pro Hac Vice Admission) General Provisions of the Utah Supreme Court Rules of Professional Practice prohibit attorney applicants who reside in the State of Utah from practicing law in Utah as an out-of-state attorney.
12. **BAR REVIEW COURSES.** The Utah State Bar does not endorse any provider of Bar review courses. The following information is provided for reference only: BARBRI Bar Preparation Course: (800)-729-0190, [www.barbri.com](http://www.barbri.com); Beat the Bar: (817) 276-9090, Website: [www.beatthebar.com](http://www.beatthebar.com); Reed Multistate Bar Review, Website: [www.passyourbar.com](http://www.passyourbar.com); AmeriBar Bar Review: (800) 529-2651, Website [www.ameribar.com](http://www.ameribar.com); Primer Series® Multi-State Bar Review Course: (800) 636-0716, website: [www.MultistateBarReview.com](http://www.MultistateBarReview.com).
13. **QUESTIONS AND MODEL ANSWERS.** Questions and model answers from previous Utah State Bar examinations are available for \$15 per exam. Mail your written request with payment to:

Utah State Bar  
Office of Admissions  
645 South 200 East  
Salt Lake City, UT 84111-3834

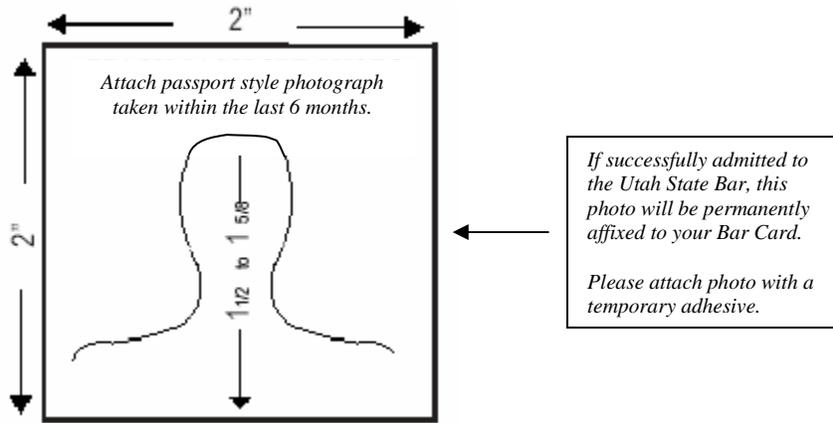
Copies of exams dated after February 2003, will not include essay questions number 5 or number 10 or the corresponding model answers. That is because these questions correspond to Multistate Performance Test (“MPT”) questions added to the written portion of the Utah State Bar examination beginning in 2003. The MPT questions and answer materials are copyrighted by the National Conference of Bar Examiners (“NCBE”). The NCBE prepares three MPT questions for each exam cycle. The Utah State Bar examination includes the MPT questions designated for use on the first day of the examination, the questions identified as MPT 1 and MPT 2. Older MPT question and answer material may be downloaded for free from the NCBE’s website. More recent test materials are available for purchase by using the “Study Aids Order Form” at the Multistate Tests Link at the [www.ncbex.org](http://www.ncbex.org) website.

14. **LICENSING FEES.** After passing the Bar examination, Applicants must pay licensing fees to the Utah State Bar **prior** to admission. The amount due depends on the years the applicant has been in practice and whether the applicant chooses to be an active or inactive member of the Bar.

Utah State Bar  
Office of Admissions  
645 South 200 East  
Salt Lake City, Utah 84111-3834  
(801)531-9077  
Web site: [www.utahbar.org](http://www.utahbar.org)

UTAH STATE BAR  
APPLICATION FOR ADMISSION  
COVER PAGE

This application will not be deemed timely filed unless accompanied by this cover page.  
Please complete the sections below.



1. **APPLICANT NAME\*:** \_\_\_\_\_  
(Last Name, First Name, Middle Initial)

\* Provide your name as you would like it to permanently appear on Utah State Bar records.

2. **Herewith filed is my Application for Admission to the Utah State Bar by:**

- Examination:** Month: \_\_\_\_\_ Year: \_\_\_\_\_
- Motion** (Please proceed to Question 5)
- House Counsel** (Please proceed to Question 5)

3. **EXAMINATION ESSAY ACCOMMODATIONS: I wish to complete the written portion by:**

- WRITING**  **COMPUTER\***

\* See *Filing Instructions and Information* section regarding system requirements and mandatory pre-installation procedures. The non-refundable computer fee is \$100.00. Please include this amount with total amount paid.

4. **TESTING ACCOMMODATIONS:** I have a DISABILITY for which I am requesting special test accommodations.

- Yes**  **No**

*Testing accommodations will not be granted to those who fail to file the required forms and medical documentation.* (See Section E on Testing Accommodations in the *Filing Instructions and Information* for specific details.)

**5. MULTISTATE PROFESSIONAL RESPONSIBILITY EXAM (MPRE) REQUIREMENT:**

Have you taken the **MPRE**?

Yes

No

- **If YES**, indicate: **Date of Exam** \_\_\_\_\_ **Scaled Score\***  
( MM/DD/YYYY )

- **If NO**, indicate the date of the exam you have registered to take the exam: \_\_\_\_\_  
( MM/DD/YYYY )

- Have you requested the **transfer of your MPRE scores** to Utah?  
 Yes  No

\* See MPRE Section of *Filing Instructions and Information* for MPRE requirements.

**6. EDUCATIONAL QUALIFICATIONS:**

Indicate the year you graduated with your law degree (**J. D. or LL.B.**) \_\_\_\_\_ **Year**  
(YYYY)

**Name of law school:**

Was your law school **approved by the American Bar Association** when you received your law degree?  
 Yes  No

**7. PREVIOUS UTAH STATE BAR APPLICATIONS:**

Prior to this application; have you ever filed an application for admission to practice law in Utah?  
 Yes  No

- **If YES**, indicate **Date (approx.) of application:** \_\_\_\_\_  
( MM/DD/YYYY )

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**\*\*\*Please attach Application fee payment and computer fee, if applicable to Cover Sheet.\*\*\***

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**FOR OFFICE USE ONLY**

**DATE RECEIVED** \_\_\_\_\_

**APPLICATION NUMBER** \_\_\_\_\_

**Receipt No.** \_\_\_\_\_  **Check / No.** \_\_\_\_\_  **Credit Card**

**POSTMARK** \_\_\_\_\_ **WALK-IN** \_\_\_\_\_

**Late Fee** \_\_\_Y\_\_\_N **Amount** \_\_\_\_\_

**Comp. Fee** \_\_\_Y\_\_\_N **Amount** \_\_\_\_\_

**Total Amount Paid** \_\_\_\_\_



Utah State Bar  
Office of Admissions  
645 South 200 East  
Salt Lake City, Utah 84111-3834  
(801) 531-9077

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## APPLICATION FOR ADMISSION, AUTHORIZATION AND RELEASE, CODE OF CONDUCT AGREEMENT

### INSTRUCTIONS:

1. You cannot submit an Application for Admission until you have **registered** with the Utah State Bar at [www.utahbar.org](http://www.utahbar.org).
2. Download a copy of the *Filing Instructions and Information* to use as a reference in completing this Application.
3. Answer every question, complete all the forms required and attach **all** requested documentation. Incomplete Applications will be assessed a late fee or returned.
4. Sign and have notarized all the forms requiring the same.
5. Provide complete and accurate addresses, telephone numbers.
6. Subsequent amendments to this Application must be submitted on the *Application Amendment Form*.
7. Submit **one original and one copy** of your completed Application to the Utah State Bar with the required supplemental documentation and notarized forms.
8. Your application will be processed only after you provide all necessary information. Any delay in processing may result in your application being postponed until the next scheduled exam

**The Application for Admission must be typewritten and notarized.**

---

**GENERAL**

1. **Applicant Full Name\*:** \_\_\_\_\_  
( First Name, Middle Initial, Last Name)

\* Please provide your name as you would like it to permanently appear on Utah State Bar records.

2. **Social Security Number<sup>1</sup>:** \_\_\_\_\_  
(999-99-9999)

3. **Select Applicant Type\*** (please select only one):

- Admission by Examination Applicant Types
  - Student Applicant taking Student Exam
  - Attorney Applicant taking Attorney Examination
  - Attorney Applicant taking Student Examination (Student/Attorney)
  - Foreign Attorney Applicant taking Student Examination
  - Disbarred Attorney Applicant taking Student Examination
  
- Admission by Motion Applicant Types
  - Attorney Applicant seeking Admission by Motion
  - Attorney Applicant seeking Admission as House Counsel
  - Attorney seeking Readmission after Resignation
  - Attorney seeking Admission as Foreign Legal Consultant

\* For an explanation of the applicant types please see Rules 3 and 4 of the Rules Governing Admission to the Utah State Bar.

4. **Date of Bar Examination** (if applicable) you wish to take:      Month:      Year:

5. **Mailing Address:** \_\_\_\_\_  
(Address Line 1)  
\_\_\_\_\_  
(Address Line 2)  
\_\_\_\_\_  
(City, State, Zip)

6. **E-mail Address:** \_\_\_\_\_

7. **Primary Telephone Number:** \_\_\_\_\_  
(999) 999-9999

**Secondary Telephone Number:** \_\_\_\_\_  
(999) 999-9999

8. **Gender:**                       Male                       Female

<sup>1</sup> Providing this information is voluntary pursuant to the Federal Privacy Act of 1974. Your social security number, however, assists in expediting the character and fitness review process and as such, will be used for purposes of investigation only in order to avoid errors of identity. Omission may result in your approval to sit for the examination being postponed.

9. **Drivers License Number:** \_\_\_\_\_ **State:** \_\_\_\_\_

\* *Please provide a copy of your motor vehicle driving records for the past 3 year period. See Filing Instructions and Information for information on obtaining your motor vehicle driving record.*

10. **Date of Birth:** \_\_\_\_\_ **Age:** \_\_\_\_\_  
(MM/DD/YYYY)

11. **Birthplace:** \_\_\_\_\_  
(City, State, Country)

12. **Are you a citizen of the United States?**  **Yes**  **No**

(a) If *no*, country of citizenship? \_\_\_\_\_

(b) If you are not a United States citizen, what is your immigration status?

\_\_\_\_\_

(c) Please **attach copies** of relevant documents verifying your current immigration status.

13. **Have you ever been known by any other name or surname? If so, please disclose all names used and provide an explanation for each change. If a married woman, give a maiden name.**

\_\_\_\_\_  
\_\_\_\_\_

14. **Names of parents including middle and maiden names:**

Father: \_\_\_\_\_

Mother: \_\_\_\_\_

15. **Are you currently married?**  **Yes**  **No**

• If *yes*, give the date and place of marriage and full name of spouse.

\_\_\_\_\_  
(Spouse's Full Name, Date of Marriage[MM/DD/YYYY], Place of Marriage)

(a) List spouse's current address and telephone number.

\_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City, State, Zip )

Telephone Number: \_\_\_\_\_  
(999) 999-9999

16. **Have you ever been or are you in the process of being divorced?**  **Yes**  **No**

(a) If *yes*, please complete **Form E**.

17. **Are you the obligor on any spousal and/or child support?**  **Yes**  **No**

(a) If *yes*, are you current on all spousal and/or child support payments?

Yes       No       Not Applicable

- 1) If *yes*, **attach** an official copy of your support payment history.
- 2) If *no*, please complete **Form B**.

**18.** List every permanent and temporary residence at which you have lived during the last 10 years. Beginning with your current address, list addresses in reverse chronological order. *Use additional sheets of paper as necessary.*

• **Current Address:** \_\_\_\_\_  
(Address Line 1)  
\_\_\_\_\_  
(Address Line 2)  
\_\_\_\_\_  
(City, State, Zip)

From: \_\_\_\_\_  
(MM/YY)

• **Previous Address:** \_\_\_\_\_  
(Address Line 1)  
\_\_\_\_\_  
(Address Line 2)  
\_\_\_\_\_  
(City, State, Zip)

From: \_\_\_\_\_ To: \_\_\_\_\_  
(MM/YY) (MM/YY)

• **Previous Address:** \_\_\_\_\_  
(Address Line 1)  
\_\_\_\_\_  
(Address Line 2)  
\_\_\_\_\_  
(City, State, Zip)

From: \_\_\_\_\_ To: \_\_\_\_\_  
(MM/YY) (MM/YY)

• **Previous Address:** \_\_\_\_\_  
(Address Line 1)  
\_\_\_\_\_  
(Address Line 2)  
\_\_\_\_\_  
(City, State, Zip)

From: \_\_\_\_\_ To: \_\_\_\_\_  
(MM/YY) (MM/YY)

• **Previous Address:** \_\_\_\_\_  
(Address Line 1)  
\_\_\_\_\_  
(Address Line 2)  
\_\_\_\_\_  
(City, State, Zip)

From: \_\_\_\_\_ To: \_\_\_\_\_  
(MM/YY) (MM/YY)

• **Previous Address:** \_\_\_\_\_  
(Address Line 1)  
\_\_\_\_\_  
(Address Line 2)  
\_\_\_\_\_  
(City, State, Zip)

From: \_\_\_\_\_ To: \_\_\_\_\_  
(MM/YY) (MM/YY)

• **Previous Address:** \_\_\_\_\_  
(Address Line 1)  
\_\_\_\_\_  
(Address Line 2)  
\_\_\_\_\_  
(City, State, Zip)

From: \_\_\_\_\_ To: \_\_\_\_\_  
(MM/YY) (MM/YY)

• **Previous Address:** \_\_\_\_\_  
(Address Line 1)  
\_\_\_\_\_  
(Address Line 2)  
\_\_\_\_\_  
(City, State, Zip)

From: \_\_\_\_\_ To: \_\_\_\_\_  
(MM/YY) (MM/YY)

• **Previous Address:** \_\_\_\_\_  
(Address Line 1)  
\_\_\_\_\_  
(Address Line 2)  
\_\_\_\_\_  
(City, State, Zip)

From: \_\_\_\_\_ To: \_\_\_\_\_  
(MM/YY) (MM/YY)

• **Previous Address:** \_\_\_\_\_  
(Address Line 1)  
\_\_\_\_\_  
(Address Line 2)  
\_\_\_\_\_  
(City, State, Zip)

From: \_\_\_\_\_ To: \_\_\_\_\_  
(MM/YY) (MM/YY)

19. Are you a Utah resident?  Yes  No

• If yes, when did you become a Utah resident? \_\_\_\_\_  
(MM/DD/YYYY)

## EDUCATION

20. List the names of all the colleges and universities other than law schools you have attended, the location (including the name of the campus if the school had more than one), the dates attended, and the degree received. Type "ND" if you did not receive a degree. List in reverse chronological order starting with most recent:

• Institution: \_\_\_\_\_

(City, State, Country, Zip)

From: \_\_\_\_\_ To: \_\_\_\_\_ Degree: \_\_\_\_\_  
(MM/DD/YYYY) (MM/DD/YYYY) (MM/DD/YYYY)

• Institution: \_\_\_\_\_

(City, State, Country, Zip)

From: \_\_\_\_\_ To: \_\_\_\_\_ Degree: \_\_\_\_\_  
(MM/DD/YYYY) (MM/DD/YYYY) (MM/DD/YYYY)

• Institution: \_\_\_\_\_

(City, State, Country, Zip)

From: \_\_\_\_\_ To: \_\_\_\_\_ Degree: \_\_\_\_\_  
(MM/DD/YYYY) (MM/DD/YYYY) (MM/DD/YYYY)

21. List below the names of all the law schools you attended, the location (including the name of the campus if the school had more than one), the dates attended, and the degree received. Write "ND" if you did not receive a degree. List schools in reverse chronological order starting with most recent:

• Institution: \_\_\_\_\_

(City, State, Country, Zip)

From: \_\_\_\_\_ To: \_\_\_\_\_ Degree: \_\_\_\_\_  
(MM/DD/YYYY) (MM/DD/YYYY) (MM/DD/YYYY)

• Institution: \_\_\_\_\_

(City, State, Country, Zip)

From: \_\_\_\_\_ To: \_\_\_\_\_ Degree: \_\_\_\_\_  
(MM/DD/YYYY) (MM/DD/YYYY) (MM/DD/YYYY)

22. Have you ever been dropped, suspended, warned, sanctioned, placed on scholastic or disciplinary probation, expelled or requested to resign or allowed to resign in lieu of discipline from any college, university or law school, or otherwise subjected to discipline by any such institution or requested or advised by any such institution to discontinue your studies?  Yes  No

- If yes, please provide a full explanation. Use additional sheets of paper as necessary.

Name of institution: \_\_\_\_\_

Date of occurrence(s): \_\_\_\_\_ (MM/DD/YYYY)

Explanation:

### EMPLOYMENT

23. List every permanent and temporary job you have held (1) since you were eighteen years of age or (2) in the last ten years (whichever is shortest). Include self-employment, legal clerkships, temporary or part-time employment and military service. Use additional sheets of paper as necessary.

- **Current Employment**

From Mo./Yr.: \_\_\_\_\_ Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Co-worker: \_\_\_\_\_

Employer or Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Current Telephone Number: \_\_\_\_\_  
(999) 999-9999

- If you are **self-employed**, provide a reference who can verify the nature and length of your employment or practice:

Reference: \_\_\_\_\_

Business or Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone Number: \_\_\_\_\_

(999) 999-9999

**PREVIOUS EMPLOYMENT**

*Use additional sheets of paper as necessary.*

- **Previous Employment**

From MM/YY: \_\_\_\_\_ To MM/YY: \_\_\_\_\_ Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Co-worker: \_\_\_\_\_

Employer or Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Current Telephone Number: \_\_\_\_\_

(999) 999-9999

Reason for leaving:

- **Previous Employment**

From MM/YY: \_\_\_\_\_ To MM/YY: \_\_\_\_\_ Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Co-worker: \_\_\_\_\_

Employer or Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Current Telephone Number: \_\_\_\_\_

(999) 999-9999

Reason for leaving:

24. Account for any period of time when you were unemployed for more than four months (e.g. in school, studying for the Bar examination, seeking employment, volunteering, etc.).

Explanation:

25. Have you ever been terminated, suspended, disciplined or permitted to resign in lieu of termination from any job?  Yes  No

- If yes, provide the following information about each occurrence: *Use additional sheets of paper as necessary.*

Employer or Firm: \_\_\_\_\_

Date of employment: From: \_\_\_\_\_ To: \_\_\_\_\_  
(MM/YY) (MM/YY)

Explanation:

26. Have you ever applied for or held a license for a business, trade, or profession, other than as an attorney-at-law (even if the application was subsequently withdrawn)?  Yes  No

- If yes, provide the following information about each license: *Use additional sheets of paper as necessary.*

Type of license: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_  
(MM/DD/YYYY) (MM/DD/YYYY)

Current status of license: \_\_\_\_\_

Issuing Authority: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_  
(999) 999-9999

27. Have you ever been denied a license for a business, trade, or profession (e.g., CPA, real estate broker, physician, patent practitioner)?  Yes  No

28. Have you ever had a business, trade or professional license revoked?  Yes  No

29. If you answered *yes* to either **Question 27 or 28**, please provide the following information: *Use additional sheets of paper as necessary.*

Name of Regulatory Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_  
(999) 999-9999

Agency action: \_\_\_\_\_

Date: \_\_\_\_\_

(MM/DD/YYYY)

Explanation:

### MILITARY SERVICE

30. Have you ever been a member of the armed forces of the United States, its reserve components or the National Guard?  Yes  No

- If *yes*, complete **Form A**.

## CHARACTER AND FITNESS

GIVE FULL DETAILS for Questions 31 through 53, including dates, exact names, location of incident and/or court, case numbers, complete facts, and the disposition of the matter. If no records are available, give to the best of your ability the names and addresses of all persons involved, including counsel.

- |     | YES                      | NO                       |                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 31. | <input type="checkbox"/> | <input type="checkbox"/> | Have you ever had a judgment against you? Have any judgments been satisfied, released or forgiven? If yes to either question, <i>please complete Form B and/or Form E.</i>                                                                                                                                                                                                                                                     |
| 32. | <input type="checkbox"/> | <input type="checkbox"/> | Have you ever defaulted on any loan, including a student loan? If yes, <i>please complete Form B.</i>                                                                                                                                                                                                                                                                                                                          |
| 33. | <input type="checkbox"/> | <input type="checkbox"/> | Have you ever had a credit card or charge account revoked or closed for nonpayment? If yes, <i>please complete Form B.</i>                                                                                                                                                                                                                                                                                                     |
| 34. | <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been adjudicated a bankrupt, or has a petition in bankruptcy been filed at any time by you or against you, either alone or in association with others, either personally or in a business capacity? If yes, <i>please complete Form C.</i>                                                                                                                                                                       |
| 35. | <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been brought in as a party to any proceedings in a bankruptcy court; or have you ever been sued or threatened with suit by the receiver, trustee, or other authority of any bankrupt estate, for unlawful preference, conspiracy to conceal assets, or any other fraud or offense, whether punishable by criminal law or not? If yes, <i>please complete Form C.</i>                                             |
| 36. | <input type="checkbox"/> | <input type="checkbox"/> | Has an adversary proceeding ever been filed against you to except a scheduled debt from discharge? If yes, <i>please complete Form C.</i>                                                                                                                                                                                                                                                                                      |
| 37. | <input type="checkbox"/> | <input type="checkbox"/> | Have any state or federal tax liens been placed against your property? If yes, <i>please complete Form D.</i>                                                                                                                                                                                                                                                                                                                  |
| 38. | <input type="checkbox"/> | <input type="checkbox"/> | Have you failed to file a personal income tax return? If yes, <i>please list each return that you have not filed and provide an explanation of your reasons for not filing the return. Use additional sheets of paper as necessary.</i><br>Explanation:<br><div style="border: 1px solid black; height: 60px; width: 100%; margin-top: 5px;"></div>                                                                            |
| 39. | <input type="checkbox"/> | <input type="checkbox"/> | Have you or your business or corporation or other entity in which you hold or held more than 20% equity interest or for which you served as an executive officer ever failed to pay employer's withholding taxes or failed to remit sales or excise taxes paid by customers? If yes, <i>please complete Form D.</i>                                                                                                            |
| 40. | <input type="checkbox"/> | <input type="checkbox"/> | Have you, in any capacity, ever been a party to or named or described in any civil proceeding, action, suit, arbitration, or administrative proceedings, including family law cases such as divorce or child support matters? If yes, <i>please complete Form E.</i>                                                                                                                                                           |
| 41. | <input type="checkbox"/> | <input type="checkbox"/> | During the last 10 years, have you been hospitalized and/or treated for any of the following: schizophrenia or other psychotic disorder; bipolar or major depressive mood disorder; drug or alcohol abuse; impulse control disorder, including kleptomania, pyromania, explosive disorder, pathological or compulsive gambling; or paraphilia such as pedophilia, exhibitionism, or voyeurism? If yes, <i>complete Form N.</i> |

- If *yes*, identify the conditions for which you have been hospitalized and/or treated, the beginning and ending dates of each hospitalization/treatment, the name, address and telephone number of each hospital or treatment facility, and the name, address and telephone number of the treating doctor or professional during your hospitalization/treatment. *Use additional sheets of paper as necessary.*

Condition: \_\_\_\_\_

Name of Hospital: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_  
(999) 999-9999

Name of Treating Professional: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_  
(999) 999-9999

Beginning date of treatment: \_\_\_\_\_  
(MM/DD/YYYY)

Ending date of treatment: \_\_\_\_\_  
(MM/DD/YYYY)

42.

During the last five years, have you received treatment for (whether or not you were hospitalized) or have you received a diagnosis of any of the following: schizophrenia or other psychotic disorder; bipolar or major depressive mood disorder; drug or alcohol abuse; impulse control disorder, including kleptomania, pyromania, explosive disorder, pathological or compulsive gambling; or paraphilia, such as pedophilia, exhibitionism, or voyeurism? If *yes*, please complete **Form N**.

- If *yes*, identify the conditions for which you have been treated. State the beginning and ending dates of each consultation or treatment period and the name, address and telephone number of the each treating doctor or professional who treated you or who made such diagnosis. *Use additional sheets of paper as necessary.*

Condition: \_\_\_\_\_

Name of Hospital: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_  
(999) 999-9999

Name of Treating Professional: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_  
(999) 999-9999

Beginning date of treatment: \_\_\_\_\_  
(MM/DD/YYYY)

Ending date of treatment: \_\_\_\_\_  
(MM/DD/YYYY)

43. YES  NO

During the past twelve months, have you been hospitalized for the treatment of an mental, emotional, or psychiatric illness, whether or not the diagnosis was one listed in questions 41 and 42? If yes, please complete **Form N**.

- Name the conditions for which you have been hospitalized for treatment, the beginning and ending dates of each hospitalization, the name, address and telephone number of each hospital or treatment facility, and the name, address and telephone number of the treating doctor or professional during your hospitalization. Use additional sheets of paper as necessary.

Condition: \_\_\_\_\_

Name of Hospital: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_  
(9999) 999-9999

Name of Treating Professional: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_  
(999) 999-9999

Beginning date of hospitalization: \_\_\_\_\_  
(MM/DD/YYYY)

Ending date of hospitalization: \_\_\_\_\_  
(MM/DD/YYYY)

44.

Do you currently (as hereinafter defined) have a mental condition (not reported above) which in any way impairs or limits, or untreated could impair or limit, your ability to practice law in a competent and professional manner? "Currently" does not mean on the day of, or even in the weeks or months preceding the completion of this Application; rather, it means recently enough so that the condition may have an ongoing impact on your functioning as a licensed attorney. If yes, please complete **Form N**.

- If yes, identify the condition that could impair or limit your ability to practice law in a competent and professional manner. Use additional sheets of paper as necessary.

Description of Condition:

- a. If yes, are the limitation or impairments caused by your mental health condition(s) reduced or ameliorated because you receive ongoing treatment (with or without medications) or participate in a monitoring or counseling program?  Yes  No
- b. If you answered yes to 44(a), describe such condition and any treatment or program or monitoring or counseling, including the name, address and telephone number of the treating doctor or professional who is treating you for the condition.

*Treatment:*

\_\_\_\_\_  
*Name of treating professional, if any:*

\_\_\_\_\_  
*Address:*

\_\_\_\_\_  
*Telephone Number:* \_\_\_\_\_ (999) 999-9999

*Beginning date of treatment:* \_\_\_\_\_ (MM/DD/YYYY)

YES NO

45.   Have you ever been arrested either as an adult or a juvenile, served with a summons, cited, indicted, charged, tried, or investigated for a felony or misdemeanor in any jurisdiction? Include all such incidents no matter how minor, whether guilty or not. All traffic violations, other than parking offenses must be reported. Please include all matters that have been expunged or been subject to a diversionary program. If yes, please complete **Forms F and/or G**.

46.   Are you in violation of any federal or state criminal statute? If yes, provide a complete explanation. Use additional sheets of paper as necessary.  
 Explanation:

47.   Have you ever been charged, formally or informally, or indicted for misrepresentation, fraud, misapplication, perjury/false swearing, or misappropriation of property, either individually or in a representative capacity (e.g., as an officer of a business entity, partner or other fiduciary relationship)? If yes, please complete **Form E** or **Form F**, whichever is applicable.

YES NO  
48.

Have you ever been suspended, censured, or otherwise reprimanded or disqualified as a member of another profession, or as a holder of public office? *If yes, please provide a complete explanation. Use additional sheets of paper of necessary.*

Explanation:

49.

Have there ever been or are there now any formal or informal charges, complaints, or grievances concerning your conduct as a member of any other profession, or as a holder of public office? *If yes, please provide a complete explanation. Use additional sheets of paper as necessary.*

Explanation:

50.

Has any surety bond on which you were the principal been required to pay any money on your behalf? *If yes, please complete **Form H**.*

51.

Have you ever given legal advice and/or held yourself out as an attorney, lawyer, or legal counselor in the state of Utah? *If yes, please provide a complete explanation. Use additional sheets of paper as necessary.*

Explanation:

52.

Have you ever engaged in the unauthorized practice of law in the state of Utah, or has such a complaint ever been filed against you? *If yes, please provide a complete explanation. Use additional sheets of paper as necessary.*

Explanation:

53.

Are there any other incidents not herein before described, having a bearing upon your character or fitness for admission to the bar? If yes, *please provide a complete explanation. Use additional sheets of paper as necessary.*

Explanation:

**PRIOR APPLICATION FOR BAR ADMISSION**

**54.** List every state or foreign country to which you have ever submitted an application to be admitted by examination, motion or diploma privilege, or to be reinstated to the Bar. Provide a brief narrative explanation of the circumstances surrounding the reason for any withdrawals of applications or failures to be admitted. *Use additional sheets of paper as necessary.*

(a) State, province or foreign country: \_\_\_\_\_

Not admitted due to:  Failed exam  Withdrew Application\*  Other reason\*

Explanation for withdrawal or other reason:

Applied for admission by:  Exam  Motion  Diploma  Reinstatement

Dates of all applications made (MM/YY) \_\_\_\_\_

Dates of all examinations taken (MM/YY) \_\_\_\_\_

Admitted or readmitted (MM/DD/YY) \_\_\_\_\_

If admitted, attorney Bar number: \_\_\_\_\_

(b) State, province or foreign country: \_\_\_\_\_

Not admitted due to:  Failed exam  Withdrew Application\*  Other reason\*

Explanation for withdrawal or other reason:

Applied for admission by:  Exam  Motion  Diploma  Reinstatement

Dates of all applications made (MM/YY) \_\_\_\_\_

Dates of all examinations taken (MM/YY) \_\_\_\_\_

Admitted or readmitted (MM/DD/YY) \_\_\_\_\_

If admitted, attorney Bar number: \_\_\_\_\_

55. Have you been a member in good standing, and actively and substantially licensed to practice law in above named jurisdiction(s) since admission?  Yes  No

- If *yes*, please provide an **original Certificate of Good Standing** from each jurisdiction where admitted which verifies your date of admission and your history of disciplinary action. The Certificate must be dated no more than 30 days prior to your date of application.
- If you have *not* maintained active status and/or been in good standing since date of licensure, please provide a complete explanation. *Use additional sheets of paper as necessary.*

Explanation:

### PREVIOUS LAW PRACTICE

YES    NO

56.         Have you ever been disbarred, suspended, censured, sanctioned, disciplined or otherwise reprimanded or disqualified, whether publicly or privately, as an attorney?

57.         Have there ever been or are there now any public or private, formal or informal charges, complaints, or grievances pending concerning your conduct as an attorney?

- If you answered *yes* to either **Question 56 or 57**, please provide the following information. *Use additional sheets of paper as necessary.* **In addition, you must immediately request that the disciplinary entity provide a complete copy of all relevant information to the Utah State Bar's Deputy General Counsel in Charge of Admissions. Your application will be held in abeyance until this information is received.**

Name of Disciplinary Entity: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ (999) 999-9999

Agency action: \_\_\_\_\_

Date: \_\_\_\_\_ (MM/DD/YYYY)

Explanation:

YES NO

58.

Have you ever held any judicial office? If yes, please provide the following information.  
Use additional sheets of paper as necessary.

When: \_\_\_\_\_

Where: \_\_\_\_\_

What office/position held: \_\_\_\_\_

If terminated, why? \_\_\_\_\_

59. If you shared office space with other lawyers or business firms, please so state and give their full names and present addresses. Use additional sheets of paper as necessary.

**REFERENCES**

**60.** Give the names and addresses of three individuals generally known to you whom you have asked to fill out the Character Reference Form on your behalf. *References cannot come from people who are related to you by blood or marriage and/or were/are law school classmates.*

- Name: \_\_\_\_\_  
(Last, First, MI)  
Employer or Firm: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Address Line 1)  
\_\_\_\_\_  
(Address Line 2)  
\_\_\_\_\_  
(City, State, Zip)  
Telephone Number: \_\_\_\_\_ Years known: \_\_\_\_\_  
Check if address:  Residence or  Business
  
- Name: \_\_\_\_\_  
(Last, First, MI)  
Employer or Firm: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Address Line 1)  
\_\_\_\_\_  
(Address Line 2)  
\_\_\_\_\_  
(City, State, Zip)  
Telephone Number: \_\_\_\_\_ Years known: \_\_\_\_\_  
Check if address:  Residence or  Business
  
- Name: \_\_\_\_\_  
(Last, First, MI)  
Employer or Firm: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Address Line 1)  
\_\_\_\_\_  
(Address Line 2)  
\_\_\_\_\_  
(City, State, Zip)  
Telephone Number: \_\_\_\_\_ Years known: \_\_\_\_\_  
Check if address:  Residence or  Business

61. Give the names and addresses of three attorneys who you have asked to fill out the Character Reference Form on your behalf and who are *not related to you by blood or marriage, and were/are not law school classmates*. The attorneys listed here must be different from those listed under Questions 59 and 60.

- Name: \_\_\_\_\_  
(Last, First, MI)  
Employer or Firm: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Address Line 1)  
\_\_\_\_\_  
(Address Line 2)  
\_\_\_\_\_  
(City, State, Zip)  
Telephone Number: \_\_\_\_\_ Years known: \_\_\_\_\_  
Check if address:  Residence or  Business
- Name: \_\_\_\_\_  
(Last, First, MI)  
Employer or Firm: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Address Line 1)  
\_\_\_\_\_  
(Address Line 2)  
\_\_\_\_\_  
(City, State, Zip)  
Telephone Number: \_\_\_\_\_ Years known: \_\_\_\_\_  
Check if address:  Residence or  Business
- Name: \_\_\_\_\_  
(Last, First, MI)  
Employer or Firm: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Address Line 1)  
\_\_\_\_\_  
(Address Line 2)  
\_\_\_\_\_  
(City, State, Zip)  
Telephone Number: \_\_\_\_\_ Years known: \_\_\_\_\_  
Check if address:  Residence or  Business

**FOR ALL ATTORNEY APPLICANTS**

**62.** Give the names and addresses of three clients whom you have asked to fill out the Character Reference Form on your behalf. These clients must *not be related to you by blood or marriage and cannot be or have been law school classmates*. If you have not had any clients, please explain and substitute the names of three other attorneys. The persons listed here must be different from those listed under Questions 59, 60 and 61.

• Name: \_\_\_\_\_  
(Last, First, MI)

Employer or Firm: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_  
(Address Line 1)

\_\_\_\_\_  
(Address Line 2)

\_\_\_\_\_  
(City, State, Zip)

Telephone Number: \_\_\_\_\_ Years known: \_\_\_\_\_

Check if address:  Residence or  Business

• Name: \_\_\_\_\_  
(Last, First, MI)

Employer or Firm: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_  
(Address Line 1)

\_\_\_\_\_  
(Address Line 2)

\_\_\_\_\_  
(City, State, Zip)

Telephone Number: \_\_\_\_\_ Years known: \_\_\_\_\_

Check if address:  Residence or  Business

• Name: \_\_\_\_\_  
(Last, First, MI)

Employer or Firm: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_  
(Address Line 1)

\_\_\_\_\_  
(Address Line 2)

\_\_\_\_\_  
(City, State, Zip)

Telephone Number: \_\_\_\_\_ Years known: \_\_\_\_\_

Explanation if no clients:



**APPLICANT VERIFICATION AND ACKNOWLEDGEMENT**

I, the undersigned applicant, do hereby apply for examination and for admission to practice law in the State of Utah in conformity with the Rules Governing Admission to the Utah State Bar. I fully understand that the following answers and statements are submitted under oath and that falsifying any information on this application, failing to answer any question, or failing to make a full disclosure of any requested information, or failing to update this Application may result in denial of my application. It may also result in attorney discipline if I am permitted to take the bar examination and am subsequently admitted to the Bar.

I will attach an additional statement if necessary to fully explain all responses. I also understand that I am under a duty to cooperate fully in providing any information asked of me and informing the Utah State Bar in the event anything requested or addressed in this application occurs following submission of this application, but prior to my taking the oath for admission to the Utah Supreme Court.

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**Upon satisfying all of the requirements for admission to the Utah State Bar, I hereby apply for recommendation to the Supreme Court for admission to practice law in the State of Utah.**

\_\_\_\_\_  
Signature of Applicant

---

STATE OF \_\_\_\_\_)  
County of \_\_\_\_\_) : ss

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared before me \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the person whose name is signed on the foregoing Application, and acknowledged to me that he/she has read and understands the contents thereof and that the information contained in the foregoing Application is true and correct as to his/her own knowledge, information and belief.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:  
\_\_\_\_\_  
\_\_\_\_\_

Residing at:  
\_\_\_\_\_  
\_\_\_\_\_



I hereby request and authorize the Department of the Defense, the Army, Navy, Air Force, Coast Guard, or any military service to furnish to the Utah State Bar the record of each period of my service therein, and to furnish the character of service rendered for each period. My serial number was \_\_\_\_\_.

I hereby release, discharge, exonerate the Utah State Bar and the National Conference of Bar Examiners, their committees, agents and representatives, and any person or entity furnishing any information, from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records, and other information or the investigation made by the Utah State Bar or the National Conference of Bar Examiners or by any agency or person associated with them.

I hereby certify that I will not share the content of the Multistate Bar Examination with any individual, organization, or agency that may use that information for commercial purposes.

I have read the foregoing Application and this Authorization and Release and have answered all questions fully and frankly. The answers are complete and are true of my own knowledge.

\_\_\_\_\_  
Signature of Applicant

STATE OF \_\_\_\_\_)

: ss

County of \_\_\_\_\_)

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared before me \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the person whose name is signed on the foregoing Application, and acknowledged to me that he/she has read and understands the contents thereof and that the information contained in the foregoing Application is true and correct as to his/her own knowledge, information and belief.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:

Residing at:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



**EXAMINATION REGULATIONS AND CODE OF CONDUCT  
FOR APPLICANT TO THE UTAH STATE BAR**

*(To be completed by Applicants taking the Bar examination)*

Please read the following Examination Regulations and Code of Conduct and initial on the appropriate line by each numbered paragraph to indicate that you have read and understand it. Sign and notarize the statement at the bottom of the page. This must be filed with your completed Application and fees.

Any applicant who engages in cheating or conduct that disrupts or attempts to disrupt the Bar examination process or who breaches any examination regulation is subject to sanctions which may include, but are not limited to the following:

- (i) Ejection from the exam site.
- (ii) Forfeiture of all fees paid by the applicant.
- (iii) Nullification of the examination taken or the application made by such applicant.
- (iv) Transmission of a written report on the matter to the Character and Fitness Committee. The Character and Fitness Committee may thereafter revoke approval to sit for the Bar examination in the future.
- (v) Transmission of a written report of the matter to the Bar in any jurisdiction where the applicant is currently licensed, or applies for admission.

**ADMISSION REGULATIONS:**

One or more of the above sanctions may apply if it appears to the Bar that there is credible evidence to establish that the applicant has:

- \_\_\_ 1. Falsified the application or proofs required for admission to practice, with or without examination.
- \_\_\_ 2. Falsified documentation submitted in support of a request for test accommodations or secured such documentation under false pretenses.
- \_\_\_ 3. Utilized any unauthorized notes, books, recordings, electronically retrievable data or other unauthorized materials while taking the Bar examination, or secreted such materials for such use.
- \_\_\_ 4. Obtained or used answers or information from or given answers or information to another person or source during the administration of the Bar examination.
- \_\_\_ 5. Falsified or misrepresented information required for admission to the examination site, impersonate another applicant or have an impersonator take any part of the examination on the applicant's behalf.
- \_\_\_ 6. Written or designated any answers to questions on the Bar examination prior to the announcement of the beginning of the examination session or after the announcement of the conclusion of the test session.
- \_\_\_ 7. Erased or otherwise altered an examination answer after the announcement of the conclusion of the test session.
- \_\_\_ 8. Removed any examination materials or other notes made during the examination from the examination room or shared the content of the examination with any individual, organization or agency that may use the information for commercial purposes.
- \_\_\_ 9. Refused to allow proctors to search them at any time during the examination.
- \_\_\_ 10. Brought briefcases, backpacks, purses, books, notes, written or printed material or data of any kind into the test area or had possession of such material during the administration of the examination.
- \_\_\_ 11. Brought cell phones, pagers, calculators, beeping watches, alarms, palm pilots or other personal digital assistants into the test area.
- \_\_\_ 12. Brought a firearm, explosive device, or any type of sharp object such as a razor blade, boxcutter or knife, or any other dangerous material into the test area.
- \_\_\_ 13. Created a continuing distraction by sound, movement, or smell which disrupts the concentration of another applicant, whether in or outside the test area.
- \_\_\_ 14. Gathered with other applicants in the restroom or in any areas adjacent to the test area while the examination is in progress.
- \_\_\_ 15. Became physically or verbally abusive to the Admissions staff, a proctor, or any Bar employee during the administration of the examination or at any time during the admissions process.

**I have read the above Examination Regulations and Code of Conduct and agree to abide by the same. I understand that a violation of any of these regulations could result in the sanctions above being imposed.**

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
STATE OF \_\_\_\_\_)

: ss

\_\_\_\_\_  
County of \_\_\_\_\_)

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared before me \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the person whose name is signed on the foregoing Application, and acknowledged to me that he/she has read and understands the contents thereof and that the information contained in the foregoing Application is true and correct as to his/her own knowledge, information and belief.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:

\_\_\_\_\_  
\_\_\_\_\_

Residing at:

\_\_\_\_\_  
\_\_\_\_\_



Utah State Bar  
Office of Admissions  
645 South 200 East  
Salt Lake City, Utah 84111-3834  
(801)531-9077  
Web site: [www.utahbar.org](http://www.utahbar.org)

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**CERTIFICATE OF LAW SCHOOL GRADUATION**

Application for Admission to the Bar of: \_\_\_\_\_  
(Print Student's Full Name)

I hereby certify that

- A. The applicant named above studied law at \_\_\_\_\_  
(school name)
- B. Applicant completed all requirements for \_\_\_\_\_ on \_\_\_\_\_  
(name of degree) (date completed)
- C. Applicant received said degree on \_\_\_\_\_  
(date conferred)
- D. Said law school **WAS ACCREDITED BY THE AMERICAN BAR ASSOCIATION** on or before the date on which applicant received said degree; and,
- E. At said law school I hold the title of: \_\_\_\_\_

Certified by: \_\_\_\_\_  
(print name)

Signature: \_\_\_\_\_  
(Original Signature Required)

Date of Certification: \_\_\_\_\_

**(SCHOOL OR NOTARY SEAL)**

*If school has no official seal, a notary execution must reflect the official and verified status of this certification.*

### INSTRUCTIONS FOR FINGERPRINT CARD

Fingerprint cards can be obtained at your local law enforcement agencies or, from the Utah State Bar. Some law enforcement agencies may charge a small fee for fingerprinting service. Attach your fingerprints to the Federal Bureau of Investigation form. **DO NOT FOLD OR STAPLE.** Enclose the processing fee payable by **CERTIFIED CHECK** or **MONEY ORDER**. Do not send a personal check. **Complete the information on the top half of the card as follows:**

FINGERPRINT CARD SECTION NAME	INFORMATION YOU MUST ENTER
Signature of Person Fingerprinted	Your signature
Residence of Person Fingerprinted	Your current address
Date/Signature of Official Taking Fingerprints	Insure that you get a signature
Employer and Address	You may indicate your law school if you are a student, otherwise enter your employer
<b>Reason Fingerprinted</b>	<b>Enter "Personal Review"</b>
Last Name, First Name, etc.	Enter your information. Suffix denoting seniority (Jr., Sr., II, etc.) should follow the middle or first name.
Aliases <u>AKA</u>	Enter all names by which you have been known (maiden, etc.)
Citizenship <u>CTZ</u>	Enter U.S. if citizen of United States, otherwise enter correct country abbreviation.
Your OCA No. <u>OCA</u>	Leave Blank
FBI No. <u>FBI</u>	Leave Blank
Armed Forces No. <u>MNU</u>	Leave Blank
Social Security No. <u>SOC</u>	Enter your Social Security Number
Miscellaneous No. <u>MNU</u>	Leave Blank
Date of Birth <u>DOB</u>	Enter in numerals (very important to complete this section)
Sex	Enter M or F
Race	Enter <b>A</b> (Asian, Pacific Islander, Chinese, Japanese, Polynesian, Korean, Vietnamese); <b>B</b> (Black, African American, African); <b>I</b> (American Indian, Alaskan Native, Eskimo); <b>U</b> (Unknown, all other races not listed); <b>W</b> (White, Mexican, Latin, Puerto Rican, Cuban, Central/South American, and other Spanish origin)
HGT	Enter your height
WGT	Enter your weight
EYES	Enter your eye color
HAIR	Enter your hair color
Place of Birth <u>POB</u>	Enter your place of birth

**Federal Bureau of Investigation - Request for Background Check**  
**ATTN: Special Correspondence Unit**  
**1000 Custer Hollow Road**  
**Clarksburg, West Virginia 26306**

Date: \_\_\_\_\_

I am requesting a personal identification criminal history background check for my own personal review. Per your requirements, I am including a standard fingerprint card and **a certified check or money order for \$18.00 payable to the U.S. Treasury**. Please provide me with a written response to the address listed below. I understand that it may take **eight to twelve weeks** for the FBI to perform this background check. Thank you for your attention to this matter.

Signed: \_\_\_\_\_

Full Name: \_\_\_\_\_  
(First Middle Last)

Mailing Address: \_\_\_\_\_  
Street or P. O. Box

\_\_\_\_\_  
Street or P. O. Box

\_\_\_\_\_  
City / State / Zip Code

Telephone: \_\_\_\_\_  
(Area Code) Phone Number



## Utah State Bar - Character Reference Form

The Applicant named below has applied for admission to the Utah State Bar. Please complete this Character Reference Form. The information contained in the completed form is confidential and should not be disclosed to the Applicant. **Once completed, the form should be sealed in an envelope. The back of the envelope should be signed across the sealed portion of the envelope and returned to the Applicant.** Envelopes that appear to have been tampered with will not be accepted.

Applicant: \_\_\_\_\_

Your Name: \_\_\_\_\_

Your Address: \_\_\_\_\_ Your

Telephone Numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Other \_\_\_\_\_

Nature of acquaintance/relationship: \_\_\_\_\_

How long have you known the Applicant? \_\_\_\_\_

**Please answer the following questions based on your personal knowledge:**

**YES NO**

1. Are you an attorney?
2. Are you a client or former client of legal services performed by the Applicant?
3. Do you feel that you know the Applicant well enough to make an accurate appraisal of the Applicant's character and fitness to be admitted to practice law? If no, do not complete the form. Please sign this form and return the form to the Applicant.
4. Are you related to the Applicant in any way? If yes, please describe the relationship below.
5. Are you or were you a law school classmate of the Applicant?
6. Do you represent the Applicant in any capacity? If yes, please describe the representation.
7. To your knowledge has the Applicant ever been convicted of a crime?
8. To your knowledge has the Applicant ever engaged in any conduct involving the following?
  - Dishonesty, fraud, deceit, or misrepresentations
  - Making a false or misleading statement, including omissions
  - Taking unfair advantage of others
  - Violating confidences
  - Being irresponsible in business or professional matters
  - Neglecting or being delinquent in any of Applicant's financial obligations
  - Been a party to legal proceedings
  - Been denied admission to practice law in any state
  - Neglecting or showing disregard of ethical or professional responsibilities
  - Abusing the legal process
  - Violating a court order
  - Engaging in the practice of law while not being licensed

YES NO

Violating reasonable rules of conduct in any activity  
Failing to exercise self-control, including excessive and continuing violation of traffic rules, the improper use of drugs, and the excessive use of alcohol.

- 9. Do you believe or suspect that the applicant may be mentally or emotionally unstable in a manner that would impede the Applicant's ability to practice law.
- 10. To your knowledge, has the Applicant ever been disciplined, expelled, suspended, or asked to resign from any work or volunteer position or educational institution?
- 11. Is there *any* reason you believe the Applicant should not be licensed as an attorney?
- 12. Are there any facts, not previously disclosed by your answers, concerning the Applicant's background, history, experience, or activities, which may have a bearing on the Applicant's character, fitness, or eligibility to practice law?
- 13. Do you have any reason not to trust the Applicant with your money or property?
- 14. Do you have any reason not to trust the Applicant with other people's money or property?
- 15. To your knowledge, is the applicant in violation of any federal or state criminal statutes?

**If you answered "Yes" to any question 6 through 15, please explain below and on additional sheets as necessary.**

Question #	Explanation
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Additional Comments:

**I swear/attest that the information provided herein is true and factual to the best of my knowledge.**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**NOTICE OF  
MEDICAL ALERT**

*(To be completed by Applicants taking the Bar examination)*

If you have a medical condition (such as diabetes, heart disease, epilepsy, or any other condition that might require emergency medical attention during the examination), you are requested to list on the form below your name, the nature of the condition, emergency treatment instructions and the name and telephone number of any person(s) who should be contacted in the event of an emergency. If there are any items that you need to bring with you into the examination, such as food, medicines, etc., please list those items below as well. ***This form must be filed with your completed application and fees.***

\_\_\_\_\_  
Applicant's Name (typed)

\_\_\_\_\_  
Bar Exam Date

\_\_\_\_\_  
Applicant's Signature

**Medical Condition:** \_\_\_\_\_

**Emergency Instructions:**

\_\_\_\_\_  
Person to Contact in Case of Emergency (type)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Person to Contact in Case of Emergency (type)

\_\_\_\_\_  
Phone Number

Utah State Bar  
Office of Admissions  
645 South 200 East  
Salt Lake City, Utah 84111-3834  
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UTAH STATE BAR  
ATTORNEY AFFIANT FORM  
(To be completed by Attorney Applicants and Applicants for Admission on Motion)

This form must be notarized.

---

**NOTE TO ATTORNEY AFFIANT:** These affidavits serve a useful and important function in the certification process. Be sure you are sufficiently acquainted with the applicant and the details of his/her legal practice to execute this affidavit.

STATE OF \_\_\_\_\_)

: ss

County of \_\_\_\_\_)

Before me the undersigned Notary Public in and for said County, in said State, personally appeared

\_\_\_\_\_ *Attorney Affiant's Name*, who is known to me, and who being duly sworn, on oath deposes

and says: that affiant is personally acquainted with the applicant \_\_\_\_\_ *Applicant's Name*

and has known him/her well and continuously for a period of \_\_\_\_\_ years; that affiant is and for more than

\_\_\_\_\_ years has been admitted to the Bar of \_\_\_\_\_ *State*; that applicant has been in **active**

practice with the Bar of \_\_\_\_\_ *State* for \_\_\_\_\_ of the preceding \_\_\_\_\_ years; that affiant

has frequently come in contact with applicant and has knowledge of the demeanor, habits, character, and conduct of the said applicant; that affiant is familiar with the background, standing, and position in life of the applicant; that the applicant has a good character and reputation where he/she resides and enjoys the confidence and respect of the general public.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *Month*, \_\_\_\_\_ *Year*

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:

\_\_\_\_\_  
\_\_\_\_\_

Residing at:

\_\_\_\_\_  
\_\_\_\_\_

**Admission on Motion Applicant:** Attach a copy of the Admission on Motion Rule from your jurisdiction with your personal affidavit, signed and notarized, attesting that you meet the requirements of the Utah Admission on Motion Rule and the requirements of the Admission on Motion Rule from your jurisdiction.

Utah State Bar  
Office of Admissions  
645 South 200 East  
Salt Lake City, Utah 84111-3834  
(801)531-9077  
Web site: [www.utahbar.org](http://www.utahbar.org)

---

**UTAH STATE BAR  
DESIGNATION FOR SERVICE OF PROCESS**  
*(To be completed by Admission on Motion Applicants and Foreign Legal Consultant Applicants)*

**This form must be notarized.**

---

I hereby designate the Clerk of the Utah Supreme Court for service of process for all matters related to, or otherwise involved with, my practice of law in the State of Utah, should my admission be approved. My current address information appears below and I understand that I am obligated to update the Clerk of the Court of any changes in the future after I am admitted.

Print Name: \_\_\_\_\_

Print Work Address: \_\_\_\_\_

Work Telephone Number: \_\_\_\_\_

Work Fax Number: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

---

State of \_\_\_\_\_ )

County of \_\_\_\_\_ )

SS:

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:

Residing at:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

After your admission, any changes in the above information should be provided to the Utah Supreme Court with a short statement: (1) identifying your status as an attorney admitted via reciprocity; and (2) stating that the purpose of notice is for service of process for all matters related to your practice of law in Utah. Please send to:

Clerk of the Utah Supreme Court  
450 South State Street  
P.O. Box 140210  
Salt Lake City, Utah 84114-0210

**UTAH STATE BAR  
REQUEST FOR BAR EXAMINATION ACCOMMODATION  
GENERAL GUIDELINES**

If you have a currently documented disability, and wish to take the Utah State Bar Examination, (“the Bar Exam”) reasonable non standard test accommodations may be available.

To qualify for a reasonable non standard test accommodation under the Americans With Disabilities Act (“ADA”) you must show that you are a “qualified applicant with a disability.” A qualified applicant with a disability means an applicant with a disability who is capable of demonstrating that he or she possesses the skills, abilities and knowledge tested on the Utah Bar examination with:

- (1) reasonable modifications to rules, policies, or practices;
- (2) the removal of architectural, communication or transportation barriers; or
- (3) the provision of auxiliary aids and services.

“Reasonable accommodations” are defined as an adjustment or modification of standard test conditions that ameliorates the impact of the applicant’s disability without doing any of the following:

- (1) fundamentally altering the nature of the examination or the Bar’s ability to determine through the examination whether the applicant possesses the skills and knowledge for the practice of law in Utah;
- (2) imposing an undue burden on the Bar;
- (3) compromising the security of the examination;
- (4) compromising the integrity, the reliability or the validity of the examination with respect to all applicants.

To qualify under the ADA, you must provide evidence that you *have an impairment that substantially limits a major life activity, and demonstrate that the functional limitation resulting from your impairment significantly impacts your ability to take the Bar Exam.* Testing must have been conducted within five years of your request for an accommodation on the Bar Exam, and depending on the circumstances surrounding your disability, the Special Accommodations Committee may require more recent testing. All test scores and percentiles should be based on age-adjusted rather than education adjusted norms. If the documentation you submit is deemed insufficient or outdated, you will be required to obtain current testing and assessment in order to pursue your request for an accommodation. You must provide the appropriate forms as follows to the Bar by the dates listed below, or your accommodation request will be denied without review.

- (1) **FORM I - Accommodations Eligibility Questionnaire**, along with candidate’s personal statement, providing a description of the disability and the accommodations requested.
- (2) **FORM J - Statement of Law School Official Form** verifying the accommodation provided to the applicant in law school.
- (3) **FORM K - Medical Disability Verification Form** from a physician or qualified licensed professional substantiating the disability (whether a physical, neurological, or psychological disorder), including any and all test results administered in making the diagnosis, and providing a professional opinion with respect to the need for the accommodation requested.
- (4) **FORM L - Learning Disability Verification Form** from a physician or qualified licensed professional substantiating a learning disability. Any and all test results administered in making the diagnosis should be provided, along with a professional opinion with respect to the appropriateness of the accommodation requested.
- (5) **FORM M - Attention Deficit –Hyperactivity Disorder Verification Form**, from a physician or qualified licensed professional substantiating the disability, including any and all test results administered in making the diagnosis, and providing a professional opinion with respect to the need for the accommodation requested.
- (6) **FORM N - Medical/Healthcare Information Release.**

The Bar will notify you in writing if we need additional information regarding your disability from your health care provider or testing specialist to process your accommodation request. Submitting an accommodation request packet does not guarantee that you will receive a Bar Exam accommodation. The fact that you received an accommodation during college or law school does not guarantee that you will receive an accommodation on the Bar Exam. It is important that you and your evaluator understand that the mere documentation of the presence of a disability does not entitle you to an accommodation. **Rather, the impact of your disability on your ability to take the Bar Exam must be quantifiably documented so that reasonable accommodations can be determined.** The Bar reserves the right to make the final decision on all requests for Bar Exam accommodations.

### **I. Deadlines:**

If you are seeking an accommodation, we encourage you to register early for the Bar Exam. You must submit your accommodation request materials with your registration materials by the regular Bar Exam registration deadline. The Bar's Special Accommodations Committee will review your request for accommodations, and will send correspondence regarding your request for accommodation, including its decision on your accommodation request, to the address you list on your Bar Exam registration materials. ***Please note: there are no exceptions to these deadlines. Accommodation requests submitted after the deadline indicated will be denied without review.***

### **II. Accommodation Options:**

The Bar Exam can be made available in large font, Braille, and on audiocassette. Depending on the nature of the disability, other accommodations may include the use of a reader, a scribe, a private room, or additional testing time.

### **III. Bar Exam Testing Conditions:**

The test is administered in an environment similar to a classroom test setting. The candidates are allowed to use earplugs, but audio or visual distractions may be present. During the exam, candidates are permitted to leave the testing area to stretch or use the restroom.

Day 1 of the Bar Exam consists of 8 essay questions and 2 Multistate Practice Test ("MPT") questions over a 7-hour period. Candidates are allowed 30 minutes per essay question and one-and-a-half hours per MPT question. An hour lunch break is provided. Candidates must record their essay answers in written format, either writing by hand or by typing on a laptop computer. In responding to the Bar Exam questions, candidates must demonstrate their ability to identify legal issues and principles, analyze complex legal problems, and organize and articulate a comprehensive analysis of legal issues.

Day 2 of the Bar Exam consists of 200 multiple choice questions answered over a 6-hour period. Candidates are allowed 3 hours per 100-question section of the test. Candidates answer by filling in circles on a scantron answer sheet. An hour lunch break is provided.

### **IV. Information Required for Documenting a Physical or Mental Disability:**

A licensed health care provider with expertise in diagnosing and treating your mental or physical disability must document your disability by completing one or more of the disability verification forms listed above. Your name and social security number must be clearly indicated on all documents submitted by you and by your health care provider. **It is your responsibility to collect the required forms and medical documentation from your health care provider and file it with your application by the registration deadline.** The evaluation must have been conducted within the last five years. The diagnostician/evaluator must have comprehensive training and direct experience in working in the field (such as board certification by a recognized board). In completing the required forms(s), the evaluator ***must describe each of the following:***

- (1) the academic credentials and qualifications that allow the evaluator to diagnose the disability and recommend accommodations to the Bar Exam.

- (2) your impairment, including
  - (a) diagnosis;
  - (b) history;
  - (c) treatment, including medication, and the affect on your condition as a result of current treatment and/or medication;
- (3) any test documentation substantiating the disability, including the results of the Minnesota Multiphasic Personality Inventory (“MMPI”) where a psychological disorder is claimed;
- (4) the physical/mental limitations you currently experience as a result of your impairment;
- (5) how long the limitations are expected to last;
- (6) how your physical/mental impairment impacts the specific tasks demanded by the Bar Exam; and
- (7) how the accommodation you are requesting will reduce the impact of the documented functional limitation your disability imposes.

A general description of typical symptoms found in people with your condition is not sufficient, nor are chart notes copied from your medical record without the analysis described above. Requests for accommodations must reference test results or clinical observations that support the need for the accommodation.

#### **V. Information Required for Documenting a Cognitive Disability:**

If you are seeking accommodation because of a cognitive impairment, such as a learning disability, a processing deficiency, or a physical, medical, or psychological disorder that affects your cognitive abilities, you must submit the appropriate forms as outlined above. The report from your diagnostician in support of your request for accommodation must include actual test scores, a specific diagnosis, and must recommend a specific accommodation based on the impact your disability will have on your ability to perform on the Bar Exam under the standard testing conditions. The analysis must reference the test results that support the need for the accommodation and articulate how the accommodation will reduce the impact of your functional limitation. A general description of typical symptoms found in people with your cognitive impairment is not sufficient, nor are testing notes without the analysis described above. As part of your accommodation request, you must submit a comprehensive neuropsychological or psycho-educational report prepared by a qualified diagnostician that was conducted within the last five years. All test scores and percentiles should be based on age-adjusted rather than education adjusted norms.

The report must include the following:

- (1) a description of your presenting cognitive problem, including developmental history;
- (2) a neuropsychological or psycho-educational assessment with reports of aptitude assessments, using a complete comprehensive battery (e.g. Woodcock-Johnson Psycho-educational Battery-Revised: Tests of Cognitive Ability, Wechsler Adult Intelligence Scale III);
- (3) a complete achievement battery, including current levels of academic functioning in relevant areas such as reading (decoding and comprehension) and written language (e.g. Woodcock-Johnson Psycho-educational Battery-Revised: Tests of Achievement, the Nelson-Denny Reading Skills Test, the Scholastic Abilities Test for Adults);
- (4) an assessment of information processing (e.g. short- and long-term memory, sequential memory, processing speed, executive functioning) using appropriate instruments (Wechsler Memory Scale, relevant subtests from the Woodcock-Johnson Psycho-educational Battery-Revised: Tests of Cognitive Ability; and
- (5) other appropriate assessment measures to differentiate a cognitive impairment from coexisting neurological and/or psychological disorders.

For diagnoses of Attention Deficit/Hyperactivity Disorder (ADHD), you must provide relevant batteries as described above pursuant to which your diagnostician determined patterns of supportive attention problems. The report should include a measure of reading speed, and a review of relevant DSM-IV diagnostic criteria for ADHD. Your diagnostician must state whether the symptoms that cause impairment were present in childhood, the duration of your current symptoms, and the ameliorative affect of any prescribed medication or treatment.

**VI. Return Requests for Accommodation to:**

The Admissions Office  
Utah State Bar  
645 South 200 East  
Salt Lake City, Utah 84111

**VII. Notice of Decision on Accommodation Request:**

The Bar will notify you in writing of its decision on your request for accommodation.

**FORM A**  
**Military Service**

Name: \_\_\_\_\_

If you are presently a member of the armed forces, complete A and B.

If you were a member of the armed forces, complete A and C.

- A. Regular armed forces:  Air Force  Army  Coast Guard  Marine Corps  Navy  
Reserve Components:  Air Force  Army  Coast Guard  Marine Corps  Navy  
National Guard:  Air Force  Army

My serial number was/is: \_\_\_\_\_ My rank was/is: \_\_\_\_\_  
Dates of service: Active Duty - From Mo/Yr To Mo/Yr  
Reserve Duty - From Mo/Yr To Mo/Yr  
Nat'l Guard - From Mo/Yr To Mo/Yr

**Attach a copy of all your Reports of Separation (DD Form 214)**

- B. For ACTIVE AND RESERVE PERSONNEL ONLY:  
Check  Active or  Reserve

Present duty station \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number (999) 999-9999 \_\_\_\_\_

Name of commanding officer \_\_\_\_\_

- C. While a member of the armed forces of the United States:
- |                                                               |                               |                              |
|---------------------------------------------------------------|-------------------------------|------------------------------|
| 1. Did you receive an honorable discharge?                    | <input type="checkbox"/> Yes  | <input type="checkbox"/> No* |
| 2. Were you ever court-martialed?                             | <input type="checkbox"/> Yes* | <input type="checkbox"/> No  |
| 3. Were you ever awarded non-judicial punishment?(Art. 15UCM) | <input type="checkbox"/> Yes* | <input type="checkbox"/> No  |
| 4. Were you allowed to resign in lieu of court-martialed?     | <input type="checkbox"/> Yes* | <input type="checkbox"/> No  |
| 5. Were you administratively discharged?                      | <input type="checkbox"/> Yes* | <input type="checkbox"/> No  |

\*If you checked a box followed by an asterisk, provide an explanation for each answer:

Explanation of circumstances

Result, including any punishment

This form may be handwritten. Make additional copies of this page as necessary

**FORM B**  
**Debts and Defaults**

Name \_\_\_\_\_ Social Security Number (999-99-9999) \_\_\_\_\_

Type of debt:  Credit Card  Charge Account  Student Loan  Other \_\_\_\_\_

Account Number \_\_\_\_\_

Original Amount of Debt \_\_\_\_\_

Current Balance \_\_\_\_\_

Date of Last Payment \_\_\_\_\_

Name of Entity Extending Credit \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_ Zip \_\_\_\_\_

If different from above, current creditor on this debt:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_ Zip \_\_\_\_\_

Account Number \_\_\_\_\_

Current status of this debt

Describe the history of this debt, including any actions taken to collect and any defenses:

This form may be handwritten. Make additional copies of this page as necessary.

**FORM C**  
**Record of Bankruptcy or Insolvency**

Name \_\_\_\_\_ Social Security Number (999-99-9999) \_\_\_\_\_

Date bankruptcy filed \_\_\_\_\_

Complete title of action \_\_\_\_\_

Court file number \_\_\_\_\_

Name and complete address of court involved:

Name of court \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_ Zip \_\_\_\_\_

Names and addresses of major creditors:

\* Name of creditor \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_ Zip \_\_\_\_\_

\* Name of creditor \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_ Zip \_\_\_\_\_

\* Name of creditor \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_ Zip \_\_\_\_\_

Date of final disposition \_\_\_\_\_

Disposition \_\_\_\_\_

Were any adversary proceedings or related civil actions instituted?  Yes  No

Were there any allegations of fraud?  Yes  No

Were any debts not discharged?  Yes  No

Brief description of circumstances surrounding filing petition for bankruptcy

**Attach a schedule of indebtedness, the petition for bankruptcy, and if available, the discharge order.**

This form may be handwritten. Make additional copies of this page as necessary.

**FORM D**  
**Record of State and Federal Tax Liens**

Name \_\_\_\_\_ Social Security Number (999-99-9999) \_\_\_\_\_

Date tax lien filed \_\_\_\_\_

Name and complete address of tax lien holder:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

If released, date of release of tax lien \_\_\_\_\_

Brief description of circumstances under which the debt was incurred, the circumstances leading up to the delinquency, and the circumstances that prevent(ed) you from repaying the debt or from bringing it to a current status.

**Attach an exact and complete copy of such state or federal liens, and if released, the releases of the liens.**  
This form may be handwritten. Make additional copies of this page as necessary.

**FORM E**  
**Record of Civil Actions**

Name \_\_\_\_\_ Social Security Number (999-99-9999) \_\_\_\_\_

Complete title of action \_\_\_\_\_

**Attach a copy of the pleadings, judgment(s) and/or final order(s).**

Court file number \_\_\_\_\_

Name and complete address of court involved:

Name of court \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_ Zip \_\_\_\_\_

Plaintiff's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_ Zip \_\_\_\_\_

Plaintiff's Attorney \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_ Zip \_\_\_\_\_

Defendant's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_ Zip \_\_\_\_\_

Defendant's Attorney \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_ Zip \_\_\_\_\_

Trial date \_\_\_\_\_ Date of final disposition \_\_\_\_\_

Disposition

--

If the disposition resulted in a judgment, has the judgment been satisfied, released or forgiven?  Yes  No

If yes, give the date the judgment was satisfied \_\_\_\_\_

If no, what amount is still owing? \_\_\_\_\_

Brief explanation of suit:

--

This form may be handwritten. Make additional copies of this page as necessary.

**FORM F**  
**Record of Criminal Cases**

Name \_\_\_\_\_ Social Security Number (999-99-9999) \_\_\_\_\_

Date of incident (or time period involved) \_\_\_\_\_

Location: City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_

Title of complaint or indictment \_\_\_\_\_

Case number \_\_\_\_\_

Name and complete address of court involved:

Name of law enforcement agency \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date first heard \_\_\_\_\_

Charge(s) at time of arrest \_\_\_\_\_

Charge(s) at time of trial \_\_\_\_\_

Date of final disposition \_\_\_\_\_

Final disposition:

Brief description of incident:

**Attach a copy of the arresting officer's report, complaint, indictment, trial disposition, sentence and appeal, if any.**

This form may be handwritten. Make additional copies of this page as necessary

**FORM G**  
**Record of Traffic Cases**

Name \_\_\_\_\_ Social Security Number (999-99-9999) \_\_\_\_\_

Date of incident (or time period involved) \_\_\_\_\_

Location: City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_

Title of complaint or indictment \_\_\_\_\_

Case number \_\_\_\_\_

Name and complete address of court involved:

Name of law enforcement agency \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date first heard \_\_\_\_\_

Charge(s) at time of arrest \_\_\_\_\_

Charge(s) at time of trial \_\_\_\_\_

Date of final disposition \_\_\_\_\_

Final disposition:

Brief description of incident:

Brief description of be any uncharged conduct related to the incident:

**In cases where there is alcohol or drug involvement, attach a copy of the arresting officer's report, complaint, indictment, trial disposition, sentence and appeal, if any.**

This form may be handwritten. Make additional copies of this page as necessary.

**FORM H**  
**Bonding Companies**

Name \_\_\_\_\_ Social Security Number (999-99-9999) \_\_\_\_\_

Name of Surety (Bonding Company) \_\_\_\_\_

Address of Surety \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Amount of money paid by surety \_\_\_\_\_

Date money paid \_\_\_\_\_

Reason for bond

Explanation:

This form may be handwritten. Make additional copies of this page as necessary.

**FORM I**

**Accommodations Eligibility Questionnaire**

*(see TESTING ACCOMMODATIONS, GENERAL GUIDELINES for more information)*

1. *Disability Status (please check all that apply):*

- a. Are you:
  - Deaf
  - Hard of Hearing
  - Blind
  - Visually Impaired
- b. Do you have a:
  - Physical Disability?  
Please specify \_\_\_\_\_
  - Learning Disability?  
Please specify \_\_\_\_\_
  - Psychological Disability?  
Please specify \_\_\_\_\_
- c. How long have you had your disability?
  - 1 year
  - 2-5 years
  - 5-10 years
  - More than 10 years
  - Most of my life.

**COMPLETE FORMS J, K, L, M, AND N INCLUDING CURRENT DOCUMENTATION FROM A PSYCHOLOGIST, PSYCHIATRIST, DOCTOR OR OTHER PROFESSIONAL, CERTIFYING YOUR DISABILITY (Testing must have been done within 5 years of the request for accommodation).**

2. *Past Accommodations Made for Your Disability*

- a. In high school:
  - Were you in a special school program?
    - Yes
    - No
  - Did you receive special accommodations for classroom tests?
    - Yes, please explain \_\_\_\_\_
    - No
  - Did you receive extra time for classroom tests?
    - Yes, please explain \_\_\_\_\_
    - No
- b. Did you have special accommodations for taking the SAT or ACT examinations for admission into college?
  - Yes
  - No

If yes, please describe the specific accommodation(s) you received on the ACT/SAT.  
\_\_\_\_\_

***Please provide written verification from ACT/SAT of these accommodations.***

If no, please describe why you did not request an accommodation or why an accommodation was not granted.  
\_\_\_\_\_

- c. In college:  
Did you use disabled student services?  
 Yes  
 No

If yes, please describe the specific accommodation(s) you received in college.  
\_\_\_\_\_

**Please provide written verification from your college of these accommodations.**

If, no, please explain why you did not request an accommodation in college or why an accommodation was not granted.  
\_\_\_\_\_

- d. Did you have special accommodations for the LSAT?  
 Yes  
 No

If yes, what accommodations? (please check all that apply)

**Formats:**

- Braille  
 Audio tape  
 Large type

**Assistance:**

- Reader  
 Recorder  
 Sign language interpreter  
 Extra breaks / rest periods  
 Extra testing time. Extra time given \_\_\_\_\_  
 Other, please explain \_\_\_\_\_

- e. In law school, did you use disabled student services?  
 Yes  
 No

If yes, please describe the specific accommodation(s) you received in law school.  
\_\_\_\_\_

COMPLETE FORM J, DOCUMENTING SPECIAL SERVICES AND TESTING ACCOMMODATIONS YOU RECEIVED IN LAW SCHOOL BECAUSE OF YOUR DISABILITY

If, no, please explain why you did not request an accommodation in law school or why an accommodation was not granted.  
\_\_\_\_\_

- f. Have you taken the Multistate Professional Responsibility Exam ("MPRE")?  
 Yes  
 No

If yes, did you have a special accommodation for the MPRE?

- Yes  
 No

If yes, what accommodation? (please check all that apply)

**Formats:**

- Braille  
 Audio tape  
 Large type

**Assistance:**

- Reader  
 Recorder  
 Sign language interpreter  
 Extra breaks / rest periods

- Extra testing time. Extra time given \_\_\_\_\_
- Other, please explain \_\_\_\_\_

If, no, please explain why you did not request an accommodation on the MPRE or why an accommodation was not granted.

\_\_\_\_\_

4. *Other Bar Examinations:*

Have you been granted test accommodations for any other state bar examination?

- Yes, please explain \_\_\_\_\_
- No

5. *Work:*

Have you ever or are you currently receiving accommodations at work?

- Yes, please explain \_\_\_\_\_
- No

6. *Accommodations Requested for the Bar Examination. (Please check all that apply)*

**Formats:**

- Braille
- Audio tape
- Large type
- Regular

**Assistance on Multistate Bar Examination (“MBE”) component:**

- Extra breaks / rest periods, please explain \_\_\_\_\_
- Extra testing time. Please specify \_\_\_\_\_
- Other, please explain \_\_\_\_\_

**Assistance on Written component (essay and “MPT” questions):**

- Extra breaks / rest periods, please explain \_\_\_\_\_
- Extra testing time. Please specify \_\_\_\_\_
- Other, please explain \_\_\_\_\_

7. *I am aware that it is my responsibility to file a COMPLETE Accommodations Eligibility Questionnaire (Form I). I understand that it will be returned to me if found to be incomplete, untimely or otherwise not in compliance with the instructions. I agree that all documents supporting my accommodation request may be reviewed by a physician, therapist or professional authority. I further agree to submit to independent diagnostic testing by a physician, therapist, or professional authority of the Utah State Bar’s choice if such is requested. I have attached all supporting documentation to this Questionnaire. I CERTIFY the above statements to be true. I understand that false statements made herein could result in denial of character and fitness certification.*

(Signed) \_\_\_\_\_

(Print Name) \_\_\_\_\_

(Social Sec. #) \_\_\_\_\_

(Date) \_\_\_\_\_

***In a separate personal statement, please describe:***

1. ***Your disability including specific symptoms, durations severity and frequency.***
2. ***When you first sought medical attention. When and how the disability was diagnosed.***
3. ***Treatment history, including prescribed medications and their effect.***
4. ***How the proposed accommodation will reduce the impact of the functional limitation your disability imposes.***
5. ***File the personal statement, all required testing accommodation forms, including school verification of previous accommodations and supporting medical documentation, and a medical release with your application.***

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**APPLICANT: DO NOT WRITE IN THE SPACE BELOW.  
FOR ADMISSIONS USE.**

---

*Accommodations granted for the Multistate Bar Examination.*

Formats:

- Braille
- Audio tape
- Large type
- Regular

Assistance:

- Reader
- Recorder
- Sign language interpreter
- Extra breaks / rest periods
- Extra testing time. How much testing time?

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*Accommodations granted for the Written Component (essay and MPT questions) of the Bar Examination*

Formats:

- Braille
- Audio tape
- Large type
- Regular

Assistance:

- Reader
- Recorder
- Sign language interpreter
- Extra breaks / rest periods
- Extra testing time. How much testing time?

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Notes:

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*Identification*

Test Date \_\_\_\_\_  
Test Location \_\_\_\_\_  
Test Form \_\_\_\_\_

**FORM J**  
**Non-standard Test Accommodations**  
**Statement of Law School Official**

*Please type or print legibly.*

In regards to the Non-Standard Test Accommodation(s) Application of:

Name of Applicant: \_\_\_\_\_

who has applied to take the Utah State Bar examination, administered on \_\_\_\_\_  
*(date of examination)*

The Utah State Bar requests your cooperation in providing information about the nonstandard test accommodations provided for the applicant during his/her attendance at your law school.

**LAW SCHOOL OFFICIAL**

Name of Law School \_\_\_\_\_

Law School Official \_\_\_\_\_ Title \_\_\_\_\_

My position at the law school is such that it is my responsibility to monitor and authorize any non-standard accommodations requested by disabled students for the specific purpose of facilitating their participation as examinees.

- Was the applicant authorized to receive any non-standard test accommodations while attending your law school? *Yes ( ) or No ( )*

If "Yes", please describe in full detail:

1) The accommodations which were approved for the applicant each year of law school *(Include all accommodations granted such as extra time, private test room, use of a computer, scribe, etc.)*:  
\_\_\_\_\_  
\_\_\_\_\_

2) What documentation did the applicant provide to substantiate the need for accommodations:  
\_\_\_\_\_

3) Did the applicant utilize the accommodation provided: \_\_\_\_\_  
\_\_\_\_\_

If the accommodations changed during the course of law school, describe the changes and state the reasons why:  
\_\_\_\_\_  
\_\_\_\_\_

- The authorization to receive non-standard accommodations was based upon the written report(s) of:  
\_\_\_\_\_

- Please attach a copy of the documentation which constituted the basis for granting accommodations.

Executed on \_\_\_\_\_ by \_\_\_\_\_  
*(date)* *(Official's Signature)*

Telephone Number ( ) \_\_\_\_\_ Fax Number ( ) \_\_\_\_\_

Utah State Bar  
Office of Admissions  
645 South 200 East  
Salt Lake City, UT 84111-3834  
(801)531-9077  
Website: www.utahbar.org

**Utah State Bar  
Office of Admissions  
645 South 200 East  
Salt Lake City, Utah 84111-3834  
(801) 531-9077**

**Medical/Healthcare Information Release Form**  
(To be signed and notarized by Applicant and attached to Form J)

I, \_\_\_\_\_, hereby authorize, \_\_\_\_\_  
(Applicant Name)

\_\_\_\_\_  
(School Administrator and/ or College or Law School)

to furnish and discuss with Utah State Bar agents or representatives any information in his/her/its possession relevant to my request for accommodation of the Utah State Bar examination. I release above named school administrator and/or college or law school and the Utah State Bar and its agents and representatives from any liability associated with the disclosure of confidential or privileged medical/healthcare information. I am requesting an accommodation on the Bar exam with respect to the following condition(s):

\_\_\_\_\_  
\_\_\_\_\_

A complete photocopy of this authorization shall be accepted as if it was a signed original and is valid from the date of this release until such time as the Utah State Bar completes its evaluation of my application to the Utah State Bar.

1. \_\_\_\_\_  
(Address: College or Law School)

2. \_\_\_\_\_  
(Address: College or Law School)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Telephone Number)

By signing this release, I represent that I have read the information, understand it, and agree with the authorization I now make.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ )

On this \_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_ personally known to me or proved to me on the basis of satisfactory evidence to be the person whose name is signed on this Medical/Healthcare Information Release Form, and acknowledged to me that he/she has read and understands the contents thereof and that he/she signed it voluntarily for its stated purpose.

\_\_\_\_\_  
NOTARY PUBLIC

Residing at: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**FORM K**  
**Non-standard Test Accommodations**  
**Medical Disability Verification Form**

To be completed by a Physician or Licensed Professional

The Utah State Bar requires current documentation (within the last 5 years) from a physician or licensed professional relating to the applicant's disability to be included with a request for nonstandard test accommodations.

*(Please Type or Print Legibly)*

Name:			
Title:			
License/Certification Number:			
Address:			
	City:	State:	Zip:
Telephone Number:	Home: ( )	Work: ( )	
Your information is regarding:	(Applicant's Name)		

- Please describe the credential(s) that qualify you to diagnose and/or verify the applicant's disability and to recommend accommodations.

\_\_\_\_\_

\_\_\_\_\_

**INFORMATION REGARDING THE APPLICANT:**

- Date of last examination/treatment of the patient/applicant: \_\_\_\_\_
- Test administered and dates thereof: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Copies of the test results and reports concerning the tests are attached hereto.    ( ) Yes    ( ) No

- As a result of your examination, tests and treatment of the patient, what is the specific diagnosis, condition and/or physical/mental disability that warrants your recommendation for nonstandard test accommodations:

\_\_\_\_\_

\_\_\_\_\_

- Please describe the nature of the condition and how this condition affects the applicant, including the impact on daily activities:

\_\_\_\_\_

\_\_\_\_\_

- Please describe your treatment of this condition, including any and all prescribed medications:

\_\_\_\_\_

\_\_\_\_\_

- Does the applicant experience any side effects as a result of taking prescribed medications and/or other treatment?    ( ) Yes    ( ) No

If "Yes", please describe the side effects and any impact they may have on the applicant's regular activities:

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- Does the medication/treatment prescribed to the applicant ameliorate the symptoms?      ( ) Yes      ( ) No  
If "No", please explain what symptoms continue even with medication and how that would affect the applicant in a testing environment:

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- Is this a permanent condition/disability?      ( ) Yes      ( ) No  
If "no", when is this condition/disability likely to abate?

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**DESCRIPTION OF EXAM**

The Utah State Bar examination is administered in an environment similar to a classroom test setting. The candidates are allowed to use earplugs, but audio or visual distractions may be present. Candidates may leave the testing area to stretch or use the restroom.

The exam is given over two days. Day 1 of the Bar examination consists of 8 essay questions and 2 Multistate Performance Test ("MPT") questions over a 7-hour period. Candidates are allowed 30 minutes per essay question and one-and-one-half hours per MPT question. An hour lunch break is provided. Candidates must record their answers in written format, either writing by hand or by typing on a laptop computer. In responding to these questions, candidates must demonstrate their ability to identify significant legal issues and principles, analyze complex legal problems, and organize and articulate a comprehensive analysis of legal issues.

Day 2 of the Bar examination consists of 200 multiple choice questions answered over a 6-hour period. Candidates are allowed 3 hours per 100-question section of the test. Candidates answer by filling in circles on a scantron answer sheet. An hour lunch break is provided.

**RECOMMENDED TEST ACCOMMODATION**

- Based on the candidate's condition/disability and its impact on his/her ability to perform on the Bar examination, what accommodation(s) would you recommend? If an accommodation is not listed below, please describe it under "other."

A. **Test Format:** (Check one only. If you do not complete this section, the regular print test book will be used.)

- \_\_\_\_\_ Braille
- \_\_\_\_\_ Audiotape version
- \_\_\_\_\_ Large-print (18 pt. Font) test book
- \_\_\_\_\_ Other \_\_\_\_\_

B. **Test Accommodations:** The following are the most commonly requested test accommodations. If the accommodations needed are not listed, mark "Other" and explain the accommodation. Candidates with like accommodations may be tested in the same room.

- \_\_\_\_\_ Additional time on written portion of the test (Day 1)  
*Recommended extra minutes* \_\_\_\_\_
- \_\_\_\_\_ Additional time on multiple choice portion of the test (Day 2)  
*Recommended extra minutes* \_\_\_\_\_

- \_\_\_\_\_ Non-scantron answer sheet or circle answers in test booklet
- \_\_\_\_\_ Use of a reader (provided by the Bar)
- \_\_\_\_\_ Use of a scribe (provided by the Bar)
- \_\_\_\_\_ Additional breaks (standard break is one hour for lunch. Applicants may stretch or use restroom during the examination.)  
*Please describe* \_\_\_\_\_
- \_\_\_\_\_ Sit/stand with a podium.
- \_\_\_\_\_ Use of a laptop computer
- \_\_\_\_\_ Use of a tape recorder
- \_\_\_\_\_ Other, *please describe* \_\_\_\_\_

▪ Please explain how the recommended accommodation will reduce the impact of the functional limitation the disability imposes:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Utah State Bar requires current documentation (within the last 5 years) from a physician or licensed professional relating to the applicant’s disability to be included with a request for nonstandard test accommodations. **If you have any current medical reports/evaluations on the applicant, please attach with this form.**

**PHYSICIAN’S SIGNATURE:**

I declare under penalty of perjury that the above information is true and correct.

\_\_\_\_\_  
 (Signature of Physician/Licensed Professional) (Date)

Utah State Bar  
 Office of Admissions  
 645 South 200 East  
 Salt Lake City, UT 84111-3834  
 (801)531-9077  
 Website: www.utahbar.org

**Medical/Healthcare Information Release Form**

*(To be signed and notarized by applicant, attached to Form K, and given to health care provider.)*

I, \_\_\_\_\_, hereby authorize, \_\_\_\_\_  
*(Patient Name)*

\_\_\_\_\_  
*(Treatment Professional(s) and/ or Facility - list all that apply)*

to furnish and discuss with Utah State Bar agents or representatives any information in his/her/its possession relevant to my request for accommodation of the Utah State Bar examination. I release above named treatment professional/facility and the Utah State Bar and its agents and representatives from any liability associated with the disclosure of confidential or privileged medical/healthcare information. I am requesting an accommodation on the Bar exam with respect to the following condition(s):

\_\_\_\_\_  
\_\_\_\_\_

A complete photocopy of this authorization shall be accepted as if it was a signed original and is valid from the date of this release until such time as the Utah State Bar completes its evaluation of my application to the Utah State Bar.

1. \_\_\_\_\_  
*(Address: Physician or Facility)*

2. \_\_\_\_\_  
*(Address: Physician or Facility)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(Telephone Number)*

*(Telephone Number)*

3. \_\_\_\_\_  
*(Address: Physician or Facility)*

4. \_\_\_\_\_  
*(Address: Physician or Facility)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(Telephone Number)*

*(Telephone Number)*

By signing this release, I represent that I have read the information, understand it, and agree with the authorization I now make.

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Date)*

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ )

On this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_ personally known to me or proved to me on the basis of satisfactory evidence to be the person whose name is signed on this Medical/Healthcare Information Release Form, and acknowledged to me that he/she has read and understands the contents thereof and that he/she signed it voluntarily for its stated purpose.

\_\_\_\_\_  
NOTARY PUBLIC

Residing at: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**FORM L**  
**Non-standard Test Accommodations**  
**Learning Disability Verification Form**

To be completed by a Physician or Licensed Professional

*(Please Type or Print Legibly)*

Name:			
Title:			
License/Certification Number:			
Address:			
	City:	State:	Zip:
Telephone Number:	Home: ( )	Work: ( )	
Your information is regarding:	(Applicant's Name)		

**PLEASE NOTE:** The remainder of this form must be completed by a licensed physician or other licensed health care provider qualified to treat adults with a learning disability. Please complete the information requested in the spaces provided. An applicant with a specific learning disability must have been identified by an approved psycho-educational assessment process which includes data from both cognitive and achievement measures. In addition, the test must also meet the following criteria:

- Have been administered within the last five years;
- Have identified an information processing deficit;
- Have certified that this patient's aptitude is within the normal range; and
- Have identified an aptitude-achievement discrepancy of 1.5 standard deviations.

**Please describe the credential(s) that qualify you to diagnose and/or verify the applicant's disability and to recommend accommodations:** *(Please keep in mind that to be considered "qualified," you must have comprehensive education, training and experience in the field of learning disability.)*

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**INFORMATION REGARDING THE APPLICANT:**

- Briefly describe the nature and extent of the applicant's impairment:  


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- Please list any or all prescribed medications the applicant is currently taking and how the medication affects or treats the condition:  


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- Are there any side effects your patient has experienced with any of the medications? Please describe:  


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- Does the medication/treatment prescribed to the applicant ameliorate the symptoms?      *Yes ( ) or No ( )*
- If "No", please explain what symptoms continue even with medication and how that would affect the applicant in a testing environment:  


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- Is this a permanent condition/disability? Yes ( ) or No ( )

If "No", when is this condition/disability likely to abate? \_\_\_\_\_

**COGNITIVE ASSESSMENT** (Date Cognitive Assessment completed): \_\_\_\_\_

**WECHSLER ADULT INTELLIGENCE SCALE-REVISED (WAIS-R):**

Verbal: \_\_\_\_\_ Performance: \_\_\_\_\_ Full Scale: \_\_\_\_\_

**SCALED SCORES:**

Information	_____	Picture Completion	_____
Digit Span	_____	Picture Arrangement	_____
Vocabulary	_____	Block Design	_____
Arithmetic	_____	Object Assembly	_____
Comprehension	_____	Digit Symbol	_____
Similarities	_____		

Mean (X) of scaled score \_\_\_\_\_ Performance \_\_\_\_\_

**WOODCOCK-JOHNSON PSYCHO-EDUCATIONAL BATTERY-REVISED – PART 1: COGNITIVE STANDARD SCORES ONLY**

Long-term Retrieval	_____	Visual Processing	_____
Short-term Memory	_____	Comprehensive-knowledge	_____
Processing Speed	_____	Fluid Reasoning	_____
Auditory Processing	_____		

**WOODCOCK-JOHNSON PSYCHO-EDUCATIONAL TESTS OF ACHIEVEMENTS:**

Broad Reading:	Broad Written Language:	Broad Mathematic:
<b>SUBJECTS</b>	<b>SUBTESTS</b>	<b>SUBTESTS</b>
Letter-Word Identification:	Dictation:	Calculation:
Passage Comprehension:	Writing Samples:	Applied Problems:

**PROCESSING DEFICIT ASSESSMENT:**

TEST	SUBTEST	STANDARD/SCALED SCORES
WAIS-R		
WOODCOCK-JOHNSON-R		
OTHER		

**ACHIEVEMENT ASSESSMENT** (Date Achievement Assessment completed) \_\_\_\_\_

Test scores documenting 1.5 standard deviations below aptitude.

TEST	SUBTEST	STANDARD/SCALED SCORES
WRAT-R		
WOODCOCK-JOHNSON-R		
NELSON-DENNEY		
OTHER		

**APTITUDE-ACHIEVEMENT DISCREPANCY:**

Aptitude Measure/Subtest(s)	Standard Score

Achievement Measure/Subtest(s)	Standard Score

**DESCRIPTION OF EXAM**

The Utah State Bar examination is administered in an environment similar to a classroom test setting. The candidates are allowed to use earplugs, but audio or visual distractions may be present. Candidates may leave the testing area to stretch or use the restroom.

The exam is given over two days. Day 1 of the Bar examination consists of 8 essay questions and 2 Multistate Performance Test (“MPT”) questions over a 7-hour period. Candidates are allowed 30 minutes per essay question and one-and-one-half hours per MPT question. An hour lunch break is provided. Candidates must record their answers in written format, either writing by hand or by typing on a laptop computer. In responding to these questions, candidates must demonstrate their ability to identify significant legal issues and principles, analyze complex legal problems, and organize and articulate a comprehensive analysis of legal issues.

Day 2 of the Bar examination consists of 200 multiple choice questions answered over a 6-hour period. Candidates are allowed 3 hours per 100-question section of the test. Candidates answer by filling in circles on a scantron answer sheet. An hour lunch break is provided.

**RECOMMENDED TEST ACCOMMODATION**

In what way does the condition/disability affect the applicant’s ability to perform on the Bar examination?

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**OF NOTE:** To “level the playing field” for applicants with disabilities, we seek your recommendation in order to adequately provide appropriate and reasonable accommodations. “Reasonable accommodations” means an adjustment or modification of the standard test conditions that ameliorates the impact of the applicant’s disability without providing an unnecessary advantage over applicants taking the examination under standard conditions.

- Based on the candidate's condition/disability and its impact on his/her ability to perform on the Bar examination, what accommodation(s) would you recommend? If an accommodation is not listed below, please describe it under "other."

A. Test Format: (Check one only. If you do not complete this section, the regular print test book will be used.)

Braille

Audiotape version

Large-print (18 pt. Font) test book

Other \_\_\_\_\_

B. Test Accommodations: The following are the most commonly requested test accommodations. If the accommodations needed are not listed, mark "Other" and explain the accommodation. Candidates with like accommodations may be tested in the same room.

- Additional time on written portion of the test (Day 1)  
*Recommended extra minutes* \_\_\_\_\_
- Additional time on multiple choice portion of the test (Day 2)  
*Recommended extra minutes* \_\_\_\_\_
- Non-scantron answer sheet or circle answers in test booklet
- Use of a reader (provided by the Bar)
- Use of a scribe (provided by the Bar)
- Additional breaks (standard break is one hour for lunch. Applicants may stretch or use restroom during the examination.)  
*Please describe* \_\_\_\_\_
- Sit/stand with a podium.
- Use of a laptop computer
- Use of a tape recorder
- Other, *please describe* \_\_\_\_\_

Please explain how the recommended accommodation will reduce the impact of the functional limitation imposed by the applicant's learning disability:

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The Utah State Bar requires current documentation (within the last 5 years) from a physician or licensed professional relating to the applicant's disability to be included with a request for nonstandard test accommodations. If you have any current medial reports/evaluations on the applicant, please attach with this form.

PHYSICIAN'S SIGNATURE:

I declare under penalty of perjury that the above information is true and correct.

\_\_\_\_\_  
(Signature of Physician/Licensed Professional)

\_\_\_\_\_  
(Date)

<p>Utah State Bar Office of Admissions 645 South 200 East Salt Lake City, UT 84111-3834 (801)531-9077 Website: www.utahbar.org</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------

**Medical/Healthcare Information Release Form**

*(To be signed and notarized by Applicant, attached to Form L and given to health care provider.)*

I, \_\_\_\_\_, hereby authorize, \_\_\_\_\_  
*(Patient Name)*

\_\_\_\_\_  
*(Treatment Professional(s) and/ or Facility - list all that apply)*

to furnish and discuss with Utah State Bar agents or representatives any information in his/her/its possession relevant to my request for accommodation of the Utah State Bar examination. I release above named treatment professional/facility and the Utah State Bar and its agents and representatives from any liability associated with the disclosure of confidential or privileged medical/healthcare information. I am requesting an accommodation on the Bar exam with respect to the following condition(s):

\_\_\_\_\_  
\_\_\_\_\_

A complete photocopy of this authorization shall be accepted as if it were a signed original and is valid from the date of this release until such time as the Utah State Bar completes its evaluation of my application to the Utah State Bar.

1. \_\_\_\_\_  
*(Address: Physician or Facility)*

2. \_\_\_\_\_  
*(Address: Physician or Facility)*

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*(Telephone Number)*

*(Telephone Number)*

3. \_\_\_\_\_  
*(Address: Physician or Facility)*

4. \_\_\_\_\_  
*(Address: Physician or Facility)*

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*(Telephone Number)*

*(Telephone Number)*

By signing this release, I represent that I have read the information, understand it, and agree with the authorization I now make.

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Date)*

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ )

On this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_ personally known to me or proved to me on the basis of satisfactory evidence to be the person whose name is signed on this Medical/Healthcare Information Release Form, and acknowledged to me that he/she has read and understands the contents thereof and that he/she signed it voluntarily for its stated purpose.

\_\_\_\_\_  
NOTARY PUBLIC

Residing at: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**FORM M**  
**Non-Standard Testing Test Accommodations**  
**A.D.D. / Hyperactivity Disorder Verification Form**

To be completed by a Physician or Licensed Professional

**PHYSICIAN OR LICENSED PROFESSIONAL:** The Utah State Bar reserves the right to make final judgment concerning non-standard test accommodations. This documentation will be sent to our ADD/ADHD specialist and, if it is illegible or incomplete, this request will not be processed. It must be understood that this is a summary form. It is imperative that each item be addressed fully and in detail in a complete report. If you have any questions, please contact the Admissions office.

*(Please Type or Print Legibly)*

Name:			
Title:			
License/Certification Number:			
Address:			
	City:	State:	Zip:
Telephone Number:	Home: ( )	Work: ( )	
Your information is regarding:	(Applicant's Name)		

- **Please describe the credential(s) that qualify you to diagnose and/or verify the applicant's disability and to recommend accommodations:** *(Please keep in mind that to be considered "qualified", you must have comprehensive education, training and experience in the field of ADD/ADHD in general.)*

\_\_\_\_\_

\_\_\_\_\_

- When was the patient/applicant first diagnosed with ADD/ADHD? \_\_\_\_\_
- When was your last complete evaluation of the patient/applicant? \_\_\_\_\_
- Does the patient/applicant have a documented history of childhood ADD/ADHD?      *Yes ( ) or No ( )*  
Please describe:

\_\_\_\_\_

\_\_\_\_\_

- What evidence has been presented to you or have you observed to support the patient's history of ADD/ADHD?

\_\_\_\_\_

\_\_\_\_\_

- Is there any evidence of a comorbid psychiatric condition or learning disability? *Yes ( ) or No ( )*  
If "Yes", please describe:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- What tests or assessments have been performed to verify the diagnosis?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **DESCRIPTION OF EXAM**

The Utah State Bar examination is administered in an environment similar to a classroom test setting. The candidates are allowed to use earplugs, but audio or visual distractions may be present. Candidates may leave the testing area to stretch or use the restroom.

The exam is given over two days. Day 1 of the Bar examination consists of 8 essay questions and 2 Multistate Performance Test (“MPT”) questions over a 7-hour period. Candidates are allowed 30 minutes per essay question and one-and-one-half hours per MPT question. An hour lunch break is provided. Candidates must record their answers in written format, either writing by hand or by typing on a laptop computer. In responding to these questions, candidates must demonstrate their ability to identify significant legal issues and principles, analyze complex legal problems, and organize and articulate a comprehensive analysis of legal issues.

Day 2 of the Bar examination consists of 200 multiple choice questions answered over a 6-hour period. Candidates are allowed 3 hours per 100-question section of the test. Candidates answer by filling in circles on a scantron answer sheet. An hour lunch break is provided.

## **RECOMMENDED TEST ACCOMMODATION**

In what way does the condition/disability affect the applicant’s ability to perform on the Bar examination?

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**OF NOTE:** To “level the playing field” for applicants with disabilities, we seek your recommendation in order to adequately provide appropriate and reasonable accommodations. “Reasonable accommodations” means an adjustment or modification of the standard test conditions that ameliorates the impact of the applicant’s disability without providing an unnecessary advantage over applicants taking the examination under standard conditions.

- Based on the candidate’s condition/disability and its impact on his/her ability to perform on the Bar examination, what accommodation(s) would you recommend? If an accommodation is not listed below, please describe it under “other.”

A. Test Format: (Check one only. If you do not complete this section, the regular print test book will be used.)

- Braille
  - Audiotape version
  - Large-print (18 pt. Font) test book
  - Other
- 

A. Test Accommodations: The following are the most commonly requested test accommodations. If the

accommodations needed are not listed, mark "Other" and explain the accommodation. Candidates with like accommodations may be tested in the same room.

- Additional time on written portion of the test (Day 1)  
*Recommended extra minutes* \_\_\_\_\_
  - Additional time on multiple choice portion of the test (Day 2)  
*Recommended extra minutes* \_\_\_\_\_
  - Non-scantron answer sheet or circle answers in test booklet
  - Use of a reader (provided by the Bar)
  - Use of a scribe (provided by the Bar)
  - Additional breaks (standard break is one hour for lunch. Applicants may stretch or use restroom during the examination.)  
*Please describe*
- 
- Sit/stand with a podium.
  - Use of a laptop computer
  - Use of a tape recorder
  - Other, *please describe*

Please explain how the recommended accommodation will reduce the impact of the functional limitation imposed by the applicant's disability:

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The Utah State Bar requires current documentation (within the last 5 years) from a physician or licensed professional relating to the applicant's disability to be included with a request for nonstandard test accommodations. If you have any current medial reports/evaluations on the applicant, please attach with this form.

PHYSICIAN'S SIGNATURE:

*I declare under penalty of perjury that the above information is true an correct.*

---

(Signature of Physician/Licensed Professional)

(Date)

**Medical/Healthcare Information Release Form**

*(To be signed and notarized by Applicant, attached to Form M and given to health care provider.)*

I, \_\_\_\_\_, hereby authorize,

\_\_\_\_\_  
*(Patient Name)*

\_\_\_\_\_  
*(Treatment Professional(s) and/ or Facility - list all that apply)*

to furnish and discuss with Utah State Bar agents or representatives any information in his/her/its possession relevant to my request for accommodation of the Utah State Bar examination. I release above named treatment professional/facility and the Utah State Bar and its agents and representatives from any liability associated with the disclosure of confidential or privileged medical/healthcare information. I am requesting an accommodation on the Bar exam with respect to the following condition(s):

\_\_\_\_\_  
\_\_\_\_\_  
A complete photocopy of this authorization shall be accepted as if it were a signed original and is valid from the date of this release until such time as the Utah State Bar completes its evaluation of my application to the Utah State Bar.

1. \_\_\_\_\_  
*(Address: Physician or Facility)*

2. \_\_\_\_\_  
*(Address: Physician or Facility)*

\_\_\_\_\_  
\_\_\_\_\_  
*(Telephone Number)*

\_\_\_\_\_  
\_\_\_\_\_  
*(Telephone Number)*

3. \_\_\_\_\_  
*(Address: Physician or Facility)*

4. \_\_\_\_\_  
*(Address: Physician or Facility)*

\_\_\_\_\_  
\_\_\_\_\_  
*(Telephone Number)*

\_\_\_\_\_  
\_\_\_\_\_  
*(Telephone Number)*

By signing this release, I represent that I have read the information, understand it, and agree with the authorization I now make.

\_\_\_\_\_

(Signature)

(Date)

State of \_\_\_\_\_)

County of \_\_\_\_\_)

On this \_\_\_\_ of \_\_\_\_\_, 20\_\_, \_\_\_\_\_ personally known to me or proved to me on the basis of satisfactory evidence to be the person whose name is signed on this Medical/Healthcare Information Release Form, and acknowledged to me that he/she has read and understands the contents thereof and that he/she signed it voluntarily for its stated purpose.

\_\_\_\_\_  
NOTARY PUBLIC

Residing at: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**FORM N**  
**Medical/Healthcare Information Release**  
(To be signed and notarized by Applicant and filed with Application.)

I, \_\_\_\_\_, hereby authorize, \_\_\_\_\_  
(Patient Name)

\_\_\_\_\_  
(Treatment Professional(s) and/ or Facility - list all that apply)

to furnish and discuss with Utah State Bar agents or representatives any information in his/her/its possession relevant to my request for accommodation of the Utah State Bar examination. I am requesting an accommodation on the bar exam with respect to the following condition(s):

\_\_\_\_\_  
A complete photocopy of this authorization shall be accepted as if it were a signed original and is valid from the date of this release until such time as the Utah State Bar completes its evaluation of my application to the Utah State Bar. I release above named treatment professional/facility and the Utah State Bar and its agents and representatives from any liability associated with the disclosure of confidential or privileged medical/healthcare information.

1. \_\_\_\_\_  
(Address: Physician or Facility)

2. \_\_\_\_\_  
(Address: Physician or Facility)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Telephone Number)

3. \_\_\_\_\_  
(Address: Physician or Facility)

4. \_\_\_\_\_  
(Address: Physician or Facility)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Telephone Number)

By signing this release, I represent that I have read the information, understand it, and agree with the authorization I now make.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ )

On this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_ personally known to me or proved to me on the basis of satisfactory evidence to be the person whose name is signed on this Medical/Healthcare Information Release Form, and acknowledged to me that he/she has read and understands the contents thereof and that he/she signed it voluntarily for its stated purpose.

\_\_\_\_\_  
NOTARY PUBLIC

Residing at: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



## Utah State Bar - Character Reference Form

The Applicant named below has applied for admission to the Utah State Bar. Please complete this Character Reference Form. The information contained in the completed form is confidential and should not be disclosed to the Applicant. **Once completed, the form should be sealed in the envelope provided. The back of the envelope should be signed across the sealed portion of the envelope and returned to the Applicant.** Envelopes that appear to have been tampered with will not be accepted.

Applicant: \_\_\_\_\_

Your Name: \_\_\_\_\_

Your Address: \_\_\_\_\_ Your

Telephone Numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Other \_\_\_\_\_

Nature of acquaintance/relationship: \_\_\_\_\_

How long have you known the Applicant? \_\_\_\_\_

**Please answer the following questions based on your personal knowledge:**

- |    | YES                                                                                      | NO                       |                                                                                                                                                                                                                                                         |
|----|------------------------------------------------------------------------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | <input type="checkbox"/>                                                                 | <input type="checkbox"/> | Are you an attorney?                                                                                                                                                                                                                                    |
| 2. | <input type="checkbox"/>                                                                 | <input type="checkbox"/> | Are you a client or former client of legal services performed by the Applicant?                                                                                                                                                                         |
| 3. | <input type="checkbox"/>                                                                 | <input type="checkbox"/> | Do you feel that you know the Applicant well enough to make an accurate appraisal of the Applicant's character and fitness to be admitted to practice law? If no, do not complete the form. Please sign this form and return the form to the Applicant. |
| 4. | <input type="checkbox"/>                                                                 | <input type="checkbox"/> | Are you related to the Applicant in any way? If yes, please describe the relationship below.                                                                                                                                                            |
| 5. | <input type="checkbox"/>                                                                 | <input type="checkbox"/> | Are you or were you a law school classmate of the Applicant?                                                                                                                                                                                            |
| 6. | <input type="checkbox"/>                                                                 | <input type="checkbox"/> | Do you represent the Applicant in any capacity? If yes, please describe the representation.                                                                                                                                                             |
| 7. | <input type="checkbox"/>                                                                 | <input type="checkbox"/> | To your knowledge has the Applicant ever been convicted of a crime?                                                                                                                                                                                     |
| 8. | To your knowledge has the Applicant ever engaged in any conduct involving the following? |                          |                                                                                                                                                                                                                                                         |
|    | <input type="checkbox"/>                                                                 | <input type="checkbox"/> | Dishonesty, fraud, deceit, or misrepresentations                                                                                                                                                                                                        |
|    | <input type="checkbox"/>                                                                 | <input type="checkbox"/> | Making a false or misleading statement, including omissions                                                                                                                                                                                             |
|    | <input type="checkbox"/>                                                                 | <input type="checkbox"/> | Taking unfair advantage of others                                                                                                                                                                                                                       |
|    | <input type="checkbox"/>                                                                 | <input type="checkbox"/> | Violating confidences                                                                                                                                                                                                                                   |
|    | <input type="checkbox"/>                                                                 | <input type="checkbox"/> | Being irresponsible in business or professional matters                                                                                                                                                                                                 |
|    | <input type="checkbox"/>                                                                 | <input type="checkbox"/> | Neglecting or being delinquent in any of Applicant's financial obligations                                                                                                                                                                              |
|    | <input type="checkbox"/>                                                                 | <input type="checkbox"/> | Been a party to legal proceedings                                                                                                                                                                                                                       |
|    | <input type="checkbox"/>                                                                 | <input type="checkbox"/> | Been denied admission to practice law in any state                                                                                                                                                                                                      |
|    | <input type="checkbox"/>                                                                 | <input type="checkbox"/> | Neglecting or showing disregard of ethical or professional responsibilities                                                                                                                                                                             |
|    | <input type="checkbox"/>                                                                 | <input type="checkbox"/> | Abusing the legal process                                                                                                                                                                                                                               |
|    | <input type="checkbox"/>                                                                 | <input type="checkbox"/> | Violating a court order                                                                                                                                                                                                                                 |
|    | <input type="checkbox"/>                                                                 | <input type="checkbox"/> | Engaging in the practice of law while not being licensed                                                                                                                                                                                                |

- |     |                          |                          |                                                                                                                                                                                                                                           |
|-----|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | <input type="checkbox"/> | <input type="checkbox"/> | Violating reasonable rules of conduct in any activity                                                                                                                                                                                     |
|     | <b>YES</b>               | <b>NO</b>                |                                                                                                                                                                                                                                           |
|     | <input type="checkbox"/> | <input type="checkbox"/> | Failing to exercise self-control, including excessive and continuing violation of traffic rules, the improper use of drugs, and the excessive use of alcohol.                                                                             |
| 9.  | <input type="checkbox"/> | <input type="checkbox"/> | Do you believe or suspect that the applicant may be mentally or emotionally unstable in a manner that would impede the Applicant's ability to practice law.                                                                               |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | To your knowledge, has the Applicant ever been disciplined, expelled, suspended, or asked to resign from any work or volunteer position or educational institution?                                                                       |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | Is there <i>any</i> reason you believe the Applicant should not be licensed as an attorney?                                                                                                                                               |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | Are there any facts, not previously disclosed by your answers, concerning the Applicant's background, history, experience, or activities, which may have a bearing on the Applicant's character, fitness, or eligibility to practice law? |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | Do you have any reason not to trust the Applicant with your money or property?                                                                                                                                                            |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | Do you have any reason not to trust the Applicant with other people's money or property?                                                                                                                                                  |
| 15. | <input type="checkbox"/> | <input type="checkbox"/> | To your knowledge, is the applicant in violation of any federal or state criminal statutes?                                                                                                                                               |

**If you answered "Yes" to any question 6 through 15, please explain below and on additional sheets as necessary.**

Question #	Explanation
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Additional Comments:

**I swear/attest that the information provided herein is true and factual to the best of my knowledge.**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Utah State Bar  
Office of Admissions  
645 South 200 East  
Salt Lake City, Utah 84111-3834  
(801) 531-9077  
Web site: [www.utahbar.org](http://www.utahbar.org)

---

UTAH STATE BAR  
AMENDMENT TO APPLICATION FOR ADMISSION

RETAIN THIS ORIGINAL AND MAKE PHOTOCOPIES AS NEEDED TO AMEND YOUR APPLICATION.

This form must be typewritten and notarized.

---

Application Number: \_\_\_\_\_

I, \_\_\_\_\_, understand my continuing obligation to report changes to my Application, in writing, within 30 days of occurrence. For this reason, the following additional information is provided to amend the Application currently pending with the Utah State Bar.

This amendment applies to Question(s) \_\_\_\_\_ of my Application.

Applicant's Signature: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, A. D.

Notary's signature: \_\_\_\_\_

My commission Expires on: \_\_\_\_\_

(S E A L)

THIS FORM MAY NOT BE USED FOR PURPOSES OF FILING FOR A NEW EXAMINATION DATE.

**Utah State Bar  
Office of Admissions  
645 South 200 East  
Salt Lake City, Utah 84111-3834  
(801)531-9077  
Web site: www.utahbar.org**

**REAPPLICATION FOR ADMISSION, AUTHORIZATION AND RELEASE, CODE OF  
CONDUCT AGREEMENT**

*(To be completed by Examination Applicants Only)*

**Download the "Amendment to Application for Admission" form.  
MAKE PHOTOCOPIES OF THE "AMENDMENT" FORM AS NEEDED TO AMEND YOUR APPLICATION**

---

1. **Applicant Full Name\*:** \_\_\_\_\_  
( First Name, Middle Initial, Last Name)

\* Please provide your name as you would like it to permanently appear on Utah State Bar records.

2. **Social Security Number<sup>1</sup>:** \_\_\_\_\_  
(999-99-9999)

3. **Select Applicant Type\*** (please select only one):

- Admission by Examination Applicant Types
  - Student Applicant taking Student Exam
  - Attorney Applicant taking Attorney Examination
  - Attorney Applicant taking Student Examination (Student/Attorney)
  - Foreign Attorney Applicant taking Student Examination
  - Disbarred Attorney Applicant taking Student Examination

*For an explanation of the applicant types please see Rules 3 and 4 of the Rules Governing Admission to the Utah State Bar*

4. **Date of Bar Examination previously taken:**      **Month:**                      **Year:**

5. **Date of Bar Examination you wish to take:**      **Month:**                      **Year:**

**Mailing Address:** \_\_\_\_\_  
(Address Line 1)  
\_\_\_\_\_  
(Address Line 2)  
\_\_\_\_\_  
(City, State, Zip )

6. **E-mail Address:** \_\_\_\_\_

---

<sup>1</sup> Providing this information is voluntary pursuant to the Federal Privacy Act of 1974. Your social security number, however, assists in expediting the character and fitness review process and as such, will be used for purposes of investigation only in order to avoid errors of identity. Omission may result in your approval to sit for the examination being postponed.

7. **Primary Telephone Number:** \_\_\_\_\_  
(999) 999-9999

**Secondary Telephone Number:** \_\_\_\_\_  
(999) 999-9999

8. **Attorney and Student/Attorney Applicants:** Please attach a current, original Certificate of Good Standing from the highest court or the Bar Association of each jurisdiction where you are admitted.

9. Have you taken an **exam in another jurisdiction(s)** where the results are still pending or have you been admitted to another jurisdiction(s) since your last Application?  Yes  No

If yes, give jurisdiction(s): \_\_\_\_\_

Date of examination(s) taken (MM/YY): \_\_\_\_\_

Results (if applicable): \_\_\_\_\_

10. Attach a current, signed and notarized **Authorization and Release** (*below*).

11. Applicants reapplying to the Utah State Bar must **submit a current FBI Background Check** with the Reapplication for Admission. Obtain a finger fingerprint card at your local law enforcement agencies or from the Utah State Bar. Attach the completed fingerprint card request form (*below*) and mail to the FBI, as instructed on the form. FBI processing can take 4 - 8 weeks.

12. Attach a current signed and notarized **Code of Conduct Agreement** (*below*)

13. I wish to complete the written portion (essays and MPT questions) of the exam by:

**WRITING**  **COMPUTER\***

\* See **Filing Instructions and Information** section regarding system requirements and mandatory pre-installation procedures. The computer fee is \$100.00 (non-refundable). Please include the computer fee when filing your Reapplication for Admission.

14. I have a **DISABILITY** for which I am requesting test accommodations.  Yes  No

**Test accommodations will not be granted to those who fail to file applicable Test Accommodation Forms I – N along with the required supporting medical documentation.** (See the Section on Testing Accommodations in the *Filing Instructions and Information* for specific details.)

**IF THERE HAS BEEN A CHANGE IN THE FOLLOWING INFORMATION SINCE YOUR LAST APPLICATION, PLEASE RECORD THE CHANGE. IF THERE IS NO CHANGE, SO INDICATE.**

15. **MARITAL STATUS:**  Single  Married  Separated  Divorced  Widowed  
Date of marriage (s) and full name of spouse:

\_\_\_\_\_  
(LAST, First MI MM/DD/YYYY)

If separated or divorced, **attach copies of the Complaint and Final Decree** in each instance.

(a) Was alimony or child support required of you?  Yes  No

(b) Are you in full compliance with such support payments?  Yes  No  
If yes, attach a copy of payment history.

**If no, give a full explanation.**

**16. Work Experience:**

a. Since your last Application, have you been discharged or have you resigned from any employment after being told that your conduct or work was not satisfactory or that you were suspected of or was under investigation for any wrong-doing?  Yes  No

**If yes, complete an "Amendment to Application for Admission" form for each such occurrence.**

b. Since your last Application has your employment changed?  Yes  No

**If yes, complete an "Amendment to Application for Admission" form updating your employment information.**

**17. Criminal Activity:** Since your last Application, have you been served with a criminal summons, questioned, arrested, taken into custody, indicted, charged with, tried for, pleaded guilty to or convicted of, or been the subject of an investigation concerning the violation of any law. (Include all traffic offenses in your answer except parking offenses).  Yes  No

**If yes, complete an "Amendment to Application for Admission" form and Form F for each such occurrence.**

**18.** Are you in violation of any federal or state criminal statute(s)?  Yes  No

**If yes, complete an "Amendment to Application for Admission" form and Form F for each such occurrence.**

**19.** Since you filed your last Application, are there any unsatisfied judgment against you?  Yes  No

**If yes, complete an "Amendment to Application for Admission" form and Form B for each such occurrence.**

**20.** Since you filed your last Application, have you had any debts which are at least 90 days past due?  Yes  No

**If yes, complete an "Amendment to Application for Admission" form and Form B for each such occurrence.**

**21.** Since you filed your last Application, have you filed bankruptcy?  Yes  No

**If yes, complete an "Amendment to Application for Admission" form and Form C for each such occurrence.**





**REAPPLICATION - AUTHORIZATION AND RELEASE**

STATE OF \_\_\_\_\_)

: ss

County of \_\_\_\_\_)

I, \_\_\_\_\_, born \_\_\_\_\_  
*(Applicant Name)* *(Birth Date)*  
at \_\_\_\_\_, having filed an application for admission to the Utah State Bar,  
*(City, State, Country)*

hereby apply for a character report. I consent to an investigation, as deemed necessary by the Bar, as to my moral character, professional reputation and fitness for the practice of law. I agree to give any further information which may be required in reference to my past record. I understand that I will not receive and am not entitled to a copy of the report or to know its contents, and I further understand that the contents of my character report are privileged.

I also authorize and request every person, firm, company, corporation, educational institution (including law school), creditor, consumer credit reporting service, governmental agency, court, health care facility and/or provider, association or institution having control of any documents, records, and other information pertaining to me to furnish to the Utah State Bar or the National Conference of Bar Examiners any such information, including documents, records, bar association files regarding applications for admission, and charges or complaints filed against me, (formal or informal and/or pending or closed) or any other pertinent data, and to permit the Utah State Bar and the National Conference of Bar Examiners or any of their agents or representatives to inspect and make copies of such documents, records and other information.

I release the Board of Bar Commissioners and the Bar's employees, committees, and their agents from liability for damages for conduct and communications occurring in the performance of and within the scope of their official duties in processing this application to the Utah State Bar. I release from liability for damages every person, firm company, corporation, educational institution (including law school), governmental agency, court, health care facility and/or provider, association or institution from disclosure of any documents, records, statements of opinion, and other information pertaining to me communicated without malice to the Board or the Bar's employees, committees and their agents.

I specifically acknowledge that the Utah State Bar and its designated agents are authorized to request the Utah Bureau of Criminal Identification or its successor, in conjunction with the Federal Bureau of Investigation, to conduct a national criminal history record check for purposes of ascertaining the character and fitness of the applicant for admission to the Bar.

I authorize the Utah State Bar or any of their agents or representatives to obtain credit reports and further documentation relating to the same.

I specifically authorize the Utah State Bar to obtain any information from my official record on file with any Local Board Number of the Selective Service System; and hereby consent to and authorize the release of such information by the Selective Service System.

I hereby request and authorize the Department of the Defense, the Army, Navy, Air Force, Coast Guard, or any military service to furnish to the Utah State Bar the record of each period of my service therein, and to furnish the character of service rendered for each period. My serial number was \_\_\_\_\_.

I hereby release, discharge, exonerate the Utah State Bar and the National Conference of Bar Examiners, their committees, agents and representatives, and any person or entity furnishing any information, from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records, and other information or the investigation made by the Utah State Bar or the National Conference of Bar Examiners or by any agency or person associated with them.

I hereby certify that I will not share the content of the Multistate Bar Examination with any individual, organization, or agency that may use that information for commercial purposes.

I have read the foregoing Application and this Authorization and Release and have answered all questions fully and frankly. The answers are complete and are true of my own knowledge.

\_\_\_\_\_  
Signature of Applicant

STATE OF \_\_\_\_\_ )

: ss

County of \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared before me \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the person whose name is signed on the foregoing Application, and acknowledged to me that he/she has read and understands the contents thereof and that the information contained in the foregoing Application is true and correct as to his/her own knowledge, information and belief.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:

\_\_\_\_\_  
\_\_\_\_\_

Residing at:

\_\_\_\_\_  
\_\_\_\_\_



**EXAMINATION REGULATIONS AND CODE OF CONDUCT  
FOR APPLICANT TO THE UTAH STATE BAR**

Please read the following Examination Regulations and Code of Conduct and initial on the appropriate line by each numbered paragraph to indicate that you have read and understand it. Sign and notarize the statement at the bottom of the page. This must be filed with your completed Application and fees.

Any applicant who engages in cheating or conduct that disrupts or attempts to disrupt the Bar examination process or who breaches any examination regulation is subject to sanctions which may include, but are not limited to the following:

- (i) Ejection from the exam site.
- (ii) Forfeiture of all fees paid by the applicant.
- (iii) Nullification of the examination taken or the application made by such applicant.
- (iv) Transmission of a written report on the matter to the Character and Fitness Committee. The Character and Fitness Committee may thereafter revoke approval to sit for the Bar examination in the future.
- (v) Transmission of a written report of the matter to the Bar in any jurisdiction where the applicant is currently licensed, or applies for admission.

**ADMISSION REGULATIONS:**

One or more of the above sanctions may apply if it appears to the Bar that there is credible evidence to establish that the applicant has:

- \_\_\_1. Falsified the application or proofs required for admission to practice, with or without examination.
- \_\_\_2. Falsified documentation submitted in support of a request for test accommodations or secured such documentation under false pretenses.
- \_\_\_3. Utilized any unauthorized notes, books, recordings, electronically retrievable data or other unauthorized materials while taking the Bar examination, or secreted such materials for such use.
- \_\_\_4. Obtained or used answers or information from or given answers or information to another person or source during the administration of the Bar examination.
- \_\_\_5. Falsified or misrepresented information required for admission to the examination site, impersonate another applicant or have an impersonator take any part of the examination on the applicant's behalf.
- \_\_\_6. Written or designated any answers to questions on the Bar examination prior to the announcement of the beginning of the examination session or after the announcement of the conclusion of the test session.
- \_\_\_7. Erased or otherwise altered an examination answer after the announcement of the conclusion of the test session.
- \_\_\_8. Removed any examination materials or other notes made during the examination from the examination room or shared the content of the examination with any individual, organization or agency that may use the information for commercial purposes.
- \_\_\_9. Refused to allow proctors to search them at any time during the examination.
- \_\_\_10. Brought briefcases, backpacks, purses, books, notes, written or printed material or data of any kind into the test area or had possession of such material during the administration of the examination.
- \_\_\_11. Brought cell phones, pagers, calculators, beeping watches, alarms, palm pilots or other personal digital assistants into the test area.
- \_\_\_12. Brought a firearm, explosive device, or any type of sharp object such as a razor blade, boxcutter or knife, or any other dangerous material into the test area.
- \_\_\_13. Created a continuing distraction by sound, movement, or smell which disrupts the concentration of another applicant, whether in or outside the test area.
- \_\_\_14. Gathered with other applicants in the restroom or in any areas adjacent to the test area while the examination is in progress.
- \_\_\_15. Became physically or verbally abusive to the Admissions staff, a proctor, or any Bar employee during the administration of the examination or at any time during the admissions process.

I have read the above Examination Regulations and Code of Conduct and agree to abide by the same. I understand that a violation of any of these regulations could result in the sanctions above being imposed.

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Signature of Applicant

STATE OF \_\_\_\_\_)

: ss

County of \_\_\_\_\_)

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared before me \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the person whose name is signed on the foregoing Application, and acknowledged to me that he/she has read and understands the contents thereof and that the information contained in the foregoing Application is true and correct as to his/her own knowledge, information and belief.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:

\_\_\_\_\_  
\_\_\_\_\_

Residing at:

\_\_\_\_\_  
\_\_\_\_\_

**INSTRUCTIONS FOR FINGERPRINT CARD**

Fingerprint cards can be obtained at your local law enforcement agencies or, from the Utah State Bar. Some law enforcement agencies may charge a small fee for fingerprinting service. Attach your fingerprints to the Federal Bureau of Investigation form. **DO NOT FOLD OR STAPLE.** Enclose the processing fee payable by **CERTIFIED CHECK** or **MONEY ORDER**. Do not send a personal check. **Complete the information on the top half of the card as follows:**

FINGERPRINT CARD SECTION NAME	INFORMATION YOU MUST ENTER
Signature of Person Fingerprinted	Your signature
Residence of Person Fingerprinted	Your current address
Date/Signature of Official Taking Fingerprints	Insure that you get a signature
Employer and Address	You may indicate your law school if you are a student, otherwise enter your employer
<b>Reason Fingerprinted</b>	<b>Enter "Personal Review"</b>
Last Name, First Name, etc.	Enter your information. Suffix denoting seniority (Jr., Sr., II, etc.) should follow the middle or first name.
Aliases <u>AKA</u>	Enter all names by which you have been known (maiden, etc.)
Citizenship <u>CTZ</u>	Enter U.S. if citizen of United States, otherwise enter correct country abbreviation.
Your OCA No. <u>OCA</u>	Leave Blank
FBI No. <u>FBI</u>	Leave Blank
Armed Forces No. <u>MNU</u>	Leave Blank
Social Security No. <u>SOC</u>	Enter your Social Security Number
Miscellaneous No. <u>MNU</u>	Leave Blank
Date of Birth <u>DOB</u>	Enter in numerals (very important to complete this section)
Sex	Enter M or F
Race	Enter <b>A</b> (Asian, Pacific Islander, Chinese, Japanese, Polynesian, Korean, Vietnamese); <b>B</b> (Black, African American, African); <b>I</b> (American Indian, Alaskan Native, Eskimo); <b>U</b> (Unknown, all other races not listed); <b>W</b> (White, Mexican, Latin, Puerto Rican, Cuban, Central/South American, and other Spanish origin)
HGT	Enter your height
WGT	Enter your weight
EYES	Enter your eye color
HAIR	Enter your hair color
Place of Birth <u>POB</u>	Enter your place of birth

**Federal Bureau of Investigation - Request for Background Check**  
**ATTN: Record Request Unit**  
**1000 Custer Hollow Road**  
**Clarksburg, West Virginia 26306**

Date: \_\_\_\_\_

I am requesting a personal identification criminal history background check for my own personal review. Per your requirements, I am including a standard fingerprint card and a **certified check or money order for \$18.00 payable to the U.S. Treasury**. Please provide me with a written response to the address listed below. I understand that it may take four to eight weeks for the FBI to perform this background check. Thank you for your attention to this matter.

Signed: \_\_\_\_\_

Full Name: \_\_\_\_\_  
(First Middle Last)

Mailing Address: \_\_\_\_\_  
Street or P. O. Box

\_\_\_\_\_  
Street or P. O. Box

\_\_\_\_\_  
City / State / Zip Code

Telephone: \_\_\_\_\_  
(Area Code) Phone Number

**NOTICE OF  
MEDICAL ALERT**

If you have a medical condition (such as diabetes, heart disease, epilepsy, or any other condition that might require emergency medical attention during the examination), you are requested to list on the form below your name, the nature of the condition, emergency treatment instructions and the name and telephone number of any person(s) who should be contacted in the event of an emergency. If there are any items that you need to bring with you into the examination, such as food, medicines, etc., please list those items below as well. Upon receipt of you completed Notice of Medical Alert, a letter will be sent to you acknowledging receipt and providing authorization of those items that may be brought into the examination due to your reported medical condition. *This form must be filed with your completed application and fees.*

\_\_\_\_\_  
Applicant's Name (typed)

\_\_\_\_\_  
Bar Exam Date

\_\_\_\_\_  
Applicant's Signature

**Medical Condition:** \_\_\_\_\_

**Emergency Instructions:**

\_\_\_\_\_  
Person to Contact in Case of Emergency (type)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Person to Contact in Case of Emergency (type)

\_\_\_\_\_  
Phone Number

Utah State Bar  
Office of Admissions  
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UTAH STATE BAR  
AMENDMENT TO APPLICATION FOR ADMISSION

RETAIN THIS ORIGINAL AND MAKE PHOTOCOPIES AS NEEDED TO AMEND YOUR APPLICATION.

This form must be typewritten and notarized.

---

Application Number: \_\_\_\_\_

I, \_\_\_\_\_, understand my continuing obligation to report changes to my application, in writing, within 30 days of occurrence. For this reason, the following additional information is provided to amend the application currently pending with the Utah State Bar.

This amendment applies to Question(s) \_\_\_\_\_ of my Application.

Applicant's Signature: \_\_\_\_\_  
Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, A. D.

Notary's signature: \_\_\_\_\_  
My commission Expires on: \_\_\_\_\_  
(S E A L)

THIS FORM MAY NOT BE USED FOR PURPOSES OF FILING FOR A NEW EXAMINATION DATE.

Utah State Bar  
Office of Admissions  
645 South 200 East  
Salt Lake City, Utah 84111-3834  
(801)531-9077  
Web site: [www.utahbar.org](http://www.utahbar.org)

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UTAH STATE BAR  
CHANGE OF ADDRESS FORM

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If your mailing address changes, it must be reported in writing. A new notice of address change must be filed with the Utah State Bar for each change in your mailing address (*even if a reported change is temporary and you are returning to a previous address*).

Address changes will not be accepted by telephone, e-mail or fax.

Important information will be mailed to the most recent address on file with the Utah State Bar concerning your eligibility to sit for the bar exam, exam schedules and, character and fitness inquiries; as well as, your bar exam results. Don't miss these important mailings by failing to inform the Utah State Bar of changes to your mailing address.

Use of this form to report address changes will help to ensure that such changes are appropriately noted and promptly recorded.

---

TO: Utah State Bar  
645 South 200 East  
Salt Lake City, UT 84111-3834

I am an applicant for the Utah State Bar Exam for: (*check one*)  FEB \_\_\_\_\_  
(year)  
 JUL \_\_\_\_\_  
(year)

Please record my new mailing address effective on: \_\_\_\_\_

APPLICATION NO: \_\_\_\_\_ SSN: \_\_\_\_\_

NAME (*print*): \_\_\_\_\_

NEW ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
(city) (state) (zip code)

NEW TELEPHONE: \_\_\_\_\_  
(area code)

NEW E-MAIL: \_\_\_\_\_

Signature: \_\_\_\_\_

## ADMISSION WITHOUT EXAMINATION RECIPROCAL JURISDICTIONS

---

Alabama	Missouri
Alaska	Nebraska
Arkansas	New Hampshire
Colorado	New York
Connecticut	North Carolina
District of Columbia	North Dakota
Georgia	Ohio
Idaho	Oklahoma
Illinois	Oregon
Indiana	South Dakota
Iowa	Pennsylvania
Kansas	Tennessee
Kentucky	Texas
Massachusetts	Vermont
Michigan	Virginia
Minnesota	Washington
Mississippi	Wyoming

## NON-RECIPROCAL JURISDICTIONS

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Arizona	Nevada
California	New Jersey
Delaware	New Mexico
Florida	Northern Mariana Islands
Guam	Puerto Rico
Hawaii	Rhode Island
Louisiana	South Carolina
Maine	Virgin Islands
Maryland	West Virginia
Montana	Wisconsin

The states listed as "reciprocal jurisdictions" offer admission on motion to Utah attorneys; the "nonreciprocal jurisdictions" do not. Interested parties should check with the state in question for specific admission requirements. Information on the admission requirements of various state bars can be found at [www.ncbex.org](http://www.ncbex.org). Contact information for neighboring states is provided below:

- Colorado Board of Law Examiners (303) 893-8096, website: [www.courts.state.co.us](http://www.courts.state.co.us),
- Idaho State Bar (208) 334-4500, website: [www.state.id.us/isb](http://www.state.id.us/isb),
- Wyoming Board of Law Examiners (307) 632-9061, website:

[www.wyomingbar.org](http://www.wyomingbar.org)

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## PREFACE

This publication is an updated edition of the *Comprehensive Guide to Bar Admission Requirements*, first published in 1984. It replaces the 2008 edition. The National Conference of Bar Examiners, the ABA Section of Legal Education and Admissions to the Bar, and the Section's Bar Admissions Committee wish to thank the state bar admission administrators for their cooperation in furnishing the data.

Special thanks are due to Deb Kuranz and Claire Huisman at NCBE for their work on this publication. The text that appears in this booklet reflects an editorial decision to leave intact much of the information supplied by bar admission agencies; that is, some language consistencies have been forgone in order to preserve the words as received from the jurisdictions. The material supplied by each jurisdiction reflects the court rule, not situations under which waivers are granted, unless otherwise indicated.

We hope that by working closely with the state bar admission administrators in compiling and verifying the information contained in this publication, we have produced charts that will be useful to everyone concerned with the bar admissions process.

Because bar admission rules and practices are subject to change, however, this publication should be used only as a general guide. Specific, up-to-date answers to questions concerning bar admissions should be obtained from the bar admission agency in the jurisdiction involved. A directory of bar admission agencies begins on page 43.

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ABA Section of Legal Education and Admissions to the Bar



The American Bar Association, the National Conference of Bar Examiners and the Association of American Law Schools make the following recommendations to the duly constituted authorities in the several states who are vested with responsibilities and duties in respect to the admission to the bar, and to lawyers and the law schools generally.

The Code of Recommended Standards for Bar Examiners has been adopted by the policy-making bodies of the ABA, NCBE, and AALS. An initial Code was adopted in 1959. A revised Code was adopted in 1980. Amendments adding the present moral character and fitness standards were adopted in February 1987; additional amendments bringing the Code to its present form were adopted in August 1987, with ABA adoption by the House of Delegates on August 11, 1987. The recommended standards represent the results of accumulated study and experience of a number of lawyers, examiners, and teachers of high standing. They are offered solely in the hope that they will afford guidance and assistance and will lead toward uniformity of objectives and practices in bar admissions throughout the United States.

## I. BAR EXAMINERS

1. **Qualifications.** A bar examiner should be a person with scholarly attainments and an affirmative interest in legal education and requirements for admission to the bar. A bar examiner should be willing and able to devote whatever time is necessary to perform the duties of the office. A bar examiner should be conscientious, studious, thorough and diligent in learning the methods, problems and progress of legal education, in preparing bar examinations, and in seeking to improve the examination, its administration and requirements for admission to the bar. A bar examiner should be just and impartial in recommending the admission of applicants. A bar examiner should exhibit courage, judgment and moral stamina in refusing to recommend applicants who lack adequate general and professional preparation or who lack moral character and fitness.
2. **Tenure.** A bar examiner should be appointed by and be responsible to the judicial branch of government, and should be appointed for a fixed term, but should be eligible for reappointment if performing work of high quality. Members of bar examining authorities should be appointed for staggered terms to ensure continuity of policy, but there should be sufficient rotation in the personnel of each authority to bring new views to the authority and to ensure continuing interest in its work.
3. **Conflicts of Interest.** A bar examiner should not have adverse interests, conflicting duties or inconsistent obligations that will in any way interfere or appear to interfere with the proper administration of the examiner's functions. A bar examiner should not participate directly or indirectly in courses for the preparation of applicants for bar admission. The conduct of a bar examiner should be such that there may be no suspicion that the examiner's judgment may be swayed by improper considerations.

## II. ELIGIBILITY OF APPLICANTS

4. **Burden of Proof.** The burden of establishing eligibility to take the bar examination should be on the applicant.
5. **College Education.** Each applicant should be required to have successfully completed at least three-fourths of the work acceptable for a baccalaureate degree at an accredited college or university before beginning the study of law.
6. **Law School Education.** Each applicant should be required to have completed all requirements for graduation with a J.D. or LL.B. degree from a law school approved by the American Bar Association before being eligible to take a bar examination, and to have graduated therefrom before being eligible for admission to practice. Neither private study, correspondence study or law office training, nor age or experience should be substituted for law school education.

## III. MORAL CHARACTER AND FITNESS

7. **Purpose.** The primary purpose of character and fitness screening before admission to the bar is the protection of the public and the system of justice. The lawyer licensing process is incomplete if only testing for minimal competence is undertaken. The public is inadequately protected by a system that fails to evaluate character and fitness as those elements relate to the practice of law. The public interest requires that the public be secure in its expectation that those who are admitted to the bar are worthy of the trust and confidence clients may reasonably place in their lawyers.

## CODE OF RECOMMENDED STANDARDS FOR BAR EXAMINERS

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8. **Organization and Funding.** A body appointed by and responsible to the judicial branch of government (which may be separate from the bar examining authority but which will be referred to hereinafter as the bar examining authority) should administer character and fitness screening. It should perform its duties in a manner that assures the protection of the public by recommending or admitting only those who qualify. Sufficient funding and staffing should be provided to permit appropriate investigation of all information pertaining to applicants' character and fitness.
9. **Development and Publication of Standards.** Character and fitness standards should be articulated and published by each bar examining authority. Some variation in rules and interpretations among the bar examining authorities may be appropriate, as character and fitness screening is the responsibility of each individual bar examining authority. Standards should be applied in a consistent manner and interpretative material should be developed in furtherance of this objective.
10. **The Investigative Process.** The bar examining authority may appropriately place on the applicant the burden of producing information. Each investigation should be initiated by requiring the applicant to execute under oath a thorough application and to sign an authorization and release form that extends to the bar examining authority and to any persons or institutions supplying information thereto. The applicant should be informed of the consequences of failing to produce information requested by the application and of making material omissions or misrepresentations. The bar examining authority should frame each question on the application in a manner that renders the scope of inquiry clear and unambiguous. The bar examining authority should have the power to cause witnesses and documents or other records to be subpoenaed and to administer oaths or affirmations.
11. **Confidentiality and Due Process.** Each jurisdiction should adopt a rule respecting confidentiality of records and sources that balances the need to protect the applicant, the sources, and the public. Minimally, this rule should provide confidentiality of records and sources for purposes other than cooperation with another bar examining authority. The bar examining authority should adopt a rule respecting due process that specifies procedures which include notice to applicants and an opportunity to appear, with right to counsel, before the committee before a final adverse determination is made. The bar examining authority should adopt a rule respecting a permissible reapplication date for applicants who, after being afforded due process, are denied admission on character and fitness grounds.
12. **Standard of Character and Fitness.** A lawyer should be one whose record of conduct justifies the trust of clients, adversaries, courts and others with respect to the professional duties owed to them. A record manifesting a significant deficiency in the honesty, trustworthiness, diligence or reliability of an applicant may constitute a basis for denial of admission.
13. **Relevant Conduct.** The revelation or discovery of any of the following should be treated as cause for further inquiry before the bar examining authority decides whether the applicant possesses the character and fitness to practice law:
- unlawful conduct
  - academic misconduct
  - making of false statements, including omissions
  - misconduct in employment
  - acts involving dishonesty, fraud, deceit or misrepresentation
  - abuse of legal process
  - neglect of financial responsibilities
  - neglect of professional obligations
  - violation of an order of a court
  - evidence of mental or emotional instability
  - evidence of drug or alcohol dependency
  - denial of admission to the bar in another jurisdiction on character and fitness grounds
  - disciplinary action by a lawyer disciplinary agency or other professional disciplinary agency of any jurisdiction
14. **Access to Information.** Access to bar admission character and fitness information, bar disciplinary information and criminal justice information is particularly essential and should be facilitated by legislation, rule making, and inter-jurisdictional cooperation.
15. **Use of Information.** The bar examining authority should determine whether the present character and fitness of an

applicant qualifies the applicant for admission. In making this determination through the processes described above, the following factors should be considered in assigning weight and significance to prior conduct:

- the applicant's age at the time of the conduct
- the recency of the conduct
- the reliability of the information concerning the conduct
- the seriousness of the conduct
- the cumulative effect of conduct or information
- the evidence of rehabilitation
- the applicant's positive social contributions since the conduct
- the applicant's candor in the admissions process
- the materiality of any omissions or misrepresentations.

The investigation conducted by the bar examining authority should be thorough in every aspect and should be concluded expeditiously. It should be recognized that information may be developed in the course of the investigation that is not germane to the question of licensure and should be disregarded. Conduct that is merely socially unacceptable or the physical disability of the applicant is not relevant to character and fitness for law practice and should not be considered.

#### IV. BAR EXAMINATIONS

16. **Necessity of Written Examination.** A person who is not a member of the bar of another jurisdiction of the United States should not be admitted to practice until the person has passed a written bar examination administered under terms and conditions equivalent to those applicable to all other applicants for admission to practice. An applicant may also be required to pass a separate examination on the subject of professional responsibility, such as the Multistate Professional Responsibility Examination.
17. **Opportunity for Examination.** Each examination should be held at such times as will assure sufficient opportunity to the applicants to prepare therefore without interfering with the completion of law school studies.
18. **Purpose of Examination.** The bar examination should test the ability of an applicant to identify legal issues in a statement of facts, such as may be encountered in the practice of law, to engage in a reasoned analysis of the issues and to arrive at a logical solution by the application of fundamental legal principles, in a manner which demonstrates a thorough understanding of these principles. The examination should not be designed primarily to test for information, memory or experience. Its purpose is to protect the public, not to limit the number of lawyers admitted to practice.
19. **Subjects of Examination.** In selection of subjects for bar examination questions, the emphasis should be upon the basic and fundamental subjects that are regularly taught in law schools. However, subjects of substantial local importance may be included. Reasonable notice of the subject matter to be covered by the examination should be made available to the law schools and the applicants.
20. **Questions and Format.** The bar examination may include multiple-choice questions, such as those on the Multistate Bar Examination, and should include essay questions. Questions should not be based on unusual or unique local case or statutory law, except in subjects with respect to which local variations are highly significant and applicants are informed that answers should be based upon local law. An essay question should not be repeated except after a substantial lapse of time. Questions should not be labeled as to subject matter and should not be so worded as to be deceptive or misleading. Sufficient time should be allowed to permit the applicant to make a careful analysis of the questions and to prepare well-reasoned answers to essay questions.
21. **Preparation of Questions.** The bar examining authority may use the services of its members or staff or other qualified persons, including out-of-state law teachers, to prepare bar examination questions and it may also use the services of the National Conference of Bar Examiners. Before an essay question is accepted for use, every point of law in the question should be thoroughly briefed and the question

should be analyzed and approved by the members of the bar examining authority.

22. **Handicapped Applicants.** Without impairing the integrity of the examination process, the bar examining authority should adopt procedures allowing physically handicapped applicants to have assistance, equipment or additional time as it determines to be reasonably necessary under the circumstances to assure their fair and equal opportunity to perform on the examination.

## V. GRADING BAR EXAMINATIONS

23. **Non-Identity Grading.** Each jurisdiction should establish procedures which assure that the identity of each applicant in the grading process is not known to any person having responsibility for grading or determining whether the applicant passes or fails until the grades of all applicants have been finally determined.
24. **Grading Process.** The bar examining authority may use the services of its members or staff or other qualified persons to grade answers to essay questions. If practical, all answers to a particular essay question should be graded by the same person. If multiple graders are used, the bar examining authority should adopt procedures for the calibration of the graders to assure uniformity of the grading standards. The bar examining authority may adopt procedures dispensing with the grading of the answers to some of the essay questions of applicants who attain high scores on multiple-choice questions, but no failing score should be given except upon the basis of the grades of the applicant on all questions. The grading process and grade distributions should be periodically reviewed in order to assure uniformity in grading.
25. **Rights of Failing Applicants.** The decision of the bar examining authority as to whether an applicant has passed or failed a bar examination should be final. An applicant who fails a bar examination should have the right, within a reasonable period of time after announcement of the results of the examination, to see the applicant's answers to the essay questions and the grades assigned thereto, and to compare each of these answers with an approved answer.
26. **Re-examination.** An applicant who has failed to pass three or more bar examinations may be required to complete additional study prescribed by the bar examining authority, or to establish that the reasons for previous failures no longer exist, before being permitted to take any subsequent examination.

## VI. ADMINISTRATION

27. **Adequacy of Staff.** The bar examining authority should be provided with adequate administrative and clerical staff.
28. **Publication of Results.** The bar admission authority should announce the numbers of applicants who have passed and who have failed the bar examination as a whole and by law school.
29. **Periodic Studies.** A thorough study should be periodically made of the bar examination results to determine its effectiveness, to discover defects and to suggest possible improvements in the bar examination system. Each jurisdiction should make the results of these studies available to other jurisdictions upon request.
30. **Conferences with Applicants.** The bar examining authority should make representatives available to meet with potential applicants upon invitation at least once each year at each of the law schools in the jurisdiction. Such representatives should be prepared to discuss general purposes, policies, and procedures of the examination.
31. **Committee on Cooperation.** Each jurisdiction should have an active committee on cooperation consisting of representatives of the bar examining authority, the law schools, the judiciary and the bar which meets at least annually to consider issues relating to legal education, eligibility and admission to the bar.

*Charts*  
*(CHARTS I – XIII)*



## CHART I: BASIC INFORMATION

STATE OR JURISDICTION	RULES FOR ADMISSION PROMULGATED BY:		IS PRELEGAL EDUCATION REQUIRED?		IS THERE A RESIDENCE REQUIREMENT FOR APPLICANTS?		IS REGISTRATION OF LAW STUDENTS REQUIRED?		MAY STUDENTS TAKE EXAM BEFORE GRADUATION?	
	S. CT.	LEG.	Yes	No	Yes	No	Yes	No	Yes	No
Alabama	X		X			X	X			X
Alaska	X	X		X		X		X		X
Arizona	X			X		X		X		X
Arkansas	X			X		X		X		X
California	X	X	X			X	X			X
Colorado	X			X		X		X		X
Connecticut	X			X		X		X		X
Delaware	X		X			X		X		X
Dist. of Columbia	X			X		X		X		X
Florida	X			X		X		X		X
Georgia	X		X			X		X		X
Hawaii	X			X		X		X		X
Idaho	X			X		X		X		X
Illinois	X		X			X	X			X
Indiana	X			X		X		X	X	
Iowa	X			X		X	X		X	
Kansas	X		X			X		X	X	
Kentucky	X			X		X		X	X	
Louisiana	X			X		X	X			X
Maine	X		X			X		X		X
Maryland	X	X	X			X		X		X
Massachusetts	X	X	X			X		X		X
Michigan	X	X	X			X		X		X
Minnesota	X			X		X		X		X
Mississippi	X	X	X			X	X		X	
Missouri	X			X		X		X	X	
Montana	X			X		X		X		X
Nebraska	X		X			X		X	X	
Nevada	X			X		X		X		X
New Hampshire	X		X			X		X		X
New Jersey	X			X		X		X		X
New Mexico	X			X		X		X		X
New York	X			X		X		X	X	
North Carolina	X		X			X		X	X	
North Dakota	X		X			X	X			X
Ohio	X		X			X	X			X
Oklahoma	X		X			X	X			X
Oregon	X			X		X		X		X
Pennsylvania	X		X			X		X		X
Rhode Island	X			X		X		X		X
South Carolina	X			X		X		X		X
South Dakota	X			X		X		X		X
Tennessee	X		X			X		X		X
Texas	X			X		X	X		X	
Utah	X			X		X		X		X
Vermont	X		X			X		X	X	
Virginia	X	X		X		X		X	X	
Washington	X			X		X		X		X
West Virginia	X		X			X		X		X
Wisconsin	X			X		X		X	X	
Wyoming	X	X		X		X		X		X
Guam	X		X			X		X		X
Northern Mariana Islands	X	X	X			X		X		X
Palau	X			X		X		X		X
Puerto Rico	X	X	X			X		X		X
Virgin Islands	X		X			X		X		X

See supplemental remarks.

## CHART I: BASIC INFORMATION (SUPPLEMENTAL REMARKS)

**Are the rules for admission to the practice of law in your jurisdiction promulgated by the state supreme court or the state legislature?**

**Alabama** Board of Commissioners, with ultimate approval in the Supreme Court.

**Connecticut** Superior Court.

**District of Columbia** Court of Appeals.

**Maryland** The statutory requirements are implemented by rules adopted by Court of Appeals.

**Massachusetts** Rules for admission of attorneys promulgated by the Supreme Judicial Court. Board of Bar Examiners may make additional rules subject to Supreme Judicial Court approval; legislative enabling statute.

**Mississippi** Board of Bar Examiners, subject to ultimate authority in the legislature with Supreme Court approval.

**North Carolina** Board of Bar Examiners, with ultimate approval by the Council of the North Carolina State Bar and the Supreme Court.

**Texas** Legislature enacts Board's enabling statute; Supreme Court adopts rules.

**Virginia** Admission by examination: Board of Bar Examiners, with ultimate authority in the legislature. Admission on motion: Supreme Court of Virginia.

**Do the rules of your jurisdiction require any specific period of prelegal education?**

**Alabama** Bachelor's degree from an accredited college or university.

**California** Two years of college; total of 60 semester or 90 quarter units of college credit with an average grade at least equal to that required for graduation, or attain specific minimum scores on selected general exams administered by College Level Examination Program (CLEP).

**Delaware** Bachelor's degree.

**Georgia** Bachelor's degree from an accredited college or university.

**Kansas** Baccalaureate degree.

**Maine** Completion of at least 2 years' work toward a bachelor's degree.

**Maryland** Applicant must have completed prelegal education necessary to meet the minimum requirements for admission to an ABA-approved law school.

**Massachusetts** Graduation from high school or equivalent and completion of work acceptable for a bachelor's degree or equivalent.

**Michigan** Two years college; total of 60 semester or 90 quarter hours.

**Mississippi** Three years college if on a 3-3 program, or bachelor's degree.

**New Hampshire** Three years' work required for a bachelor's degree from an accredited college or the equivalent.

**North Carolina** Completion of academic work required for admission to a law school approved by the Council of the North Carolina State Bar.

**Ohio** Bachelor's degree.

**Oklahoma** Bachelor's degree.

**Pennsylvania** Bachelor's degree or equivalent education.

**Vermont** Three-quarters of work required for bachelor's degree.

**West Virginia** Bachelor's degree.

**Guam** Two years college.

**Puerto Rico** Bachelor's degree or equivalent education.

**Virgin Islands** Bachelor's degree.

**Is there a residence requirement for applicants?**

**Iowa** Applicant shall demonstrate a bona fide intention to practice law in Iowa.

**Minnesota** Prior to admission must be a resident, maintain an office in the state, or designate the clerk of the Supreme Court as agent for service of process for all purposes.

**Nevada** Must be present or available within the state to facilitate examination, investigation, or interview related to application.

**Does your jurisdiction have any registration requirements for law students?**

**Alabama** Within 60 days of starting law school.

**California** Within 90 days of starting law school.

**Florida** Law students are encouraged, but not required, to register in the first year of law school.

**Illinois** By the first day of March following applicant's commencement of law school (first day of July for spring semester matriculants).

**Iowa** By November 1 of the year the student commences the study of law in an accredited law school.

**Mississippi** By October 1 of applicant's second year of law school.

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**CHART I: BASIC INFORMATION (SUPPLEMENTAL REMARKS, CONTINUED)**

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**North Dakota** Law students must file a registration application by October 1 of the second year of law school, or 14 months after the first day of the first year of law school.

**Ohio** By November 15 in the applicant's second year of law school.

**Oklahoma** By October 15 of the year following the year in which law study was commenced.

**Texas** Within approximately 60 days after entry into an approved Texas law school. Does not apply to graduates from approved law schools in other states.

**Are law students eligible to take the bar examination before graduation from law school?**

**District of Columbia** By filing deadline, must be certified by dean of the law school as having completed all requirements for graduation.

**Indiana** Applicants who have fewer than 5 credit hours to complete, are within 100 days of graduation, have completed 2 hours of professional responsibility, and have completed all requirements for admission to the bar may sit.

**Iowa** Must receive degree within 45 days of the first day of the examination.

**Kansas** Must graduate within 30 days after the bar examination.

**Kentucky** Must have completed degree requirements prior to taking bar examination, although degree may not have been conferred.

**Mississippi** Must complete all work required for degree within 60 days of the examination.

**Missouri** Must have completed all degree requirements prior to taking bar examination, although degree may not have been conferred.

**Nebraska** Must receive degree within 60 days of examination.

**New York** Must have completed all work required for graduation, although degree may not have been conferred as yet.

**North Carolina** Must graduate within 30 days after exam.

**Texas** Must be within 4 semester hours of completing all requirements for graduation.

**Vermont** Must have completed all work required for graduation, although degree may not have been conferred.

**Virginia** Must have completed all requirements for graduation prior to taking bar examination, although degree may not have been conferred.

**Wisconsin** Must receive degree within 60 days after examination.

## CHART II: CHARACTER AND FITNESS DETERMINATIONS

STATE OR JURISDICTION	DOES YOUR JURISDICTION HAVE PUBLISHED CHARACTER AND FITNESS STANDARDS?		WILL A FELONY CONVICTION BAR AN APPLICANT FROM ADMISSION?		DOES A SEPARATE AGENCY EVALUATE CHARACTER AND FITNESS?		DO YOUR RULES PROVIDE FOR CONDITIONAL ADMISSION OTHER THAN BY WAIVER?		INDICATE THE CATEGORIES OF CONDITIONAL ADMISSION YOUR RULES PERMIT.					DOES YOUR JURISDICTION HAVE A STRUCTURED PROGRAM FOR DEFERRING ADMISSION?	
	Yes	No	Yes	No	Yes	No	Yes	No	SUBSTANCE ABUSE	MENTAL DISABILITY	DEBT	CRIMINAL HISTORY	OTHER	Yes	No
Alabama		X		X		X		X							X
Alaska	X			X		X		X							X
Arizona	X			X		X	X		X	X	X	X	X		X
Arkansas	X			X		X		X						X	
California		X		X		X		X						X	
Colorado	X			X		X		X							X
Connecticut	X			X		X	X		X	X				X	
Delaware		X		X		X		X							X
Dist. of Columbia		X		X		X		X							X
Florida	X			X		X	X		X	X				X	
Georgia	X			X		X		X							X
Hawaii		X		X		X		X							X
Idaho	X			X		X	X		X	X	X	X	X		X
Illinois	X			X		X	X		X	X	X				X
Indiana	X			X		X	X		X	X	X	X	X	X	
Iowa		X		X		X		X							X
Kansas		X		X		X		X							X
Kentucky		X		X		X	X		X	X	X	X	X		X
Louisiana	X			X		X	X		X	X	X	X	X		X
Maine		X		X		X		X							X
Maryland		X		X		X		X							X
Massachusetts	X			X		X		X							X
Michigan	X			X	X			X							X
Minnesota	X			X		X	X		X	X	X	X	X	X	
Mississippi	X		X			X		X							X
Missouri	X		X			X		X							X
Montana	X			X		X	X		X	X	X	X	X		X
Nebraska	X			X		X	X		X	X	X	X	X		X
Nevada	X			X	X		X		X	X	X	X	X	X	
New Hampshire	X			X	X			X							X
New Jersey	X			X	X		X		X	X	X	X	X		X
New Mexico	X			X		X	X		X	X	X	X	X		X
New York		X		X	X			X							X
North Carolina	X			X		X		X							X

## CHART II: CHARACTER AND FITNESS DETERMINATIONS (CONTINUED)

STATE OR JURISDICTION	DOES YOUR JURISDICTION HAVE PUBLISHED CHARACTER AND FITNESS STANDARDS?		WILL A FELONY CONVICTION BAR AN APPLICANT FROM ADMISSION?		DOES A SEPARATE AGENCY EVALUATE CHARACTER AND FITNESS?		DO YOUR RULES PROVIDE FOR CONDITIONAL ADMISSION OTHER THAN BY WAIVER?		INDICATE THE CATEGORIES OF CONDITIONAL ADMISSION YOUR RULES PERMIT.					DOES YOUR JURISDICTION HAVE A STRUCTURED PROGRAM FOR DEFERRING ADMISSION?	
	Yes	No	Yes	No	Yes	No	Yes	No	SUBSTANCE ABUSE	MENTAL DISABILITY	DEBT	CRIMINAL HISTORY	OTHER	Yes	No
North Dakota	X			X		X	X		X	X	X	X	X		X
Ohio	X			X	X			X							X
Oklahoma		X		X		X		X							X
Oregon	X			X		X	X		X	X	X	X		X	
Pennsylvania		X		X		X		X							X
Rhode Island	X			X	X			X							X
South Carolina	X			X	X			X							X
South Dakota	X			X		X	X								X
Tennessee		X		X		X		X							X
Texas	X		X			X	X		X	X	X	X	X		X
Utah	X			X		X		X							X
Vermont	X			X	X			X							X
Virginia	X			X		X		X							X
Washington	X			X		X		X							X
West Virginia		X		X	X		X		X	X	X	X			X
Wisconsin	X			X		X		X							X
Wyoming	X			X	X			X							X
Guam		X		X		X		X							X
Northern Mariana Islands		X	X			X		X							X
Palau		X		X		X		X							X
Puerto Rico		X		X	X		X								X
Virgin Islands		X		X		X		X							X

See supplemental remarks.

## CHART II: CHARACTER AND FITNESS DETERMINATIONS (SUPPLEMENTAL REMARKS)

**Will a felony conviction bar an applicant from admission?**

**Alabama** Applicant must be granted a full pardon with civil rights restored before applicant will be considered for admission.

**Arkansas** A felony conviction weighs heavily in admission decision.

**Connecticut** Rebuttable presumption of lack of good moral character.

**Delaware** Not an automatic bar, but felony conviction may affect finding of good moral character.

**Florida** Not an automatic bar, but restoration of civil rights is required.

**Georgia** Not an automatic bar, but a pardon or restoration of civil rights is necessary.

**Idaho** Not an automatic bar, but felony conviction may affect finding of good moral character.

**Indiana** Conviction of felony is prima facie evidence of lack of requisite good moral character. Applicant has the burden to overcome prima facie evidence.

**Iowa** Not an automatic bar, but a felony conviction weighs heavily in admission decision.

**Kentucky** Felony conviction does not always prohibit admission, but may affect finding of good moral character.

**Maine** Conviction of a felony would not result in an automatic denial of admission. Applicant bears the burden of establishing good moral character.

**Maryland** Conviction of felony would not result in automatic denial of admission. Applicant bears heavy burden of producing clear and convincing evidence of full and complete rehabilitation and present good moral character.

**Massachusetts** Not automatic bar, but applicant must establish present good moral character.

**Mississippi** Persons convicted of a felony except manslaughter or a violation of the Internal Revenue Code are ineligible.

**Missouri** Persons convicted of a felony are ineligible to apply for admission until 5 years after the date of successful completion of sentence or period of probation.

**Montana** An applicant found guilty of a felony is conclusively presumed not to have present good moral character and fitness. The presumption ceases upon completion of the sentence and/or period of probation.

**Nebraska** Conviction of felony would not result in an automatic denial of admission, but applicant would bear the heavy burden of producing clear and concise evidence of full and complete rehabilitation and present good moral character.

**North Dakota** If offense is determined to have a direct bearing on applicant's ability to serve the public as an attorney or if applicant is not sufficiently rehabilitated.

**Ohio** Applicants convicted of a felony must meet specific conditions and undergo additional review before they can be approved.

**Oregon** An applicant shall not be eligible for admission after having been convicted of a crime, the commission of which would have led to disbarment in all the circumstances present, had the person been an Oregon attorney at the time of conviction.

**Pennsylvania** A felony conviction is viewed as a serious impediment to qualification.

**Rhode Island** Conviction of a felony would not result in automatic denial, but applicant must establish good moral character.

**South Carolina** Although not an automatic bar, felony conviction may affect finding of good moral character.

**Texas** Felony conviction is an absolute bar to application and admission for 5 years after completion of sentence/probation; thereafter, the applicant must demonstrate present good moral character.

**Utah** Conviction of a felony is prima facie evidence of lack of good moral character.

**Virginia** Conviction of a felony or crime involving moral turpitude is not an automatic bar but may affect finding of good moral character.

**Wisconsin** Not an automatic bar, but applicant must establish present good character and fitness.

**Guam** Conviction of a felony or crime involving moral turpitude is not an automatic bar to admission with certain exceptions.

**Northern Mariana Islands** Ineligible unless applicant has been granted full pardon.

**Palau** Applicant must have received a full pardon.

**Puerto Rico** Not an automatic bar, but felony conviction may affect finding of good moral character.

## CHART II: CHARACTER AND FITNESS DETERMINATIONS (SUPPLEMENTAL REMARKS, CONTINUED)

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**Does a separate agency evaluate character and fitness?**

**Georgia** The Board to Determine Fitness of Bar Applicants is separate and distinct from the Board of Bar Examiners. The Fitness Board makes character and fitness determinations. The Office of Bar Admissions reports to both Boards, and both Boards must certify an applicant to the Supreme Court.

**New York** Character and fitness applications are processed by one of four appellate departments.

**Ohio** Local bar association admissions committees make recommendations to the Board of Commissioners on Character and Fitness, which makes final determinations. This Board is separate from the Board of Bar Examiners.

**West Virginia** District Character Committee conducts character and fitness investigation and interviews each applicant, then submits report and recommendation to the Board of Law Examiners.

**Do your rules provide for conditional admission other than by waiver?**

**Texas** Rule provides for probationary licensing for chemical dependency and other circumstances in which the Board determines that the protection of the public requires temporary monitoring.

**What categories of conditional admission do your rules permit?**

**South Dakota** Rules do not specify categories of conditional admission. The Board can recommend conditional admission to the Supreme Court where there are unresolved issues of good moral character, fitness, or general qualification of the applicant.

**Puerto Rico** Committee on Character evaluates each examinee's character and fitness after he/she passes the bar exam. According to the rule, the Committee can advise the Court to grant a conditional admission. However, the rule does not state categories of cases in which the Committee should recommend a conditional admission.

**Does your jurisdiction have a structured program for deferring admission?**

**Arkansas** Issuance of license may be deferred for up to two years pending further evaluation, drug tests, etc.

**California** California has an abeyance program where an applicant enters into an agreement with the Committee of Bar Examiners for a set period of time. If an applicant successfully completes the program, it is likely he or she will receive a positive moral character determination without further hearings.

**Minnesota** Applicants with alcohol, drug, or financial responsibility problems who cannot show rehabilitation, and who would otherwise be issued a letter of adverse determination based upon misconduct, may postpone Board's determination for a period of 12 to 24 months. The Board will reconsider the application after that period of time.

## CHART III: PERMITTED MEANS OF LEGAL STUDY (BAR EXAMINATION) (SUPPLEMENTAL REMARKS)

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**Is eligibility to take the bar examination limited to J.D. or LL.B. graduates of ABA-approved law schools under your rules?**

**Alabama** Graduates of unaccredited law schools who wish to sit for the bar exam must be licensed and in good standing for the past 5 years in the state where the unaccredited law school from which they graduated is located and that state must have a reciprocal agreement with the state of Alabama allowing graduates of Alabama's unaccredited law schools to sit for that state's bar examination. At this time no state or jurisdiction has such a reciprocal agreement with Alabama.

**Arizona** Graduates of non-ABA-approved law schools can write the examination if they have at least 5 years of active and continuous practice within the last 7 years in some other state or states.

**California** Applicants who obtain legal education by attending unaccredited, which includes fixed-facility, correspondence and distance learning, law schools registered in California, or by law office study, must have 4 years of law study and take the First-Year Law Students' Examination after their first year. Applicants who pass the examination within 3 consecutive administrations of first becoming eligible to take it will receive credit for all law study completed to the date of the administration of the examination passed. Applicants who pass it on a subsequent attempt will receive credit for only one year of study. Applicants attending law schools accredited by the Committee of Bar Examiners qualify to take the bar exam upon graduation. Foreign-educated law school graduates who obtain an LL.M. degree or 1 year of law study, which includes a certain number of credits in bar examination subject matter areas, at an ABA-approved or California-accredited law school can qualify to take the examination. Foreign attorneys admitted to the active practice of law in good standing in their countries can qualify to take the bar examination without any additional law study.

**Colorado** Must have practiced 5 of previous 7 years in order to sit for bar exam if person is a graduate of a non-ABA-approved law school.

**District of Columbia** Graduates of non-ABA-approved law schools can write the exam if they have successfully completed at least 26 semester hours in subjects tested on the DC bar exam from an ABA-approved law school.

**Georgia** Published waiver policy lists criteria considered by Board in determining whether waiver standard has been met.

**Illinois** Graduates of foreign law schools, who are licensed and in good standing in country conferring law degree or in a U.S. jurisdiction, who have actively and continuously practiced under such license(s) for 5 of the 7 preceding years, and the quality of whose legal and other education has been determined acceptable by the Board, may apply for admission on examination.

**Kentucky** Non-ABA-approved law school graduates, including foreign attorneys, can apply to take the bar exam, but must first have an education equivalency evaluation conducted and must have been actively and substantially engaged in the practice of law as principal occupation for 3 of last 5 years and meet other standards set by the Board.

**Louisiana** Foreign attorneys can apply to take the bar exam, but must first have an educational equivalency evaluation conducted.

**Maine** Applicants may have either graduated from a law school accredited by the jurisdiction where it is located and have been admitted to practice by exam within the U.S. and have been in the active practice of law in a jurisdiction in which they are admitted for at least 3 years; or have completed 2/3 of graduation requirements from an ABA-approved law school and within 12 months after successful completion pursued the study of law in the law office of an attorney in active practice of law in Maine on a full-time basis for at least one year. Foreign law graduates may qualify for exam after determination of educational equivalency and practicing in a jurisdiction in which they are licensed for at least 3 years.

**Massachusetts** Graduates of law schools which at the time of graduation were approved by the ABA or authorized by statute of the Commonwealth of Massachusetts may sit for the exam. Graduates with an LL.B. from a law school in a foreign country other than Canada may be permitted to sit for the bar exam after taking further legal studies designated by the Board.

**Michigan** Applicant must have a J.D. from a reputable and qualified law school. Law schools fully or provisionally approved by the ABA on the date the applicant's degree is conferred are considered to be reputable and qualified.

**Nevada** An attorney who is not a graduate of an ABA-approved law school and has at least 10 years of active and continuous practice in some other state(s) must first have an education equivalency evaluation conducted. No practice rule required of foreign applicants, but they are also required to have an education evaluation.

### CHART III: PERMITTED MEANS OF LEGAL STUDY (BAR EXAMINATION) (SUPPLEMENTAL REMARKS, CONTINUED)

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- New Hampshire** Currently, graduates of 2 non-ABA-approved law schools in Massachusetts are permitted to sit if they have first been admitted in Massachusetts. Graduates of foreign law schools who meet other requirements are also eligible for admission.
- New Mexico** Graduates of non-ABA-approved law schools, correspondence law schools, and foreign law schools may write the examination if they are licensed and in good standing in another U.S. state and have engaged in the practice of law in the state where admitted for 4 of the 6 years prior to application.
- New York** Law office study permitted after successful completion of 1 year at an ABA-approved law school. Graduates of non-ABA-approved law schools can write the examination if they have at least 5 years active and continuous practice within the last 7 years in some other state or states.
- Ohio** Determination of educational equivalency made for foreign law degrees.
- Pennsylvania** Pennsylvania applicant must have graduated from an ABA-approved law school or, if the applicant has graduated from a non-ABA-approved law school, the applicant must be admitted and in good standing in a reciprocal jurisdiction and have practiced 5 out of last 7 years in a reciprocal jurisdiction immediately preceding the date of filing of the application.
- Texas** Generally, Texas requires an applicant to have a J.D. from an ABA-approved law school. Texas has no provision for admitting an applicant whose law degree was obtained through correspondence study (which includes "distance learning" or "external programs"). An attorney licensed in another U.S. jurisdiction may be eligible for exemption from the ABA-approved J.D. requirement to take the Texas bar exam if he or she has been actively and substantially engaged in the lawful practice of law in a U.S. jurisdiction for at least 3 out of 5 years before the application is filed.
- Utah** Foreign lawyers graduating from schools in jurisdictions where the legal system is predominantly based on English common law may sit after practicing law for 2 years in a common-law jurisdiction and completing 24 semester hours at an ABA-approved law school.
- Vermont** Four-year law office study program; must have completed 3/4 of work accepted for a bachelor's degree in a college approved by the Court before commencing the study of law. Non-ABA law school can be approved by the Supreme Court.
- Virginia** Applicant for examination who has received a portion of legal education in a foreign law school and has received a degree from an ABA-approved law school other than an LL.B. or J.D. must furnish proof by certificate from the dean of an ABA-approved law school in Virginia that the foreign legal education together with the approved law school degree is equivalent to that required for an LL.B. or J.D. at such dean's law school.
- West Virginia** Non-ABA-approved law school graduates must show that legal education is equivalent to ABA-approved law school.
- Wisconsin** Must have received first professional degree in law from a law school whose graduates are eligible to take the bar exam of the jurisdiction in which the school is located, and must have taken and passed the bar examination and been admitted to that or another U.S. jurisdiction.
- Wyoming** Law office study permitted as a structured course comparable to 2 years at an ABA-approved law school. Prior approval of independent study required.
- Puerto Rico** The general rule requires that the applicant must have graduated from a law school approved by the ABA or the Court.

## CHART IV: ADDITIONAL REQUIREMENTS

STATE OR JURISDICTION	IF YOU APPROVE SCHOOLS NOT APPROVED BY THE ABA, DO YOU CONDUCT ON-SITE INSPECTIONS?		FOR INITIAL ADMISSION TO THE BAR, DO YOU REQUIRE COMPLETION OF CERTAIN COURSES OR SKILLS TRAINING DURING LAW SCHOOL?		FOR INITIAL ADMISSION TO THE BAR, DO YOU REQUIRE COMPLETION OF CERTAIN COURSES OR SKILLS TRAINING AFTER LAW SCHOOL?		IF APPLICANT, A GRADUATE OF A NON-ABA-APPROVED SCHOOL, PASSES A BAR EXAM IN ANOTHER STATE, IS THE APPLICANT ELIGIBLE TO TAKE YOUR EXAM WITHOUT ADDITIONAL LEGAL EDUCATION?	
	Yes	No	Yes	No	Yes	No	Yes	No
Alabama		X		X		X		X
Alaska				X	X		X	
Arizona				X	X			X
Arkansas				X		X		X
California	X			X		X	X	
Colorado		X		X	X		X	
Connecticut	X			X		X		X
Delaware				X	X			X
Dist. of Columbia		X		X	X			X
Florida				X	X			X
Georgia				X	X			X
Hawaii				X	X			X
Idaho				X	X			X
Illinois				X	X			X
Indiana			X		X			X
Iowa				X		X		X
Kansas				X		X		X
Kentucky				X		X	X	
Louisiana				X		X		X
Maine				X		X	X	
Maryland				X	X		X	
Massachusetts		X		X		X		X
Michigan	X			X		X		X
Minnesota				X		X		X
Mississippi				X		X		X
Missouri				X		X	X	
Montana				X		X		X
Nebraska				X		X		X
Nevada		X		X	X			X
New Hampshire				X	X		X	
New Jersey			X		X			X
New Mexico				X		X	X	
New York				X		X	X	
North Carolina				X		X		X
North Dakota				X		X		X
Ohio			X			X		X
Oklahoma				X		X		X
Oregon				X		X	X	
Pennsylvania				X		X	X	
Rhode Island				X	X			X
South Carolina				X	X			X
South Dakota				X		X		X
Tennessee	X			X		X		X
Texas				X	X		X	
Utah				X	X			X
Vermont		X		X	X		X	
Virginia				X		X		X
Washington				X	X		X	
West Virginia				X	X		X	
Wisconsin		X		X		X	X	
Wyoming				X	X			X
Guam				X		X		X
Northern Mariana Islands				X		X		X
Palau		X		X		X	X	
Puerto Rico		X		X		X		X
Virgin Islands				X		X		X

See supplemental remarks.

## CHART IV: ADDITIONAL REQUIREMENTS (SUPPLEMENTAL REMARKS)

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**If you approve schools not approved by the ABA, do you conduct on-site inspections?**

**California** Schools seeking accreditation must meet the requirements as specified in the *Accredited Law School Rules*.

**Kentucky** On-site inspections of non-ABA-approved schools may be conducted.

**For initial admission to the bar, do you require completion of certain courses or skills training during law school?**

**Indiana** Rule requires completion of 2 semester hours of legal ethics or professional responsibility in an approved law school.

**New Jersey** Applicants must present evidence of satisfactory performance in a law school course on ethics. In lieu thereof, New Jersey will accept a score of 75 or better on the MPRE.

**Ohio** Applicants seeking admission by exam must receive at least 10 classroom hours of instruction on legal ethics and at least 1 hour of instruction on substance abuse.

**For initial admission to the bar, do you require completion of certain courses or skills training after law school?**

**Alaska** Applicant must attend presentation on attorney ethics as prescribed by the Board, currently a 1½-hour video course offered by the bar association.

**Arizona** Completion of State Bar's professionalism course within the first year of admission.

**Colorado** Exam applicants must complete required course on professionalism before being sworn in.

**Delaware** Five-month clerkship and pre-admission session conducted by the Supreme Court and Board of Bar Examiners.

**District of Columbia** Completion of course on D.C. Rules of Conduct and D.C. practice within 12 months of admission.

**Florida** Mandatory basic skills course, including instruction on discipline, ethics, and responsibility to the public, must be completed within 12 months of admission, and may be completed 8 months prior to admission.

**Georgia** Mandatory Transition into Law Practice Program must be completed in the year of admission or in the next calendar year. Program requires that newly admitted lawyers are subject to State Bar

mandatory mentoring program for their first year of practice and must complete continuing legal education component. Certain classes of new lawyers will be exempted (e.g., judicial law clerks).

**Hawaii** Completion of State Bar's professionalism course no later than December 31 of the year following the year of election of active status.

**Idaho** Within 12 months of admission, each lawyer is required to complete a practical skills seminar approved for that purpose. Exemption for lawyers with 5 years of continuous practice.

**Illinois** Every Illinois attorney admitted to practice, except for those attorneys who have practiced in other states for a period of 1 year or more, must complete a Basic Skills Course totaling at least 15 actual hours of instruction.

**Indiana** Within 3 years of admission new lawyers must complete a minimum of 36 credit hours appropriate for new lawyers. Six of those hours must be an applied professionalism course.

**Maryland** Rule requires a course in professionalism presented by the State Bar between the time applicants pass exam and when they are admitted.

**Nevada** Mandatory bridge-the-gap course.

**New Hampshire** Practical skills course given by the State Bar must be completed during first 2 years of practice.

**New Jersey** Skills training course to be completed over a 3-year period.

**Rhode Island** Completion of training course sponsored by the bar association and approved by the Supreme Court within 1 year of admission.

**South Carolina** Must complete a bridge-the-gap program prior to being admitted.

**Texas** Mandatory seminar within 1 year of admission.

**Utah** Active, new admittees with less than 1 year of legal practice must complete mandatory mentoring program within the first year of practice.

**Vermont** Three-month law office study.

**Washington** Pre-admission Education Requirement. Before an applicant who has passed the bar examination, or who qualifies for admission without passing the bar examination, may be admitted, the applicant must complete a minimum of 4 hours education in a curriculum and under circumstances approved by the Board of Governors. These courses will be offered at no cost to the applicant.

**West Virginia** Within 1 year of admission, must complete bridge-the-gap seminar.

## CHART IV: ADDITIONAL REQUIREMENTS (SUPPLEMENTAL REMARKS, CONTINUED)

**Wyoming** New admittees must complete the State Bar's 4-hour professionalism course within 12 months of admission.

**If applicant, a graduate of a non-ABA-approved school, passes a bar examination in another state, is the applicant eligible to take your examination without additional legal education?**

**Alaska** After 5 years' active practice in another jurisdiction in which applicant has been admitted.

**Arizona** After 5 years' active practice out of 7 preceding application in Arizona.

**California** Must not only have passed the examination, but have been admitted.

**Colorado** Graduates of state-approved schools who have practiced 5 of the preceding 7 years in a jurisdiction where admitted may sit for the bar examination.

**Florida** After 10 years' active practice in another jurisdiction in which applicant has been duly admitted, the applicant may file a representative compilation of work product for evaluation by the Board.

**Hawaii** Yes, if applicant has actively practiced law for 5 of the 6 years immediately prior to application.

**Kentucky** Yes, if applicant is admitted elsewhere, has 3 years' active practice out of 5 preceding the application, and establishes that the non-ABA-approved law school is the substantial equivalent of a Kentucky ABA-approved law school.

**Maine** After 3 years' active practice in one or more U.S. jurisdictions.

**Maryland** An applicant may be granted a waiver of ABA law school graduation if the applicant is first admitted to the bar of another U.S. state by examination.

**Missouri** After full-time practice for 3 of the 5 years preceding application.

**New Hampshire** Only graduates of 2 non-ABA-approved law schools in Massachusetts and graduates of foreign law schools who meet other requirements are eligible.

**New Mexico** After 4 years' practice in another jurisdiction.

**New York** After 5 years of practice.

**Oregon** If applicant has been admitted to practice before the highest tribunal in another state, the District of Columbia, or a federal territory, has graduated from a law school equivalent to a law school approved by the American Bar Association and where requirements for admission are substantially equivalent to those of Oregon, and has been actively, substantially and continually engaged in the practice of law for at least 3 of the 5 years immediately preceding the taking of exam.

**Pennsylvania** If applicant graduated from a non-ABA-approved law school, the applicant must be admitted and in good standing in a reciprocal jurisdiction and have been engaged in the practice of law in a reciprocal jurisdiction for 5 out of the last 7 years immediately preceding the date of filing of the application.

**Texas** If licensed by another U.S. jurisdiction, a J.D. graduate of a non-ABA-approved school (not a correspondence school) may be eligible to take the bar exam if he/she has 3 out of last 5 years of lawful practice in a U.S. jurisdiction. An attorney licensed by another U.S. jurisdiction who does not hold a J.D., but who holds a foreign law degree, must in addition demonstrate that the law degree is from a non-correspondence law school that is accredited in the jurisdiction where it exists and that it is equivalent to a J.D.

**Vermont** If admitted and actively engaged in the practice of law in another jurisdiction, eligibility to take the exam may be granted by the Board of Bar Examiners.

**Washington** Admission to the practice of law by examination, together with current good standing, in any state or territory of the U.S. or District of Columbia or any jurisdiction where the common law of England is the basis of its jurisprudence, and active legal experience for at least 3 of 5 years immediately preceding filing of application.

**West Virginia** If admitted in another jurisdiction.

**Wisconsin** Must have received first professional degree in law from a law school whose graduates are eligible to take the bar exam of the jurisdiction in which the school is located, and must have taken and passed the bar examination and been admitted to that or another U.S. jurisdiction.

## CHART V: APPLICATION DATES AND MBE REQUIREMENTS

STATE OR JURISDICTION	HOW SOON PRIOR TO THE FIRST DAY OF THE BAR EXAM MUST APPLICANT SUBMIT A COMPLETED APPLICATION?		DO YOU ADMINISTER THE MULTISTATE BAR EXAMINATION (MBE)?		DO YOU ACCEPT MBE SCORES TRANSFERRED FROM OTHER JURISDICTIONS?		DO YOU ADMIT AN APPLICANT SOLELY ON THE BASIS OF AN MBE SCORE FROM AN EXAM TAKEN IN ANOTHER JURISDICTION?		HOW MANY TIMES MAY EXAM BE TAKEN WITHOUT SPECIAL PERMISSION?
	FEBRUARY	JULY	Yes	No	Yes	No	Yes	No	
Alabama	Oct. 1	Feb. 1	X		X			X	no limit
Alaska	Dec. 1	May 1	X			X		X	no limit
Arizona	Sept. 1	Feb. 1	X		X			X	3
Arkansas	Nov. 15	April 1	X		X			X	no limit
California	Nov. 1	April 1	X			X		X	no limit
Colorado	Dec. 1	May 1	X			X		X	no limit
Connecticut	Dec. 31	May 31	X		X			X	no limit
Delaware	no Feb. exam	April 15	X			X		X	no limit
Dist. of Columbia	Dec. 15	May 3	X		X		X		no limit
Florida	Nov. 15	May 1	X			X		X	no limit
Georgia	by first Friday in Jan.	by first Friday in June	X			X		X	3
Hawaii	Nov. 20	April 20	X			X		X	no limit
Idaho	Oct. 1	March 1	X		X			X	3
Illinois	Sept. 1	Feb. 1	X		X			X	no limit
Indiana	Nov. 15	April 1	X		X			X	no limit
Iowa	Nov. 1	April 1	X		X			X	2
Kansas	Oct. 15	March 15	X		X			X	4
Kentucky	Oct. 1	Feb. 1	X		X			X	no limit
Louisiana	Nov. 1	Feb. 1		X		X		X	no limit
Maine	Dec. 20	May 20	X		X			X	no limit
Maryland	Sept. 15	Jan. 16	X		X			X	3
Massachusetts	75 days	75 days	X		X			X	no limit
Michigan	Nov. 1	March 1	X		X			X	no limit
Minnesota	Oct. 15	March 15	X		X		X		no limit
Mississippi	Sept. 1	Feb. 1	X		X			X	no limit
Missouri	Oct. 1	March 1	X		X			X	no limit
Montana	Oct. 1	March 1	X		X			X	3
Nebraska	Nov. 1	April 1	X			X		X	no limit
Nevada	Dec. 1	May 1	X			X		X	no limit
New Hampshire	Dec. 1	May 1	X		X			X	2
New Jersey	Nov. 1	April 1	X		X			X	no limit
New Mexico	Sept. 10	Jan. 10	X		X			X	no limit
New York	Nov. 30	April 30	X		X			X	no limit
North Carolina	by first Tuesday in Nov.	by first Tuesday in March	X			X		X	no limit
North Dakota	see remarks	90 days	X		X		X		no limit
Ohio	Nov. 1	April 1	X			X		X	no limit
Oklahoma	Sept. 1	Feb. 1	X			X		X	no limit
Oregon	Oct. 31	March 31	X			X		X	no limit
Pennsylvania	Oct. 30	April 15	X			X		X	no limit
Rhode Island	Dec. 1	May 1	X		X			X	5
South Carolina	Aug. 1	Dec. 1	X		X			X	3
South Dakota	Nov. 1	April 1	X		X			X	3
Tennessee	Nov. 15	April 15	X		X			X	3
Texas	Aug. 30	Jan. 30	X			X		X	5
Utah	Oct. 1	March 1	X		X			X	6
Vermont	Dec. 1	May 1	X		X			X	4
Virginia	Dec. 15	May 10	X			X		X	5
Washington	student applicant, 90 days/attorney applicant, 120 days			X		X		X	no limit
West Virginia	Nov. 1	April 1	X		X			X	4
Wisconsin	Dec. 1	May 1	X		X			X	no limit
Wyoming	Nov. 15	April 15	X		X			X	4
Guam	Dec. 1	May 1	X			X		X	no limit
Northern Mariana Islands	60 days	60 days	X		X			X	no limit
Palau	no Feb. exam	45 days	X		X			X	no limit
Puerto Rico	45 days	45 days		X		X		X	6
Virgin Islands	30 days	30 days	X		X			X	3

See supplemental remarks.

## CHART V: APPLICATION DATES AND MBE REQUIREMENTS (SUPPLEMENTAL REMARKS)

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**How soon prior to the first day of the bar examination must an applicant submit a completed application?**

**Alaska** Late filing allowed up to January 15 and June 15 with additional fee.

**Arizona** Applicants may file beyond set deadlines by payment of late filing fee.

**California** Applications may be filed late with an additional fee, but no later than January 15 and June 15.

**Colorado** Late filing allowed (up to 30 days after deadline) but with an additional fee.

**Delaware** No applications are accepted after April 15.

**District of Columbia** Late filing allowed up to December 30 and May 18 but with additional fee.

**Florida** Late filing allowed up to January 15 and June 15 with additional escalating fee.

**Georgia** In no event may one apply prior to having received certification of fitness to practice law from the Board to Determine Fitness of Bar Applicants. Late filing allowed on payment of \$400 late fee.

**Idaho** Late filing allowed up to May 1 and December 1 with late fee.

**Illinois** Late filing allowed with an additional escalating fee, but no later than a May 31 postmark for the July examination and a December 31 postmark for the February examination.

**Indiana** Late filing for first-time takers is permitted until November 30 and April 15. Repeaters have separate deadlines.

**Kansas** Late applications are allowed until April 15 and November 15.

**Kentucky** Late filing allowed up to November 10 and March 10, but with late fee. There is an extended late filing permitted up to December 10 and May 10 upon filing of additional fees.

**Louisiana** Late filing allowed until June 30 and January 15 with late filing fee.

**Maine** Applications are accepted up to 14 days after deadline with added late fee.

**Maryland** Character and fitness application is due as shown; bar exam application, a separate document, is due December 20 for the February exam and May 20 for the July exam. Late character and fitness filings are permitted on payment of a late fee until the bar exam application due date.

**Minnesota** Late applications with added late fee accepted until December 1 for February exam and May 1 for July exam.

**Missouri** Late filing with added fee.

**Nevada** Late applications with added penalty fees are accepted until May 1 and December 1.

**New Jersey** Specific fee and time schedules, including those for late filings, are dependent on when materials are downloaded from the Internet or requested by mail. Limits are set by the Board of Bar Examiners and the Supreme Court for each administration of the examination.

**New Mexico** Deadlines apply to first-time applicants.

**New York** Applications must be received between November 1 and 30 for February exam and between April 1 and 30 for July exam.

**North Carolina** For February exam, application must be received by first Tuesday in November; for July exam, by first Tuesday in March. These are final deadlines.

**North Dakota** Applications for February exam, if given, must be postmarked by December 15 prior to exam.

**Oklahoma** Late filing permitted for 2 months after initial deadline but with an additional fee if filed during the first month and another fee if filed during the second month after the deadline.

**Oregon** Late filing allowed (December 31 or May 31) but with an additional fee.

**Pennsylvania** Three additional late filing deadlines with escalating fees accepted until May 30 and December 15.

**Washington** To avoid late filing fees, applications must be postmarked 120 days before the exam for attorney applicants and 90 days before the exam for student applicants. Applications filed after these dates must be accompanied by a late filing payment. No applications will be accepted less than 50 days prior to the exam.

**West Virginia** Late fee must accompany all applications filed between November 1 and December 1 preceding February exam, or April 1 to May 1 preceding July exam.

**Wisconsin** Applications are accepted 1 additional month on payment of a late fee.

**Guam** Late filing allowed by January 2 for the February exam and June 1 for the July exam with additional fee of \$250.

**Puerto Rico** Exam dates are in March and in September.

**Virgin Islands** No applications are accepted after the 30-day deadline.

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**CHART V: APPLICATION DATES AND MBE REQUIREMENTS (SUPPLEMENTAL REMARKS, CONTINUED)**

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**Do you accept MBE scores from examinations taken in other jurisdictions?**

**Alabama** For 20 months from time of taking if admitted to the transferring jurisdiction. Must achieve a scaled score of 140 or better.

**Arizona** Concurrent examinations only.

**Arkansas** For immediately succeeding examination, will accept MBE scaled score of at least 135 from any jurisdiction.

**Connecticut** Concurrent or 3 prior administrations.

**District of Columbia** Accepts MBE scaled score transferred from another jurisdiction if taken within the preceding 25 months.

**Idaho** Applicants may transfer a score from another jurisdiction if taken within the last 25 months from date of exam.

**Illinois** Accepts MBE from 2 prior exams. Applicant must have passed exam in other jurisdiction with MBE scaled score of at least 140 and must achieve a scaled score of at least 132 on the Illinois essay examination to pass examination.

**Indiana** Concurrent examinations only.

**Iowa** Applicants may transfer any MBE scaled score received from 1 of the last 4 administrations of the MBE immediately preceding the deadline for filing an application for the Iowa examination.

**Kansas** In concurrent examination or in a prior examination conducted within 13 months of the current examination, if a scaled score of 120 or above and passed the entire exam in one sitting in the transferring jurisdiction.

**Kentucky** A scaled score of 132 or higher may be accepted if that score was obtained within 3 years of the date of the exam to be taken.

**Maryland** Concurrent examinations only.

**Massachusetts** Concurrent examinations only.

**Michigan** Within 3 years of the bar exam, foreign jurisdiction must certify date MBE was taken, that applicant passed entire bar exam of which the MBE was part, the MBE scaled score applicant achieved and that the jurisdiction which administered the MBE affords reciprocal transfer right to Michigan attorneys seeking admission to that jurisdiction.

**Minnesota** A scaled score of 145 or higher is accepted if achieved as a part of and at the same time as the essay or written bar exam, was obtained within 24 months of date of the qualifying exam, and applicant passed the exam.

**Mississippi** Must have attained the score within 20 months of the exam.

**Missouri** Transferred score must have been earned within 19 months of the exam, applicant must have passed entire exam in the transferring jurisdiction, and applicant cannot have previously failed the Missouri exam.

**New Hampshire** Concurrent examinations only.

**New Jersey** Concurrent examinations only.

**New Mexico** Concurrent examinations only.

**New York** Accepts concurrent examinations and scores transferred from another jurisdiction if taken within 3 prior administrations and as part of a passing bar exam.

**North Dakota** A scaled score of 150 or higher is accepted if achieved as a part of and at the same time as the essay or written bar exam, was obtained within 24 months of date of the qualifying exam, and applicant passed the exam.

**Oklahoma** Concurrent examinations only.

**Rhode Island** Concurrent examinations only.

**South Carolina** Concurrent examinations only.

**South Dakota** Board may accept MBE scores if taken within 25 months prior to next scheduled exam and if score equals or exceeds South Dakota passing score as of date of acceptance of application and if applicant passed other jurisdiction's exam.

**Tennessee** Concurrent examinations only.

**Utah** Concurrent examinations only.

**Vermont** Accepts scores from 4 prior administrations.

**West Virginia** If taken within 13 months of present exam and part of a successful exam.

**Wisconsin** If taken within 37 months of present exam and part of a successful exam.

**Wyoming** Within 3 years of present exam.

**Northern Mariana Islands** If MBE taken within 3 years of exam for which applicant applies and attains scaled score of at least 120.

**Palau** Will accept scores if taken within 5 years preceding present exam.

**Virgin Islands** Will accept scores if taken within 5 years of present exam.

**If you accept an MBE transfer score, what specific score do you accept?**

**Alabama** A scaled score of 140 or more.

**Arizona** Actual concurrent scaled score.

## CHART V: APPLICATION DATES AND MBE REQUIREMENTS (SUPPLEMENTAL REMARKS, CONTINUED)

**Arkansas** A scaled score of 135 or more.

**Connecticut** Actual scaled score.

**District of Columbia** A scaled score of 133 or more.

**Idaho** Applicant may transfer any scaled score, but it is recommended that a scaled score of less than 140 not be transferred.

**Illinois** A scaled score of 140 or more.

**Indiana** Actual concurrent scaled score.

**Iowa** Actual scaled score.

**Kansas** A scaled score of 120 or more.

**Kentucky** A scaled score of 132 or more.

**Maine** Applicant may transfer any scaled score.

**Maryland** Actual scaled score.

**Massachusetts** Actual raw and scaled score.

**Michigan** Actual scaled score.

**Minnesota** A scaled score of 145 or more.

**Mississippi** Actual scaled score.

**Missouri** Actual scaled score rounded to the nearest whole number.

**New Jersey** Actual scaled score.

**New Mexico** Actual concurrent scaled score.

**North Dakota** Actual scaled score.

**Oklahoma** Actual scaled score.

**South Carolina** Actual concurrent scaled score.

**South Dakota** A scaled score of 130 or more.

**Vermont** A scaled score of 135 or more.

**West Virginia** Actual scaled score.

**Wisconsin** A scaled score of 135 or more.

**Wyoming** A scaled score of 130 or more.

**Northern Mariana Islands** A scaled score of 120 or more.

**Palau** A scaled score of 120 or more.

**Virgin Islands** A scaled score of 133 or more.

**Do you admit an applicant on the basis of an MBE score from an exam taken in another jurisdiction without requiring the applicant to take and pass your essay exam?**

**District of Columbia** May be eligible for admission without written examination, upon proof of admission in another jurisdiction and proof applicant received scaled score of 133 or more on MBE taken as a part of and at the same time as essay or other written exam given by other jurisdiction and proof of MPRE passing score of at least 75. Must be a graduate of an ABA-approved law school.

**Minnesota** May be eligible for admission without written examination, upon proof of admission in another jurisdiction and proof applicant has received a scaled score of 145 or more on MBE taken as part of and at the same time as essay or other written exam given by other jurisdiction. Evidence of score and completed application must be received within 2 years of date of exam.

**North Dakota** May be eligible for admission without written examination, upon proof of admission in another jurisdiction and proof applicant received scaled score of 150 or more on MBE taken as a part of and at the same time as essay or other written exam given by other jurisdiction and proof of MPRE passing score of at least 85. Petition for Admission and proof of eligibility must be filed with the Board within 2 years of date of exam in jurisdiction of admission.

**How many times may exam be taken without special permission?**

**Georgia** There is no limit on the number of times, but sitting out 1 exam is required after 3 failed exams.

**Rhode Island** Limited to 5 failed examinations in Rhode Island or any other state.

**South Carolina** There is no limit on the number of times but additional study is required after the third failure, making it impossible to sit but 1 time each year.

**West Virginia** Limited to 4 failed examinations in West Virginia or any other state before special permission from the Board is required.

## CHART VI: MPRE, MPT, AND MEE REQUIREMENTS

STATE OR JURISDICTION	DO YOU REQUIRE THE MULTISTATE PROFESSIONAL RESPONSIBILITY EXAMINATION (MPRE)?		DO YOU ACCEPT MPRE SCORES FROM EXAMS TAKEN IN OTHER JURISDICTIONS?		DO YOU ADMINISTER THE MULTISTATE PERFORMANCE TEST (MPT)?		DO YOU ADMINISTER THE MULTISTATE ESSAY EXAM (MEE)?	
	Yes	No	Yes	No	Yes	EFFECTIVE	Yes	EFFECTIVE
Alabama	X		X		X		X	
Alaska	X		X		X			
Arizona	X		X					
Arkansas	X		X		X		X	
California	X		X					
Colorado	X		X		X		X	July 09
Connecticut	X		X					
Delaware	X		X		X			
Dist. of Columbia	X		X		X		X	
Florida	X		X					
Georgia	X		X		X			
Hawaii	X		X		X		X	
Idaho	X		X		X		X	
Illinois	X		X		X		X	
Indiana	X		X		X			
Iowa	X		X		X		X	
Kansas	X		X					
Kentucky	X		X				X	
Louisiana	X		X					
Maine	X		X		X			
Maryland		X		N/A	X			
Massachusetts	X		X					
Michigan	X		X					
Minnesota	X		X		X			
Mississippi	X		X		X		X	
Missouri	X		X		X		X	
Montana	X		X		X		X	
Nebraska	X		X				X	
Nevada	X		X		X			
New Hampshire	X		X		X		X	
New Jersey	X		X					
New Mexico	X		X		X		X	
New York	X		X		X			
North Carolina	X		X					
North Dakota	X		X		X		X	
Ohio	X		X		X			
Oklahoma	X		X					
Oregon	X		X		X			
Pennsylvania	X		X					
Rhode Island	X		X		X		X	
South Carolina	X		X					
South Dakota	X		X		X		X	
Tennessee	X		X					
Texas	X		X		X			
Utah	X		X		X		X	
Vermont	X		X		X			
Virginia	X		X					
Washington		X		N/A				
West Virginia	X		X		X		X	
Wisconsin		X		N/A	X		X	
Wyoming	X		X					
Guam	X		X		X		X	
Northern Mariana Islands	X		X		X		X	
Palau	X		X					
Puerto Rico		X		N/A				
Virgin Islands	X		X					

No supplemental remarks.

## CHART VII: GRADING AND SCORING

STATE OR JURISDICTION	WHAT IS YOUR AVERAGE GRADING/REPORTING PERIOD? (FEBRUARY/JULY)	DO YOU USE BOTH THE MBE AND WRITTEN COMPONENTS?	DO YOU SCALE THE WRITTEN COMPONENT TO THE MBE?	ARE YOUR SCORES COMBINED?	COMBINED SCORE WEIGHTS				MINIMUM PASSING STANDARDS		
					OVERALL COMPONENT		WRITTEN SUBCOMPONENT		TOTAL BAR EXAM SCORE		MPRE
					% MBE	% WRITTEN	% MEE AND/OR LOCAL ESSAY	% MPT AND/OR LOCAL PT	REPORTED SCORE SCALE	200-POINT SCALE*	
Alabama	both 9 weeks	Yes	Yes	Yes	50	50	40	10	128	128	75
Alaska	both 10–12 weeks	Yes	Yes	Yes	50	50	37.5	12.5	140	140	80
Arizona	both 9 weeks	Yes	Yes	Yes	33	67	67	N/A	410	136.7	85
Arkansas	both 4 weeks	Yes	Yes	Yes	33	67	48.5	18.1	405	135	85
California	13 wks./17 wks.	Yes	Yes	Yes	35	65	39	26	1,440	144	86
Colorado	both approx. 9 wks.	Yes	Yes	Yes	50	50	30	20	276	138	85
Connecticut	6 wks./8 wks.	Yes	Yes	Yes	50	50	50	N/A	264	132	80
Delaware	11 weeks	Yes	Yes	Yes	40	60	40	20	145	145	85
Dist. of Columbia	both 9–10 weeks	Yes	Yes	Yes	50	50	25	25	266	133	75
Florida	both 6–8 weeks	Yes	Yes	Yes	50	50†	50	N/A	136	136	80
Georgia	both 13 weeks	Yes	Yes	Yes	50	50	28.6	21.4	270	135	75
Hawaii	both 10–12 weeks	Yes	Yes	Yes	50	50†	35	10	134	134	85
Idaho	both 6 weeks	Yes	Yes	Yes	33	67	50	16.7	1,680	140	85
Illinois	both 7 weeks	Yes	Yes	Yes	50	50	43	7	264	132	80
Indiana	both 8–9 weeks	Yes	Yes	Yes	50	50	30	20	264	132	80
Iowa	both 6 weeks	Yes	Yes	Yes	50	50	30	20	266	133	80
Kansas	both 6 weeks	Yes	Yes	Yes	50	50	50	N/A	133	133	80
Kentucky	both 9 weeks	Yes	No††	No	—	—	—	—	—	—	75
Louisiana	5–6 wks./8–9 wks.	No	No††	N/A	—	—	—	—	—	—	80
Maine	both 8–10 weeks	Yes	Yes	Yes	36	64	54.5	9	138	138	80
Maryland	8–9 wks./13–14 wks.	Yes	Yes	Yes	33	67	55.5	11.1	406	135.3	N/A
Massachusetts	both 14 weeks	Yes	Yes	Yes	50	50	50	N/A	270	135	85
Michigan	May 15/Nov. 15	Yes	Yes	Yes	50	50	50	N/A	135	135	75/85††
Minnesota	both 12 weeks	Yes	Yes	Yes	50	50	37.5	12.5	260	130	85
Mississippi	Apr. 25/Sept. 25	Yes	Yes	Yes	40	60	45	15	132	132	75
Missouri	both 7 weeks	Yes	Yes	Yes	40	60	50	10	1,300	130	80
Montana	both 7–8 weeks	Yes	Yes	Yes	35	65	50	15	130	130	80
Nebraska	both 5–6 weeks	Yes	Yes	Yes	50	50	50	N/A	135	135	85
Nevada	both 8 weeks	Yes	Yes	Yes	33	67	56.1	10.5	75	140	85
New Hampshire	both 10 weeks	Yes	Yes	Yes	50	50	30	20	270	135	79
New Jersey	in May/in Nov.	Yes	Yes	Yes	50	50	50	N/A	133	133	75
New Mexico	both 6–8 weeks	Yes	Yes	Yes	50	50	33.3	16.7	130	130	75
New York	in May/in Nov.	Yes	Yes	Yes	40	60†	40	10	665	133	85
North Carolina	both 4 weeks	Yes	Yes	Yes	40	60	60	N/A	346	138.4	80

## CHART VII: GRADING AND SCORING (CONTINUED)

STATE OR JURISDICTION	WHAT IS YOUR AVERAGE GRADING/REPORTING PERIOD? (FEBRUARY/JULY)	DO YOU USE BOTH THE MBE AND WRITTEN COMPONENTS?	DO YOU SCALE THE WRITTEN COMPONENT TO THE MBE?	ARE YOUR SCORES COMBINED?	COMBINED SCORE WEIGHTS				MINIMUM PASSING STANDARDS		
					OVERALL COMPONENT		WRITTEN SUBCOMPONENT		TOTAL BAR EXAM SCORE		MPRE
					% MBE	% WRITTEN	% MEE AND/OR LOCAL ESSAY	% MPT AND/OR LOCAL PT	REPORTED SCORE SCALE	200-POINT SCALE*	
North Dakota	both 7 weeks	Yes	Yes	Yes	50	50	30	20	260	130	80/85 <sup>††</sup>
Ohio	both 12 weeks	Yes	Yes	Yes	33	67	53.3	13.3	405	135	85
Oklahoma	both 7 weeks	Yes	No	Yes	50	50	50	N/A	2,400	135	75
Oregon	both 6 weeks	Yes	Yes	Yes	50	50	37.5	12.5	65	—	85
Pennsylvania	5 wks./9 wks.	Yes	Yes	Yes	45	55	44	11	272	136	75
Rhode Island	both 10 weeks	Yes	Yes	Yes	50	50	41	9	276	138	80
South Carolina	8 wks./12 wks.	Yes	No <sup>††</sup>	No	—	—	—	—	—	—	77
South Dakota	both 12 weeks	Yes	Yes	Yes	50	50	30	20	130	130	75
Tennessee	6 wks./9 wks.	Yes	No <sup>††</sup>	No	—	—	—	—	—	—	75
Texas	10 wks./14 wks.	Yes	Yes	Yes	40	60 <sup>†</sup>	40	10	675	135	85
Utah	both 8 weeks	Yes	Yes	Yes	50	50	33.3	16.7	270	135	86
Vermont	both 6–8 wks.	Yes	Yes	Yes <sup>††</sup>	—	—	—	—	—	—	80
Virginia	both 9 weeks	Yes	Yes	Yes	40	60	60	N/A	140	140	85
Washington	both 10 weeks	No	No <sup>††</sup>	N/A	—	—	—	—	—	—	N/A
West Virginia	both 7 weeks	Yes	Yes	Yes	50	50	30	20	270	135	75
Wisconsin	both 6 weeks	Yes	Yes	Yes	50	50 <sup>††</sup>	37.5	12.5	258	129	N/A
Wyoming	both 8–10 wks.	Yes	No <sup>††</sup>	No	—	—	—	—	—	—	75
Guam	both 6–8 wks.	Yes	Yes	Yes	50	50	38.9	11.1	132.5	132.5	80
Northern Mariana Islands	both 8–9 wks.	Yes	No <sup>††</sup>	No	—	—	—	—	—	—	75
Palau	5 weeks	Yes	No <sup>††</sup>	No	—	—	—	—	—	—	75
Puerto Rico	both 8–9 wks.	No	No <sup>††</sup>	N/A	—	—	—	—	—	—	N/A
Virgin Islands	both 8 weeks	Yes	No	Yes	50	50	50	N/A	70	—	75

See supplemental remarks.

\*Each value is a rough approximation of the score on a 200-point scale that would be required to meet the jurisdiction's minimum passing standard. Please note that this value is not applicable to individual bar examination components nor is it used to determine actual pass/fail outcome. In addition, local grading policies, bar exam characteristics, and other statistical factors may lead to fluctuations in these values and may affect the comparability of these scores across jurisdictions.

<sup>†</sup>Includes a local multiple-choice or short-answer component.

<sup>††</sup>See supplemental remarks for scoring details.

## CHART VII: GRADING AND SCORING (SUPPLEMENTAL REMARKS)

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- Florida** The total score includes performance on a locally developed multiple-choice component.
- Hawaii** The written score includes performance on a locally developed multiple-choice component that is weighted 5% and assesses Hawaii rules of professional responsibility.
- Kentucky** The examination includes both the MBE and a written component that consists of equally weighted performance on the MEE and locally developed essay questions. There is a separate minimum passing standard on each component. To pass the examination, an applicant must achieve a score of 132 or greater on the MBE and an average score of 75 or greater on the written component.
- Louisiana** The examination is composed of a written component that consists of performance on 9 locally developed sections. The minimum passing standard on each section is a score of 70. To pass the examination, an applicant must achieve the minimum passing standard on 7 sections including the 4 that cover Louisiana Code topics.
- Michigan** The MPRE minimum passing standard is currently a score of 75. Beginning with the July 2009 bar examination, a first-time applicant must achieve a score of 85 or greater.
- New York** The total score includes performance on a locally developed multiple-choice component that is weighted 10%.
- North Dakota** The MPRE minimum passing standard is currently a score of 80. Effective March 1, 2009, an applicant must achieve a score of 85 or greater.
- South Carolina** The examination includes both the MBE and a written component that consists of performance on 6 locally developed essay sections. There are separate minimum passing standards for the MBE and essay sections—a score of 125 or greater on the MBE and a score of 70 or greater on each essay section. To pass the examination, an applicant must meet the minimum passing standards on 6 of 7 sections (the MBE is considered a section). A score of 110 or less on the MBE results in automatic failure.
- Tennessee** The examination includes both the MBE and a written component that consists of performance on 12 locally developed essay questions. There is a separate minimum passing standard for each essay. To pass the examination, an applicant must achieve 1) a score of 125–129 on the MBE and meet the minimum passing standards on 9 essays, or 2) a score of 130–134 on the MBE and meet the minimum passing standards on 8 essays, or 3) a score of 135 or greater on the MBE and meet the minimum passing standards on 7 essays.
- Texas** The total score includes performance on a locally developed short-answer component that is weighted 10% and assesses Texas and/or federal rules related to Procedure and Evidence.
- Vermont** The examination includes both the MBE and a written component that consists of performance on the MPT and locally developed essay questions. There is a separate minimum passing standard for each component. To pass the examination, an applicant must achieve a score of 135 or greater on the MBE and a score of 135 or greater on the written component. An applicant who achieves a score of 130–134 on either component can still pass if the other component score exceeds 135 by 2 points for each point by which the lower score was below 135.
- Washington** The examination is composed of a written component that consists of performance on locally developed essay questions. To pass the examination, an applicant must achieve an average score of 70% or higher.
- Wisconsin** The written component of the examination consists of performance on the MPT, the MEE, and locally developed essay questions. The composition and weighting of these written subcomponents is determined individually for each administration.
- Wyoming** The examination includes both the MBE and a written component consisting of performance on 10 locally developed essay questions. There is a separate minimum passing standard for each component. To pass the examination, an applicant must achieve a score of 130 or greater on the MBE and an average score of 70 or higher on the written component (and achieve 70 or greater on at least 6 out of 10 essays).
- Northern Mariana Islands** The examination includes both the MBE and a written component that consists of performance on the MPT, locally developed essay questions, and the MEE. There is a separate minimum passing standard for each component. To pass the examination an applicant must achieve a score of 120 or greater on the MBE and an average score of 65% or greater on the written component.
- Palau** The examination includes both the MBE and a written component that consists of performance on locally developed essay questions. There is a separate minimum passing standard for each component. To pass the examination an applicant must achieve a score of 120 or greater on the MBE and an average score of 65% or greater on the written component.
- Puerto Rico** For essay questions and multiple-choice questions, the combined passing score is 596 points out of 1,000 adjusted points.

## CHART VIII: ADMISSION ON MOTION

NB: As used in this chart, "motion" denotes admission without any additional testing except, where required, the MPRE.

STATE OR JURISDICTION	DO YOUR RULES PROVIDE FOR ADMISSION ON MOTION?		NUMBER OF YEARS OF PRACTICE REQUIRED FOR ADMISSION ON MOTION?	YOUR DEFINITION OF PRACTICE FOR PURPOSES OF ADMISSION ON MOTION INCLUDES:					MUST AN APPLICANT FOR ADMISSION ON MOTION BE A GRADUATE OF AN ABA-APPROVED LAW SCHOOL?	
	Yes	No		LAW TEACHING	Gov'T AGENCY	MILITARY	IN-HOUSE CORPORATE	JUDICIAL COURT OF RECORD	Yes	No
Alabama	X		5 of past 6	X	X	X	X	X	X	
Alaska	X		5 of past 7	X	X	X	X	X	X	
Arizona		X	N/A							
Arkansas	X		5 of past 7	X	X	X	X	X	X	
California		X	N/A							
Colorado	X		5 of past 7	X	X	X	X	X	X	
Connecticut	X		5 of past 7	X	X	X	X	X		X
Delaware		X	N/A							
Dist. of Columbia	X		None							X
Florida		X	N/A							
Georgia	X		5 of past 7	X	X	X	X	X	X	
Hawaii		X*	N/A	X					X	
Idaho	X		3 of past 5	X	X	X	X	X	X	
Illinois	X		5 of past 7	X	X	X	X	X	X	
Indiana	X		5 of past 7	X	X	X	X	X		X
Iowa	X		5 of past 7	X	X	X	X	X		X
Kansas	X		5 of past 7	X	X	X	X	X	X	
Kentucky	X		5 of past 7	X	X	X	X	X	X	
Louisiana		X	N/A							
Maine		X*	Preceding 3	X	X					X
Maryland		X	N/A							
Massachusetts	X		5 of past 7	X	X	X	X	X		X
Michigan	X		3 of past 5	X	X	X	X	X	X	
Minnesota	X		5 of past 7	X	X	X	X	X	X	
Mississippi	X		5	X	X	X	X	X	X	
Missouri	X		5 of past 10	X	X	X	X	X	X	
Montana		X	N/A							
Nebraska	X		Varies	X	X	X	X		X	
Nevada		X*	N/A	X	X		X			X
New Hampshire	X		5 of past 7	X	X	X	X	X		X
New Jersey		X*	N/A	X					X	
New Mexico		X	N/A							
New York	X		5 of past 7	X	X	X	X	X	X	
North Carolina	X		4 of past 6	X	X	X	X	X	X	
North Dakota	X		4 of past 5	X	X	X	X	X	X	
Ohio	X		5 of past 10	X	X	X	X	X	X	
Oklahoma	X		5 of past 7	X	X	X	X	X	X	
Oregon		X*	3 of past 4							
Pennsylvania	X		5 of past 7	X	X	X	X	X	X	
Rhode Island		X	N/A							
South Carolina		X*	N/A	X					X	
South Dakota	X		Past 5		X	X	X	X	X	
Tennessee	X		5 of past 7	X	X	X	X	X	X	
Texas	X		5 of past 7	X	X	X	X	X	X	
Utah	X		Varies	X	X	X	X	X	X	
Vermont	X		5 of past 10		X	X	X			X
Virginia	X		5 of past 7		X	X	X	X	X	
Washington	X		Varies	X	X	X		X		X
West Virginia	X		5 of past 7	X	X	X		X		X
Wisconsin	X		3 of past 5	X	X	X	X	X		X
Wyoming	X		5 of past 7	X	X		X	X	X	
Guam		X*	N/A		X				X	
Northern Mariana Islands		X	N/A							
Palau		X	N/A							
Puerto Rico		X	N/A							
Virgin Islands		X*	N/A		X					X

\*Although admission on motion is generally unavailable, it is permitted on a limited basis.

See supplemental remarks.

## CHART VIII: ADMISSION ON MOTION (SUPPLEMENTAL REMARKS)

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### Do your rules provide for admission on motion?

**Alabama** Effective in September 2006, a lawyer who actively practiced 5 of the past 6 years who becomes a permanent resident or certifies the intention to maintain and conduct the primary practice of law may be admitted without examination.

**Arizona** The Arizona Supreme Court has amended its rules to allow admission on motion beginning January 1, 2010.

**District of Columbia** Attorney who has been a member in good standing of the bar for 5 years; or attorney, with J.D. from ABA-approved law school, admitted by examination in jurisdiction, having attained 133 scaled MBE score and 75 scaled MPRE score, can be admitted without examination.

**Hawaii** Full-time faculty members at the University of Hawaii Law School who graduated from an ABA-approved law school and who have been admitted to practice in another U.S. jurisdiction are eligible. In addition, full-time active-duty uniformed-service judge advocates may apply for limited admission without examination to represent, without additional compensation, certain active-duty enlisted military personnel and their dependents.

**Iowa** Applicants who have failed 5 or more bar examinations are not eligible for admission on motion.

**Maine** Motion admission is currently available to attorneys from New Hampshire and Vermont only.

**Mississippi** Effective October 1, 2008, an applicant must certify their intention to establish, within no more than 30 days after being admitted to practice in Mississippi without examination, a permanent office for the active practice of law in Mississippi.

**Nevada** Admission on motion for faculty of the National Judicial College, Boyd Law School, in-house corporate, and some government agencies.

**New Jersey** Law professors who have taught law full-time for the previous 5 years at one of the 3 New Jersey law schools can be admitted on motion. In addition, the law professor must have a J.D. or LL.B. degree from an ABA-approved law school and be admitted by examination in at least 1 other U.S. jurisdiction.

**North Dakota** If application is based on MBE scaled score of 150 or above and admission in the jurisdiction of examination, active practice not required. Evidence of MBE score and completed application must be received within 2 years of the exam date.

**South Carolina** Admission on motion only for dean or a tenured professor of the University of South Carolina School of Law.

**Virginia** An applicant must intend, promptly after being admitted to practice in Virginia without examination, to establish his or her office in Virginia and to practice full-time from such Virginia office.

**Washington** Limited license for representation of military personnel only. All other motion applicants are admitted on the basis of reciprocity with state of origin.

**Guam** Only government attorneys may be admitted temporarily without written examination and only for purpose of government employment. Once admitted, the temporarily admitted government attorney must take the Guam Bar Exam within 2 years and pass within 3 years; otherwise the temporary admission automatically expires.

**Northern Mariana Islands** Motion admission only extends to attorneys who will work for the government.

**Virgin Islands** On motion of authorized departments or agencies, an attorney may be specially admitted to practice law before the VI Supreme Court and the Superior Court, without written examination and as an employee of the department or agency. Once admitted, the specially admitted government attorney must take the Virgin Islands Bar Exam within 2 years and pass within 3 years; otherwise the special admission automatically expires.

### What is the number of years of practice required for admission on motion?

**Minnesota** Applicant must have been actively and lawfully engaged in the practice of law for at least 5 of the 7 years immediately preceding the application. The practice of law professors, military lawyers and federal government lawyers which takes place outside a state where licensed is considered the lawful practice of law. Practice which occurs outside of a jurisdiction where licensed is also considered the lawful practice of law so long as such practice is authorized by the jurisdiction in which the practice takes place.

**Mississippi** Practice requirement is determined by the applicant's originating jurisdiction with a minimum of 5 years of active practice in the originating jurisdiction in which the applicant was licensed and in good standing.

**Nebraska** Admission without examination if applicant has actively practiced law 5 of 7 years preceding application, and has received his/her first professional degree from an ABA-approved law school. Or admission without examination if applicant has passed a bar examination equivalent to Nebraska exam, was admitted to practice, and has first degree from an ABA-approved law school.

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**CHART VIII: ADMISSION ON MOTION (SUPPLEMENTAL REMARKS, CONTINUED)**

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**New Hampshire** Lawyers from Maine and Vermont may be admitted after 3 years of practice; all other lawyers must have practiced 5 of past 7 years.

**Utah** Practice requirement is determined by the applicant's originating jurisdiction with a minimum of 3 years of practice in the originating jurisdiction during the 4 years preceding the filing of the application.

**Vermont** Lawyers from New Hampshire and Maine may be admitted after 3 years of practice; all other lawyers must have practiced 5 of the past 10 years unless current jurisdiction requires fewer than 5 years.

**Washington** Both the length of active practice and the type of practice permitted are determined by the requirements of the applicant's originating jurisdiction. Motion applicants must show that they have the same length and type of practice that would be required of applicants from Washington who seek admission in the originating jurisdiction.

**Wisconsin** Applicants who failed the Wisconsin bar exam are not eligible for admission on motion.

**Wyoming** Has engaged in the active, authorized practice of law for a minimum of 300 hours per year for 5 of 7 years immediately preceding the date of the application.

**What is your definition of practice for purposes of admission on motion?**

**Oregon** Admission on motion is only available on a limited basis but does not apply to any of the listed categories. It is available only to lawyers who are licensed in Alaska, Idaho, Utah, or Washington. Lawyers from those jurisdictions must have become licensed through passage of a bar exam rather than some other method.

**Must an applicant for admission on motion be a graduate of an ABA-approved law school?**

**Connecticut** Must be a graduate of a law school approved by bar examining committee.

**Indiana** Effective January 1, 2009, graduation from an ABA-accredited law school is no longer required of applicants for a Business Counsel License. Graduation from an ABA-accredited law school is still required of applicants for a Provisional License.

**Maine** Law school graduates from English-speaking common-law countries may be eligible subject to an equivalency evaluation.

**Massachusetts** Must be ABA-approved or authorized by a state statute to grant the degree of bachelor of laws or J.D. at the time of graduation.

**Michigan** Applicant must have a J.D. from a reputable and qualified law school. Law schools fully or provisionally approved by the ABA on the date the applicant's degree is conferred are considered to be reputable and qualified.

**Mississippi** Applicant must have a J.D. from an ABA-approved law school unless applicant comes from a reciprocal jurisdiction that does not require it.

**New Hampshire** Foreign law school graduates who meet other requirements and who are licensed in another state are eligible for admission on motion. Graduates of 2 non-ABA-approved schools in Massachusetts are also eligible.

**West Virginia** Must be ABA-approved or its equivalent.

## CHART IX: RECIPROcity, COMITY, AND ATTORNEYS' EXAMS

STATE OR JURISDICTION	IS ADMISSION BASED ON RECIPROcity (THAT IS, IS IT LIMITED TO CANDIDATES FROM SOME OR ALL JURISDICTIONS OFFERING ADMISSION ON MOTION)?		IF STATE OF INITIAL ADMISSION REQUIRES EXAMINATION OF ALL APPLICANTS, DO YOU REQUIRE EXAMINATION OF ATTORNEY APPLICANTS?		IS AN ATTORNEY INITIALLY ADMITTED BY DIPLOMA PRIVILEGE ELIGIBLE FOR ADMISSION ON MOTION?		ATTORNEYS' EXAMS			
	Yes	No	Yes	No	Yes	No	DOES YOUR JURISDICTION OFFER AN ATTORNEYS' EXAM?		TO QUALIFY FOR ATTORNEYS' EXAM, MUST AN APPLICANT BE A GRADUATE OF AN ABA-APPROVED SCHOOL?	
							Yes	No	Yes	No
Alabama	X		X			X		X		
Alaska	X		X			X		X		
Arizona								X		
Arkansas	X			X	X			X		
California							X			X
Colorado	X		X		X			X		
Connecticut	X		X		X			X		
Delaware								X		
Dist. of Columbia		X		X	X			X		
Florida								X		
Georgia	X			X		X	X		X	
Hawaii								X		
Idaho	X			X		X		X		
Illinois	X		X		X			X		
Indiana		X		X	X			X		
Iowa		X		X	X			X		
Kansas	X		X			X		X		
Kentucky	X		X		X			X		
Louisiana								X		
Maine	X						X			X
Maryland							X			X
Massachusetts		X		X	X			X		
Michigan		X		X	X			X		
Minnesota		X		X	X			X		
Mississippi	X		X		X			X		
Missouri	X			X	X			X		
Montana								X		
Nebraska		X		X	X			X		
Nevada								X		
New Hampshire	X		X			X		X		
New Jersey								X		
New Mexico								X		
New York	X		X		X			X		
North Carolina	X		X		X			X		
North Dakota		X		X	X			X		
Ohio		X		X		X		X		
Oklahoma	X		X		X			X		
Oregon								X		
Pennsylvania	X			X	X			X		
Rhode Island							X			X
South Carolina						X		X		
South Dakota	X		X		X			X		
Tennessee		X		X	X			X		
Texas		X		X	X			X		
Utah	X		X			X	X		X	
Vermont		X		X	X			X		
Virginia	X		X			X		X		
Washington	X		X		X			X		
West Virginia	X		X		X			X		
Wisconsin		X		X	X			X		
Wyoming	X		X			X		X		
Guam					X		X		X	
Northern Mariana Islands							X		X	
Palau								X		
Puerto Rico								X		
Virgin Islands								X		

See supplemental remarks.

## CHART IX: RECIPROCITY, COMITY, AND ATTORNEYS' EXAMS (SUPPLEMENTAL REMARKS)

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### Is admission on motion based on reciprocity?

**Maine** Reciprocity is limited to New Hampshire and Vermont attorneys.

**Mississippi** Provided that the laws from the state from which the applicant comes grant similar privileges to attorney applicants from Mississippi.

**Oregon** Reciprocity is limited to Alaska, Idaho, Utah, and Washington attorneys.

**Vermont** New Hampshire and Maine attorneys may be admitted after 3 years of practice.

### If state of initial admission requires examination of all applicants, do you require examination of attorney applicants?

**California** Attorney applicants who have been admitted as active members in good standing 4 or more years may qualify to take the Attorneys' Exam, which is the written portion of the general bar exam (2 days out of 3). All other attorney applicants must take the general bar exam.

**Georgia** Attorney from a nonreciprocal state may sit for the Attorneys' Exam.

**Rhode Island** Must sit for 3 local questions, 1 MPT question, and 6 MEE questions.

### Is an attorney initially admitted by diploma privilege eligible for admission on motion?

**Arkansas** Provided the applicant is a graduate of an ABA-approved law school.

**Connecticut** Provided the applicant is a graduate of an ABA- or committee-approved law school.

**Mississippi** Provided that the laws from the state from which the applicant comes grant similar privileges to attorney applicants from Mississippi.

**Ohio** Applicant who has been admitted in another jurisdiction by diploma privilege is eligible for admission without examination only if applicant has also taken and passed the bar examination and been admitted as an attorney-at-law in the highest court of another state or the District of Columbia.

**Tennessee** Must file a petition with the board setting forth reasons why he/she should be admitted; a hearing is held in response.

### To qualify for attorneys' exam, must an applicant be a graduate of an ABA-approved law school?

**Maine** If applicant is not a graduate of an ABA-approved law school, the applicant must have engaged in the practice of law for 3 years in the U.S. jurisdiction where admitted.

**Maryland** If the attorney applicant has practiced law for 10 years, or 5 years in the immediate past 10 years, following admission by examination in another jurisdiction, applicant is eligible for special attorney exam and need not be a graduate of an ABA-approved law school.

**Rhode Island** Applicant who is not a graduate of an ABA-approved school may sit for the Attorneys' Exam with 5 years of active full-time practice.

**Utah** May sit for the Attorneys' Exam if applicant is a graduate of an ABA-approved law school, has been licensed for 5 years, and has been in active practice for 4 of 5 years preceding application.

## CHART X: FOREIGN LAW SCHOOL GRADUATES

STATE OR JURISDICTION	ARE GRADUATES OF FOREIGN LAW SCHOOLS ELIGIBLE FOR ADMISSION IN YOUR JURISDICTION?		IF GRADUATES OF FOREIGN LAW SCHOOLS ARE ELIGIBLE TO TAKE THE BAR EXAMINATION UNDER THE RULES IN YOUR JURISDICTION, ARE ANY OF THE FOLLOWING REQUIRED?					IF GRADUATES OF FOREIGN LAW SCHOOLS ARE ELIGIBLE FOR ADMISSION WITHOUT EXAMINATION UNDER THE RULES IN YOUR JURISDICTION, WHICH OF THE FOLLOWING ARE ALSO REQUIRED?			DOES YOUR JURISDICTION RECOGNIZE WITH REGULARITY THE SUFFICIENCY OF A LEGAL EDUCATION RECEIVED AT ANY PARTICULAR FOREIGN LAW SCHOOL?		IF A FOREIGN LAW SCHOOL GRADUATE OBTAINS AN LL.M. OR OTHER GRADUATE LAW DEGREE FROM AN ABA-APPROVED SCHOOL, IS THE GRADUATE THEN ELIGIBLE TO TAKE THE BAR EXAM?	
	Yes	No	LEGALLY EDUCATED IN ENGLISH IN COMMON LAW	ADDITIONAL EDUCATION AT AN ABA-APPROVED LAW SCHOOL	HAVE PRACTICED LAW IN HOME JURISDICTION	A DETERMINATION OF EDUCATIONAL EQUIVALENCY	ADMISSION IN ANOTHER U.S. JURISDICTION	ADMISSION IN ANOTHER U.S. JURISDICTION	A DETERMINATION OF EDUCATIONAL EQUIVALENCY	LEGALLY EDUCATED IN ENGLISH COMMON LAW	Yes	No	Yes	No
	Alabama	X		X	X	X	X	X				X		X
Alaska	X		X	X		X	X					X		X
Arizona		X										X		X
Arkansas		X										X		X
California	X			X	X	X	X					X	X	
Colorado	X		X		X							X		X
Connecticut		X										X		X
Delaware		X										X		X
Dist. of Columbia	X			X				X				X		X
Florida		X										X		X
Georgia		X										X		X
Hawaii	X		X		X							X		X
Idaho		X										X		X
Illinois	X				X	X						X		X
Indiana		X										X		X
Iowa		X										X		X
Kansas		X										X		X
Kentucky	X						X					X		X
Louisiana	X						X					X		X
Maine	X				X	X						X		X
Maryland	X						X					X		X
Massachusetts	X		X	X		X			X	X	X			X
Michigan		X										X		X
Minnesota		X										X		X
Mississippi		X										X		X
Missouri	X			X	X		X					X		X
Montana		X										X		X
Nebraska		X										X		X
Nevada	X		X		X	X						X		X
New Hampshire	X		X		X	X		X	X	X	X	X	X	
New Jersey		X										X		X
New Mexico	X						X					X		X
New York	X			X		X					X		X	

## CHART X: FOREIGN LAW SCHOOL GRADUATES (CONTINUED)

STATE OR JURISDICTION	ARE GRADUATES OF FOREIGN LAW SCHOOLS ELIGIBLE FOR ADMISSION IN YOUR JURISDICTION?		IF GRADUATES OF FOREIGN LAW SCHOOLS ARE ELIGIBLE TO TAKE THE BAR EXAMINATION UNDER THE RULES IN YOUR JURISDICTION, ARE ANY OF THE FOLLOWING REQUIRED?					IF GRADUATES OF FOREIGN LAW SCHOOLS ARE ELIGIBLE FOR ADMISSION WITHOUT EXAMINATION UNDER THE RULES IN YOUR JURISDICTION, WHICH OF THE FOLLOWING ARE ALSO REQUIRED?			DOES YOUR JURISDICTION RECOGNIZE WITH REGULARITY THE SUFFICIENCY OF A LEGAL EDUCATION RECEIVED AT ANY PARTICULAR FOREIGN LAW SCHOOL?		IF A FOREIGN LAW SCHOOL GRADUATE OBTAINS AN LL.M. OR OTHER GRADUATE LAW DEGREE FROM AN ABA-APPROVED SCHOOL, IS THE GRADUATE THEN ELIGIBLE TO TAKE THE BAR EXAM?	
	Yes	No	LEGALLY EDUCATED IN ENGLISH IN COMMON LAW	ADDITIONAL EDUCATION AT AN ABA-APPROVED LAW SCHOOL	HAVE PRACTICED LAW IN HOME JURISDICTION	A DETERMINATION OF EDUCATIONAL EQUIVALENCY	ADMISSION IN ANOTHER U.S. JURISDICTION	ADMISSION IN ANOTHER U.S. JURISDICTION	A DETERMINATION OF EDUCATIONAL EQUIVALENCY	LEGALLY EDUCATED IN ENGLISH COMMON LAW	Yes	No	Yes	No
	North Carolina	X			X								X	X
North Dakota		X										X		X
Ohio	X					X		X	X			X		X
Oklahoma		X										X		X
Oregon	X		X			X						X		X
Pennsylvania	X			X	X							X		X
Rhode Island	X			X		X						X		X
South Carolina		X										X		X
South Dakota		X										X		X
Tennessee	X					X						X		X
Texas	X			X	X	X						X		X
Utah	X		X	X	X							X		X
Vermont	X		X		X	X		X	X			X		X
Virginia	X			X		X						X	X	
Washington	X		X		X		X					X		X
West Virginia	X		X	X		X						X		X
Wisconsin	X							X				X		X
Wyoming		X										X		X
Guam		X										X		X
Northern Mariana Islands		X										X		X
Palau	X											X	X	
Puerto Rico	X			X								X		X
Virgin Islands		X										X		X

See supplemental remarks.

## CHART X: FOREIGN LAW SCHOOL GRADUATES (SUPPLEMENTAL REMARKS)

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If graduates of foreign law schools are eligible to take the bar examination under the rules in your jurisdiction, are other elements required?

**Alaska** A graduate of a foreign law school in which the principles of English law are taught may be eligible to take the bar exam if he or she submits proof that 1) the law school from which he/she graduated meets the ABA's standards for approval; and 2) he/she has successfully completed 1 year at an ABA-approved law school, including successful completion of 1 course in U.S. Constitutional Law and 1 course in U.S. Civil Procedure, or is a member in good standing of the bar of 1 or more states, territories, or the District of Columbia and was admitted to the bar of that state, territory, or the District of Columbia after written examination.

**California** Foreign law school graduates must request individual evaluation to determine legal education equivalency. Graduates from foreign law schools may qualify to take the California bar exam if they complete an additional 1 year of law study at an ABA-approved or California-accredited law school which includes a certain number of credits in bar examination subject matter. Foreign-educated law students who did not graduate are not eligible to take the exam and are required to either graduate with a J.D. degree at an ABA-approved or California-accredited law school or complete 4 years of law study at a law school registered in California and pass the First-Year Law Students' Exam. Foreign law school graduates who are admitted to practice in any jurisdiction do not have to complete any additional law study to qualify to take the bar exam.

**Colorado** Must have practiced actively and substantially for 5 of the previous 7 years in jurisdiction where admitted.

**Connecticut** An applicant who otherwise does not meet the educational requirements may be eligible to sit for the exam if he/she meets certain conditions. Conditions include admission before the highest court of original jurisdiction in a U.S. state, the District of Columbia, the Commonwealth of Puerto Rico, or a U.S. District Court for 10 or more years, good standing in such jurisdiction, active practice of law in that jurisdiction for 5 of the last 7 years, and an intention to actively practice law in Connecticut and to devote a majority of his/her work to such practice.

**District of Columbia** Applicant may be permitted to take bar examination upon successful completion of 26 semester hours of study at an ABA-approved law school; semester hours must be in subjects covered in the bar examination. All such 26 semester hours shall be earned in courses of study, each of which is substantially concentrated on a single tested subject.

**Hawaii** Applicant must be admitted to practice and be in good standing before the highest court in foreign country where English common law is the basis of jurisprudence and where English is the language of instruction and practice in the courts, and must have actively practiced for 5 of the past 6 years prior to filing the application for admission by examination.

**Illinois** Graduates of foreign law schools who are licensed and in good standing in country conferring law degree or in a U.S. jurisdiction, who have actively and continuously practiced under such license(s) for 5 of the 7 preceding years, and the quality of whose legal and other education has been determined acceptable by the Board may apply to take bar exam.

**Iowa** The Supreme Court has allowed foreign law school graduates to present their academic records to one of our ABA-accredited law schools for an evaluation. The law school prepares a proposed course of study, which would render the applicant educationally qualified to take the bar examination. If the court approves the course of study and the applicant successfully completes it, the applicant can sit for the bar exam if otherwise qualified. The process is not contained in a court rule.

**Kentucky** An attorney who is a graduate of a foreign law school can apply for an education evaluation to determine if applicant's legal education is substantially equivalent to the Kentucky law school education. If the law school is approved, the applicant may sit for the bar exam if he/she has been actively and substantially engaged in the practice of law for 3 of the last 5 years.

**Maine** Must satisfy requirements of Regulation for Determining Equivalency of Foreign Legal Education and have practiced for 3 years in the jurisdiction where licensed.

**Maryland** A foreign-educated law school graduate or attorney must first be admitted by exam in another U.S. jurisdiction to qualify to take the bar examination.

**Massachusetts** A graduate with an LL.B. from a foreign law school may be permitted to sit for the bar exam after taking further legal studies designated by the Board. Foreign law school graduates must obtain a determination of their educational equivalency from the Board prior to making application.

**New Hampshire** Graduate must be legally trained in common law and a determination of educational equivalency is required. Graduate must be a member in good standing in home jurisdiction. In addition, one of the following requirements must also be met: additional education at an ABA-approved law school or admission in another U.S. jurisdiction.

## CHART X: FOREIGN LAW SCHOOL GRADUATES (SUPPLEMENTAL REMARKS, CONTINUED)

- New Mexico** Applicant may take exam if he/she is licensed in another state within the United States and has practiced there 4 of 6 years prior to application.
- New York** Applicant must complete period of law study equivalent in duration and substance to that specified in New York rules in law school recognized by competent accrediting agency of the government of such foreign country. All applicants must have their transcripts evaluated by the Board of Law Examiners to determine if further study, in the form of a 20-credit program at an approved law school in the U.S., including basic courses in American law, is required.
- North Carolina** Effective August 1, 1995, all law schools must be ABA-approved. As of January 1996, an applicant who was educationally eligible prior to August 1, 1995, remains so. Effective August 1, 2005, an LL.M. degree will not make one educationally eligible to take the North Carolina bar exam.
- Ohio** If an applicant's legal education was not received in the United States, the education must be evaluated and approved by the Supreme Court as equivalent to ABA-approved law school education. The registration application may not be processed until the education is approved by the Supreme Court.
- Oregon** Applicant must be admitted to practice in a country where common law of England is the basis of its jurisprudence, and where requirements for admission to the bar are substantially equivalent to those of Oregon, and applicant must be a graduate of a law school determined by an Oregon equivalency panel to be equivalent to an ABA-approved law school.
- Pennsylvania** Applicant must have completed law study in a foreign law school, have been admitted and in good standing at the bar of a foreign jurisdiction, and have practiced in the jurisdiction for 5 out of the last 8 years. Applicant must also complete 30 credit hours taken in specified subjects at an ABA-approved law school.
- Rhode Island** Additional education at an ABA-approved law school may be required. Also, a foreign law school must be approved by a dean of an ABA-approved law school certifying that foreign degree is equivalent to that of an ABA-approved law school.
- Tennessee** Applicant must prove undergraduate and law school education are equivalent of that required by Tennessee rules.
- Texas** A graduate of a foreign non-correspondence law school accredited by its jurisdiction can take the exam if he/she holds a valid law license issued by that jurisdiction provided: he/she has 5 out of last 7 years of lawful practice in the foreign nation or elsewhere and either demonstrates that the law of the foreign nation or elsewhere is comparable to that of Texas or holds an LL.M. from an ABA-approved law school; or he/she has 3 out of last 5 years of lawful practice in the foreign nation or elsewhere, demonstrates that the law of the foreign nation is comparable to that of Texas, and holds an LL.M. from an ABA-approved law school. In all events, the applicant must demonstrate that he/she holds the equivalent of a J.D. If licensed by another U.S. jurisdiction refer to Chart III.
- Utah** A foreign lawyer with a law degree from an English common-law jurisdiction may sit for the bar exam after practicing law for 2 years in a common-law jurisdiction and completing 24 semester hours at an ABA-approved law school.
- Vermont** If applicant has been admitted to practice before highest court of a foreign country which is a common-law jurisdiction, Board may allow credit for such study as it deems proper, and applicant must pursue the study of law in Vermont for at least 2 years immediately preceding examination under the supervision of an attorney who has practiced at least 3 years in Vermont.
- Virginia** Applicant for examination who has received a portion of legal education in a foreign law school and has received a degree other than J.D. or LL.B. from ABA-approved law school must prove by certificate from the dean of an ABA-approved law school in Virginia that the foreign legal education together with the degree from the ABA-approved law school is equivalent to that required for an LL.B. or J.D. at such dean's law school.
- Washington** A foreign law school applicant who has been admitted to practice by examination in any jurisdiction where the common law of England is the basis of its jurisprudence and who has actively practiced law for at least 3 of the 5 years immediately preceding the filing of the application or participates in the law clerk program may qualify to take the bar exam.
- West Virginia** If applicant is a law school graduate from a foreign country where the common law of England exists as the basis of its jurisprudence; the educational requirements for admission in said country are substantially the same as in West Virginia; and applicant has successfully completed 30 credit hours of basic courses at an ABA-approved law school.
- Puerto Rico** Applicant must validate his or her studies, and obtain a law degree from an ABA-approved law school or a law school approved by the Supreme Court.

## CHART X: FOREIGN LAW SCHOOL GRADUATES (SUPPLEMENTAL REMARKS, CONTINUED)

If graduates of foreign law schools are eligible for admission without examination under the rules in your jurisdiction, which additional requirements also apply?

**District of Columbia** The applicant has been a member in good standing for 5 years of a court of general jurisdiction of any U.S. state or territory.

**Massachusetts** The Board may, in its discretion, excuse applicants possessing LL.B. degrees from law schools in foreign countries, providing they have met the following requirements: a) provided verification from the foreign court of having been admitted and in good standing in the foreign country for at least 5 years, b) obtained prior Board approval of their educational equivalency and work history, c) provided proof that their principal residence is in Massachusetts, d) passed the MPRE, and e) satisfied the Board as to their good moral character and fitness.

**New Hampshire** Foreign law graduates are only eligible for admission without examination if they meet other requirements for reciprocal admission for lawyers licensed in other states.

**Ohio** If an applicant's legal education was not received in the United States, the education must be evaluated and approved by the Supreme Court. The application for admission without examination may not be processed until the education is approved.

**Vermont** If the law school is approved by Court, each request is reviewed individually first by the Board.

**Wisconsin** If eligible for admission on proof of practice elsewhere, having first been admitted to a reciprocal U.S. jurisdiction.

**Does your jurisdiction recognize with regularity the sufficiency of a legal education received at any particular foreign law school?**

**Massachusetts** Canadian Law Schools: University of Alberta; University of British Columbia; University of Calgary; Dalhousie University; University of Manitoba; McGill University; University of New Brunswick; University of Ottawa; Queen's University; University of Toronto; University of Victoria; University of Western Ontario; University of Windsor; York University (Osgood Hall Law School); University of Saskatchewan.

**New York** Graduates of 3-year programs at Oxford, Cambridge, or University of London (internal program) may be admitted to the bar exam.

If a foreign law school graduate obtains an LL.M. or other graduate law degree from an ABA-approved law school, is the applicant then eligible to take the bar examination?

**California** Applicant must have graduated and be eligible to take the admission exam in his/her foreign country and obtain an additional year of law study in certain courses at an ABA-approved or California-accredited law school in order to qualify to take the California Bar Exam.

**Kentucky** Applicant must still submit to education evaluation but additional degree has bearing on Board decision.

**Maine** Applicant's total education must be found to be substantially equivalent.

**Massachusetts** Not automatically, but depends on content (course of study) as well as other facts.

**New Hampshire** Not automatically. Applicant must meet other requirements for foreign law school graduates.

**New York** In most cases, but there are other factors as well.

**Tennessee** Applicant's total education must be found to be substantially equivalent.

**Texas** A graduate of a foreign non-correspondence law school accredited by its jurisdiction can take the exam if he/she holds a valid law license issued by that jurisdiction provided: he/she has 5 out of last 7 years of lawful practice in the foreign nation or elsewhere and either demonstrates that the law of the foreign nation is comparable to that of Texas or holds an LL.M. from an ABA-approved law school; or he/she has 3 out of last 5 years of lawful practice in the foreign nation or elsewhere, demonstrates that the law of the foreign nation is comparable to that of Texas, and holds an LL.M. from an ABA-approved law school. In all events, the applicant must demonstrate that he/she holds the equivalent of a J.D.

**Virginia** Applicant for examination who has received a portion of legal education in a foreign law school and has received a degree from an ABA-approved law school other than an LL.B. or J.D. must furnish proof by certificate from the dean of an ABA-approved law school in Virginia that the foreign legal education together with the approved law school degree is equivalent to that required for an LL.B. or J.D. in such dean's law school.

**Palau** A graduate of a foreign law school accredited in that country is eligible with or without a graduate law degree from an ABA-approved law school.

## CHART XI: BAR ADMISSION FEES

STATE OR JURISDICTION	LAW STUDENT REGISTRATION FEE, IF ANY	BAR EXAM FEE FOR NON-ATTORNEYS	BAR EXAM FEE FOR ATTORNEYS	FEE FOR REPEATERS	ADMISSION ON MOTION FEE	ATTORNEYS' EXAM FEE
Alabama	\$50-\$250	\$400	\$600	\$400	\$900	
Alaska		\$800	\$800	\$500	\$1,500	
Arizona		\$375***	\$375***	\$375		
Arkansas		\$400	\$400	\$400	\$1,500	
California	\$92	\$529***	\$769***	\$529/\$769		\$769***
Colorado		\$475	\$500	\$475	\$800	
Connecticut		\$450	\$450	\$250	\$1,000	
Delaware		\$500-\$600	\$500-\$600	\$500-\$600		
Dist. of Columbia		\$100*+\$40 (MEE + MPT) + \$50 (MBE)	\$100*+ (MEE) + (MPT) + (MBE)	\$100*+ (MEE) + (MPT) + (MBE)	\$400*	
Florida	\$75-\$500	\$875	\$1,300-\$2,500	\$375	N/A	
Georgia		\$90 +\$50 (Feb. MBE)/\$52 (July MBE) +\$20 (Feb. MPT)/\$22 (July MPT)	\$90	\$90 +\$50 (Feb. MBE)/\$52 (July MBE) +\$20 (Feb. MPT)/\$22 (July MPT)	\$600	\$90
Hawaii		\$300*	\$300*	\$300*		
Idaho		\$500	\$690	\$200	\$800	
Illinois	\$100-\$450	\$250-\$1,450	\$250-\$1,450	\$150, \$500	\$800	
Indiana		\$250	\$250	\$250	\$800**	
Iowa	\$25-\$75	\$325	\$325	\$325	\$575	
Kansas		\$400	\$400	\$400	\$1,250	
Kentucky		\$625	\$675	\$250	\$1,200	
Louisiana	\$25*	\$550*	\$550*	\$550*		
Maine		\$450	\$750**	same as initial fee	\$850	same
Maryland		\$475-\$525	\$475-\$525	\$250		\$700*
Massachusetts		\$815	\$815	\$815	\$1,015*	
Michigan		\$340	\$340	\$240	\$600*	
Minnesota		\$500	\$950	\$500	\$950	
Mississippi	\$100-\$300	\$325 or \$625	\$625*	\$350	\$1,500	\$1,000-\$1,200*
Missouri	\$200-\$425	\$375-\$1,250	\$375-\$1,250	\$375-\$675	\$800	
Montana		\$600	\$850	\$450***		
Nebraska		\$515	\$515	\$515	\$700-\$950	
Nevada		\$450-\$1,000	\$650-\$1,200	same as initial fee		
New Hampshire		\$550	\$550	\$550	\$1,000	
New Jersey		\$475-\$675	\$475-\$675	\$475-\$675		
New Mexico		\$450***	\$800***	\$100***		
New York		\$250	\$250	\$250	\$400	
North Carolina		\$600	\$1,200	\$400	\$1,500	
North Dakota	\$150**	\$150*	\$150*	\$150*	\$400*	
Ohio	\$75*	\$350	\$350	\$350	\$1,250*	
Oklahoma	\$125-\$500*	\$300	\$1,000*	\$300	\$1,500*	
Oregon		\$525	\$525+\$225	\$525	\$525+\$225	
Pennsylvania		\$500	\$500	\$250	\$1,000	
Rhode Island		\$450	\$800**	\$450*		
South Carolina		\$400-\$750	\$400-\$750***	\$400-\$750***	\$400	
South Dakota	\$50***	\$300***	\$300***	\$175***	\$450***	
Tennessee		\$300***	\$300***	\$200	\$800***	
Texas	\$150***	\$300-\$375***	\$1,000***	\$300	\$850***	
Utah		\$450	\$625	\$250	\$625	\$625
Vermont		\$240*	\$240*	\$240*	\$600*	
Virginia		\$275***	\$275***	\$275***	\$1,500	
Washington		\$460	\$735-\$985**	\$285-\$360	\$735-\$985	
West Virginia		\$375*	\$500*	same as initial fee	\$1,000*	
Wisconsin		\$450	\$450	\$450	\$850	
Wyoming		\$450*	\$450*	2 for \$450	\$450*	
Guam		\$625**	\$625**	\$625**	\$325**	\$1,000-\$1,075**
Northern Mariana Islands		\$350	\$450	same as initial fee		\$450
Palau		\$100	\$100	\$100		
Puerto Rico		\$250	\$250	\$250		
Virgin Islands		\$350***	\$350***	\$200 / \$200	none	

\*Plus NCBE report fee \*\*Includes NCBE report fee

No supplemental remarks.

\*\*\*Plus other fees (such as for separate character and fitness applications and/or investigations)

CHART XI: Bar Admission Fees 35

## CHART XII: OTHER LICENSES AND REGISTRATIONS

STATE OR JURISDICTION	DOES YOUR JURISDICTION LICENSE, REGISTER, OR CERTIFY THE FOLLOWING ON A SPECIAL BASIS (THAT IS, OTHER THAN VIA THE REGULAR EXAMINATION OR MOTION PROCESS)?								
	FOREIGN LEGAL CONSULTANTS			CORPORATE COUNSEL NOT ADMITTED IN-STATE		LEGAL SERVICE LAWYERS		PRO BONO LAWYERS	
	Yes	No	FEE	Yes	No	Yes	No	Yes	No
Alabama		X		X			X		X
Alaska	X		\$1,000		X	X			X
Arizona	X		\$125**		X	X		X	
Arkansas		X			X		X		X
California	X		\$370	X		X			X
Colorado		X		X			X		X
Connecticut	X		\$500	X			X		X
Delaware	X		\$100	X		X		X	
Dist. of Columbia	X		\$450*		X		X		X
Florida	X		\$500*	X		X			X
Georgia	X		\$1,000		X		X		X
Hawaii	X		\$300		X		X		X
Idaho	X		\$690	X			X		X
Illinois	X		\$800	X		X			X
Indiana	X		\$800	X			X		X
Iowa		X		X			X		X
Kansas		X		X			X		X
Kentucky		X		X		X		X	
Louisiana	X		\$175	X			X		X
Maine		X			X		X		X
Maryland		X		X		X			X
Massachusetts	X		\$510	X		X			X
Michigan	X		\$600*		X		X		X
Minnesota	X		\$1,200	X		X			X
Mississippi		X			X		X		X
Missouri	X		\$850		X		X		X
Montana		X			X		X		X
Nebraska		X			X		X		X
Nevada		X		X		X			X
New Hampshire		X			X		X		X
New Jersey	X		\$475	X		X		X	
New Mexico	X		\$800		X	X			X
New York	X		no fee		X	X			X
North Carolina	X		\$1,400		X		X		X
North Dakota	X		\$380	X			X		X
Ohio	X		initial license, \$550/annual renewal, \$200	X		X			X
Oklahoma		X		X			X		X
Oregon	X		\$750	X			X		X
Pennsylvania	X		\$500*	X		X			X
Rhode Island		X		X		X			X
South Carolina	X		\$500	X		X		X	
South Dakota		X			X	X			X
Tennessee		X			X		X		X
Texas	X		\$950**		X		X		X
Utah	X		\$625	X			X		X
Vermont		X			X		X		X
Virginia	X		\$600*	X			X		X
Washington	X		\$735-\$985	X		X		X	
West Virginia		X			X	X			X
Wisconsin		X			X		X		X
Wyoming		X			X		X		X
Guam		X			X		X		X
N. Mariana Islands		X			X	X			X
Palau		X			X	X			X
Puerto Rico		X			X		X		X
Virgin Islands		X		X		X			

\*Plus NCBE report fee \*\*Plus other fees

See supplemental remarks.

## CHART XII: OTHER LICENSES AND REGISTRATIONS (SUPPLEMENTAL REMARKS)

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**Does your jurisdiction license, register, or certify any categories of practitioners on a special basis (that is, other than via the regular examination or motion process)?**

**Alaska** A person who is admitted and in good standing in another state may work for Alaska Legal Services indefinitely if he/she has not failed the Alaska bar exam.

**California** The State Bar of California's Multijurisdictional Practice program permits qualified non-California attorneys to practice a limited scope of law in California. An attorney who is licensed to practice law in a U.S. jurisdiction may apply to be registered in the In-House Counsel Program or the Legal Services Attorney Program. Attorneys registered in these programs are not required to take the California bar exam but must submit an application for a moral character determination.

**Colorado** Corporate Counsel must register with the Office of Attorney Regulation.

**Indiana** Offers a "Business Counsel License."

**Iowa** Any attorney not admitted in Iowa, but who maintains an office or a presence in the state for the practice of law as house counsel, must register with the Supreme Court.

**Kansas** Temporary admission on motion without examination of attorneys performing restricted legal services for single employers.

**Kentucky** Legal service and pro bono admissions are limited to certain employees of an organized public defender or legal services program in Kentucky. The license is limited to a period of 18 months.

**Maryland** Special license for attorneys who are associated with an organized legal services program that is sponsored or approved by Legal Aid Bureau, Inc., enabling them to practice law in Maryland for a period not to exceed 2 years. Corporate counsel may advise their employers without admission.

**Minnesota** A temporary legal services license may be applied for when an applicant has accepted employment in Minnesota with a legal services program. The license authorizes practice solely on behalf of the indigent clients of the designated legal services program and is valid for a period of 15 months.

A house counsel license may be applied for on a temporary or permanent basis. A house counsel license is limited as to duration and scope of practice. Applicant must have been actively and lawfully engaged in the practice of law for at least 3 of the previous 5 years.

**Nevada** Must be employed by a legal aid bureau, public defender, or district attorney agency on a full-time basis, or employed as in-house counsel.

**New Jersey** An attorney who is in good standing in another jurisdiction may practice law in New Jersey for up to 2½ years with an approved legal services program. In-house counsel not admitted to the bar of New Jersey are required to obtain a limited license to practice law.

**New Mexico** Supreme Court has approved a 1-year limited license for government attorneys.

**New York** An attorney who has not failed the New York bar exam may be admitted for up to a period of 18 months if employed by a government agency or legal services program to appear solely on behalf of clients of the program.

**Rhode Island** Corporate counsel may practice without admission.

**South Carolina** Limited licenses for in-house counsel, law school clinic program teachers, and pro bono representation by retired or inactive lawyers.

**South Dakota** Must be employed by a bar association, sponsored or governmentally funded legal aid bureau, or public defender agency. Admission is effective until the earliest of (1) failure to sit for first bar exam subsequent to order of admission, (2) announcement of bar exam results, (3) termination of employment, or (4) termination of admission by the Supreme Court.

**Washington** Permits limited license for indigent representation, law school clinic faculty, and non-U.S. in-house counsel.

**Palau** An attorney employed on salary by national government or any state government of Palau or by Micronesian Legal Services may practice law for a period of up to 4 years without taking the bar exam.

**Does your jurisdiction specially license, register, or certify pro bono lawyers?**

**New Jersey** Legal Services employment rule permits house counsel working in New Jersey to provide pro bono representation under the supervision of Legal Services of New Jersey, Inc.

**South Carolina** Limited license for retired or inactive lawyers to participate in the provision of legal services by approved legal services organizations or the pro bono program of the South Carolina Bar.

## CHART XIII: MANDATORY CONTINUING LEGAL EDUCATION

STATE OR JURISDICTION	DOES YOUR JURISDICTION HAVE A MANDATORY CLE REQUIREMENT?		
	Yes	No	DESCRIPTION
Alabama	X		12 hours per year.
Alaska	X		12 hours per year, which includes 3 hours of ethics.
Arizona	X		15 hours per year, including 2 hours of professional responsibility including ethics, professionalism, malpractice prevention, substance abuse, attorney fees, client development, law office economics.
Arkansas	X		12 hours per year, which includes 1 hour of ethics.
California	X		25 hours per 3 years, including 4 hours in ethics, 1 hour in substance abuse prevention/detection and treatment, and 1 hour related to the elimination of bias in the legal profession.
Colorado	X		45 hours of CLE required over a 3-year period, including 7 hours of ethics and professionalism. Newly admitted must attend the Colorado Bar Association's Seminar on Professionalism in the first compliance period.
Connecticut		X	
Delaware	X		24 credit hours over a 2-year period, including at least 4 credit hours in Enhanced Ethics. Requirements may differ for senior attorneys, newly admitted attorneys, and attorneys resuming active practice after a period of inactivity.
Dist. of Columbia		X	
Florida	X		30 hours over a 3-year period, including 5 hours of ethics, professionalism, substance abuse, or mental illness awareness.
Georgia	X		12 hours per year, including 1 hour of ethics and 1 hour of professionalism, plus a mandatory Transition into Law Practice Program course included in the 12-hour requirement in the year of admission or in the next calendar year.
Hawaii		X	
Idaho	X		30 hours during a 3-year period, including 2 hours ethics. Practical skills seminar required within 12 months of admission for bar exam applicants (6 months for motion applicants).
Illinois	X		Effective July 1, 2006, 20 hours of CLE activity during initial 2-year reporting period, 24 hours of CLE during second 2-year reporting period and 30 hours all subsequent reporting periods.
Indiana	X		36 hours over a 3-year period with a minimum of 6 hours per year. Three hours of 36 shall be professional responsibility. New admittees must complete 6 hours of applied professionalism in the 3-year period.
Iowa	X		15 hours per year; 2 hours of ethics every 2 years.
Kansas	X		12 hours annually, including 2 hours of ethics each year.
Kentucky	X		12.5 hours per year, including 2 hours of ethics.
Louisiana	X		12.5 hours per year, including 1 hour of ethics and 1 hour of professionalism; plus any newly admitted active member shall, during the year of his or her admission through the next calendar year, attend 12.5 hours of approved CLE and not less than 8 of such hours shall concern legal ethics, professionalism, or law office management.
Maine	X		11 hours of CLE annually with 1 hour covering ethics/professional responsibility.
Maryland		X	
Massachusetts		X	
Michigan		X	
Minnesota	X		Over a 3-year period, 45 hours, including 3 hours of ethics and 2 hours of elimination of bias in the legal profession.
Mississippi	X		12 hours per year.
Missouri	X		15 hours per year. Must include 3 hours of ethics, professionalism, or malpractice prevention every three years. New admittees must complete 3 hours of ethics, professionalism, or malpractice prevention within 12 months of license date.
Montana	X		A minimum of 15 hours per year; 5 hours of ethics every 3 years.
Nebraska		X	
Nevada	X		10 hours per year; 2 hours of ethics. Those in first year of admission must take bridge-the-gap course.
New Hampshire	X		12 hours per year; 2 hours of ethics.
New Jersey	X		Limited to attorneys who are certified as specialists.
New Mexico	X		12 hours per year, including 1 hour of ethics and 1 hour of professionalism.
New York	X		24 hours biennially. Newly admitted lawyers must complete 32 hours within the first 2 years of admission to the bar.
North Carolina	X		12 hours per year. At least 2 hours must be devoted to professional responsibility (ethics and professional liability); 9 hours practical skills each of first 3 years of practice; special 3-hour block ethics requirement every 3 years; 1 hour on substance abuse or mental disability every 3 years.
North Dakota	X		45 hours over a 3-year period, of which 3 hours must be ethics course work.

### CHART XIII: MANDATORY CONTINUING LEGAL EDUCATION (CONTINUED)

STATE OR JURISDICTION	DOES YOUR JURISDICTION HAVE A MANDATORY CLE REQUIREMENT?		
	Yes	No	DESCRIPTION
Ohio	X		At least 2.5 of the 24 hours required biennially shall relate to professional conduct and include 30 minutes related to substance abuse, 60 minutes related to the Ohio Rules of Professional Conduct, and 60 minutes related to professionalism. New admittees must comply with New Lawyer Training requirements.
Oklahoma	X		12 hours per year, including 1 hour of ethics.
Oregon	X		45 hours over 3 years, 5 legal ethics, 1 child abuse reporting, and 3 elimination of bias credits; New admittees – 15 credits, including 10 practical skills, 1 legal ethics, 1 child abuse reporting, and 1 elimination of bias.
Pennsylvania	X		12 hours per year, including 1 hour of ethics.
Rhode Island	X		10 hours each reporting year; 2 hours of ethics.
South Carolina	X		14 hours annually; at least 2 shall be devoted to ethics/professional responsibility.
South Dakota		X	
Tennessee	X		12 hours each year plus 3 hours of ethics.
Texas	X		15 hours each year, including 3 hours of ethics.
Utah	X		24 hours over a 2-year period, including 3 hours of ethics.
Vermont	X		20 hours over a 2-year period, including 2 hours of ethics and 2 hours of professionalism.
Virginia	X		12 hours per year, including 2 hours of ethics.
Washington	X		45 hours every 3 years, of which 6 hours must be devoted to ethics. New admittees are exempt during the year admitted and for the following calendar year.
West Virginia	X		24 hours every 2 years. At least 3 of these hours must be in ethics or law office management, substance abuse, or elimination of bias in the legal profession. Within one year of admission, must complete bridge-the-gap seminar.
Wisconsin	X		30 hours during a 2-year period, including 3 hours of ethics.
Wyoming	X		15 hours each year, including 1 hour per year of ethics.
Guam	X		10 hours required each year, including 2 hours of ethics.
Northern Mariana Islands	X		20 hours required each year.
Palau	X		15 hours of CLE every 2 years.
Puerto Rico	X		24 hours over a 2-year period, including 4 hours of ethics.
Virgin Islands	X		12 hours per year, including 2 hours in legal ethics or professionalism.

No supplemental remarks.



*Directory of State Bar Admission Agencies*



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FAX: 603-271-6630  
www.courts.state.nh.us

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Salt Lake City, UT 84111-3834  
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FAX: 801-531-0660  
www.utahbar.org

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www.vbbe.state.va.us

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1325 4th Ave., #600  
Seattle, WA 98101-2539  
TEL: 206-727-8200  
FAX: 206-727-8313  
E-MAIL: admissions@wsba.org  
www.wsba.org

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www.wicourts.gov

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Wyoming Board of Law Examiners  
4124 Laramie St.  
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Cheyenne, WY 82003-0109  
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FAX: 307-632-3737  
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Guam Judicial Center  
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FAX: 671-475-3181  
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**Nora V. Borja**  
Bar Administrator  
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P.O. Box 502165  
Saipan, MP 96950  
TEL: 670-236-9800  
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### PALAU, REPUBLIC OF

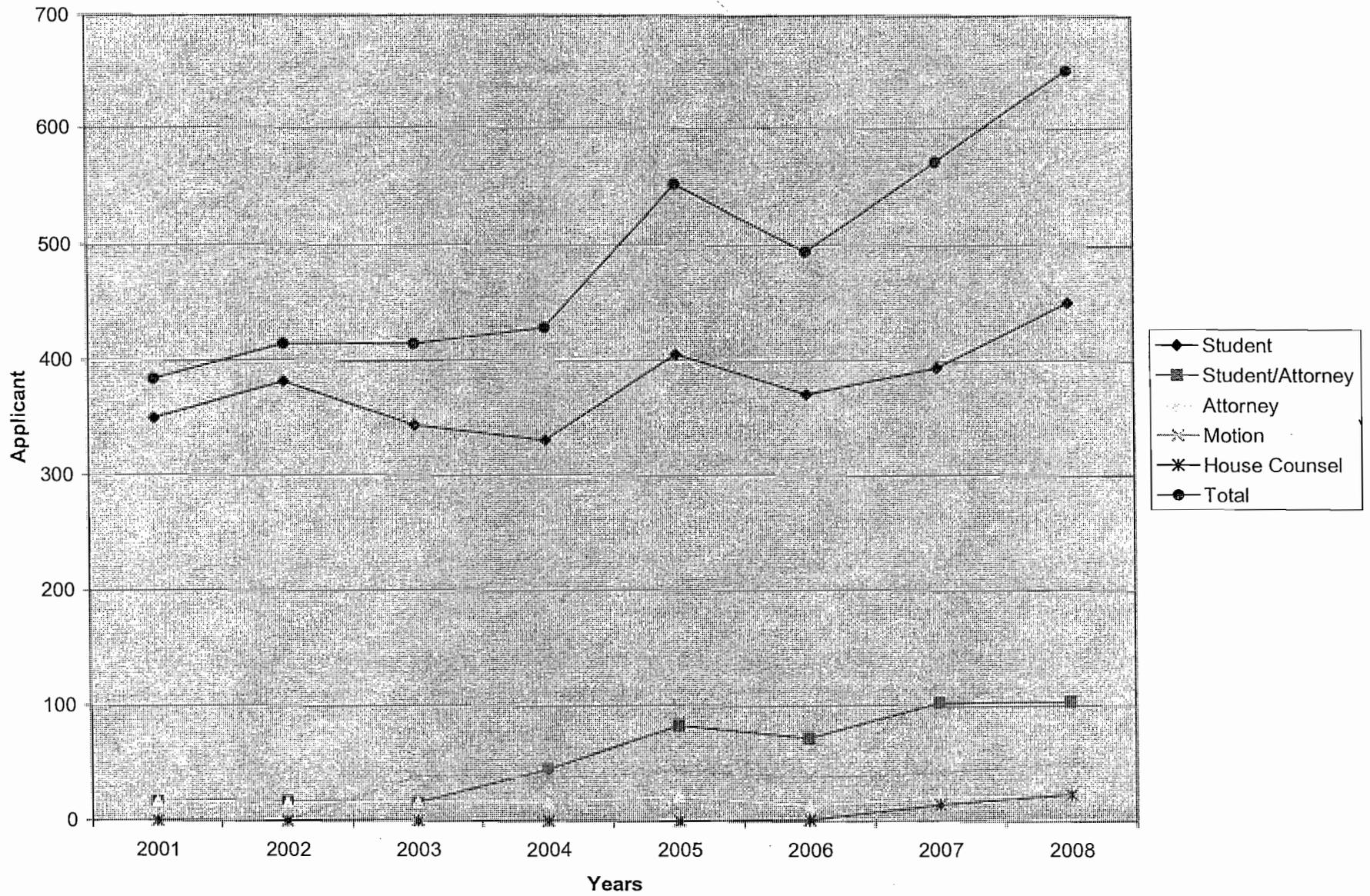
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www.tribunalpr.org

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Chairman  
Committee of Bar Examiners  
Supreme Court of the Virgin Islands  
Attention: Elsie-Mae King  
Director of Bar Admissions  
P.O. Box 590  
St. Thomas, VI 00804  
TEL: 340-774-2237  
FAX: 340-774-2258  
E-MAIL: bar.admissions@  
visupremecourt.org  
www.visupremecourt.org



	February	July	Yearly Total
<b>2005</b>			
Motions	12	26	38
House Counsel	0	0	0
Examinees	139	313	452
Withdrawals/No Shows	23	33	56
Transfers	3	2	5
Denials	2	0	2
Total Applications	179	374	553
<b>2006</b>			
Motions	7	28	35
House Counsel	0	1	1
Examinees	131	307	438
Withdrawals/No Shows	19	27	46
Transfers	2	9	11
Denials	0	2	2
Total Applications	159	374	533
<b>2007</b>			
Motions	24	21	45
House Counsel	0	3	3
Examinees	147	305	452
Withdrawals/No Shows/Expelled	16	37	53
Transfers	6	6	12
Denials	1	3	4
Total Applications	194	375	569
<b>2008</b>			
Motions	11	20	31
House Counsel	14	5	19
Examinees	177	338	515
Withdrawals/No Shows/Expelled	26	25	51
Transfers	5	5	10
Denials	2	4	6
Total Applications	235	397	632
<b>2009</b>			
Motions	23	24	47
House Counsel	6	4	10
Examinees	126	367	493
Withdrawals/No Shows/Expelled	23	34	57
Transfers	4	6	10
Denials	4	4	8
Total Applications	186	439	625

UTAH STATE BAR  
OFFICE OF ADMISSIONS

DEPARTMENT OVERVIEW AND OBJECTIVES

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Under the Rules of Integration and Management, the Utah Supreme Court authorizes and designates the Bar to oversee the licensing of all persons authorized to practice law in Utah. The Admissions Process is directed by the Rules Governing Admission to the Utah State Bar, rules promulgated by the Utah Supreme Court. Currently, the Admissions Office processes between 450 - 500 applications for admission by examination or by motion each year and also administers the Utah Bar examination on the last Tuesday and Wednesday of each February and July.

Objectives:

- (1) Review all applications for completeness, applicant eligibility, and character and fitness.
- (2) Prepare for and conduct reviews for applicants whose applications are denied as ineligible for admission and draft findings and conclusions.
- (3) Complete background investigations, including credit checks.
- (4) Conduct interviews/hearings for all applicants with character and fitness problems, including substance abuse and mental health issues.
- (5) Render a written decision to approve or disapprove the application of each applicant called to appear before the Character and Fitness Committee.
- (6) Analyze and investigate requests for test accommodations, insure compliance with the Americans with Disabilities Act, and obtain medical/psychological evaluations whenever necessary.
- (7) Provide written determinations either granting, denying or modifying requests for test accommodations.
- (8) Coordinate the drafting of Bar examination essay questions.
- (9) Manage the process allowing applicants to take the Bar examination by laptop computer.
- (10) Recruit, train, schedule and manage examination proctors.
- (11) Administer Bar examinations semi-annually.
- (12) Oversee the grading of the Bar examination, the reappraisal process, and the release of the Bar examination results.
- (13) Manage appeal process for applicants who fail the Bar examination, are denied admission by the Character and Fitness Committee, or who are not granted the requested test accommodation, and issue written decisions.
- (14) Administer the May and October Admission Ceremonies.
- (15) Supervise clerical staff, volunteer committee members, independent contractors, and consultants.

- (16) Prepare for and conduct regular Admissions Committee meetings, including developing policies and procedures to improve and update the admissions process, and the drafting of meeting minutes.
- (17) Answer telephone and e-mail inquiries regarding the admissions process and draft general correspondence.
- (18) Maintain the Admissions database, the Admissions Web site, applicant files and historical records.

**Admissions office works directly with:**

- 1. Admissions Committee
- 2. Character and Fitness Committee
- 3. Bar Examiner Committee
- 4. Bar Examiner Review Sub-committee
- 5. Multistate Performance Test ("MPT") Sub-committee
- 6. Special Accommodations Committee

**Utah State Bar**  
**Admissions Committee**  
*15 Members*

Steve Waterman  
Judge Jim Davis  
Frank Carney  
Bryon Benevento  
Felshaw King  
Rob Jeffs  
Russ Fericks  
David Eckersley  
Tiffany Brown  
Robert Wilde  
Dean Hiram Chodosh  
David Broadbent  
Joni Dickson Seko  
Dean James Rasband  
Michele Ballantyne

Utah State Bar  
Character & Fitness Committee  
27 Members

Benevento, Bryon J.  
Bradley, John  
Burton, Mona Lyman  
Carmichael, Jackie  
Carney, Francis J.  
Cannon, Doug  
Caruso, Lee  
Cordano, Emy  
Ferre, Joel  
Hall, Craig H.  
Henderson, Robert H.  
Jensen, Dan  
Johnson, Brett P.  
Jones, Lisa  
Long Okura, Rebecca  
Lundberg, Kelly  
McMinimee, Sally B.  
Meziani, Sam  
Morse, Andrew M.  
Morton, Robert C.  
Neville, Kim  
Oliver, Amy  
Rutan, Ed  
Schmutz, Christina  
Snow, John A.  
Steinvoort, Sandra  
Venti, Katherine

**UTAH STATE BAR**  
**BAR EXAMINER COMMITTEE**  
**Bar Examiner Co-Chairs-David Eckersley and Russell Fericks**  
*Revised March 23, 2009*  
*132 Members*  
*8 Substitute Graders*

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Larry R. White  
Carrie T. Taylor  
Gene Miller, Jr.  
Elliott Morris  
Michael R. Medley  
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Troy Aramburu

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Vince Meister

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Branden Miles

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Gary Chrystler

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Phil Lowry

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Heather Morrison	Mark Astling
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Kenneth Reich	Tiffany Brown
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Ann Tolley	

**Substitute Graders:**

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David Broadbent,  
Jennifer Falk  
Carl Barton – Real Property, UCC, Contracts, Business Entities  
Patrick Lindsay – General Litigation, Contracts, Criminal Law, Family Law  
Rocky (Peter) Rognlie – AG’s Office, Litigation, Criminal Law  
Brent Bartholomew  
Margaret Plane

The Bar Examiner Committee is comprised of members of the Utah State Bar in Good Standing that demonstrate professional expertise. Preference is given to those who have been licensed attorneys for three years or more. This committee drafts and grades the state-prepared portion of the essay examination and grades the Multistate Essay Examination. (MEE).

Revised: March 23, 2009

Utah State Bar  
Special Accommodations Committee  
4 Members

Michele Ballantyne

Liz Winter

Janiece Pompa, Ph.D.

Jennifer Falk

## POSITION DESCRIPTION

JOB TITLE: Deputy General Counsel for Admissions  
REPORTS TO: Executive Director  
STATUS: Exempt  
EFFECTIVE DATE: September 2009

### **Basic Functions:**

Oversee the admissions process for the Utah State Bar.

1. Review all applications for completeness and applicant eligibility.
2. Prepare for and conduct reviews for applicants whose applications are denied as ineligible for admission and draft findings and conclusions.
3. Coordinate the procurement of credit checks and background investigations.
4. Provide complete applications files for timely review and approval by the Character and Fitness Committee.
5. Prepare for and conduct hearings and appeals related to character and fitness issues and draft findings and conclusions.
6. Manage process whereby applicants obtain substance abuse or psychological assessments when warranted.
7. Analyze and investigate requests for test accommodations, insure compliance with the Americans with Disabilities Act, and obtain medical/psychological evaluations whenever necessary.
8. Oversee test accommodation request reviews conducted by the Special Accommodations Committee and draft decisions.
9. Prepare for and conduct hearings related to petitions asking to reconsider the test accommodation decision.
10. Coordinate the drafting, grading and scoring of semi-annual bar examinations with the Bar Examiner Committee and the National Conference of Bar Examiners.
11. Research and edit all essay questions prior to placement on the Bar exam.
12. Manage the process allowing applicants to take the bar examination by laptop computer.

12. Recruit and train exam proctors.
14. Oversee contract process for renting meeting facilities for the Admissions Ceremony and the Bar exam.
13. Manage set-up and administration of bar examinations.
14. Prepare for and conduct grievance hearings and appeals challenging failing bar exam results and draft findings and conclusions.
15. Organize the May and October admissions ceremonies and prepare a motion for admission in February; coordinate with the Utah Supreme Court and the United States District Court and manage various vendors involved with the ceremony.
16. Supervise clerical staff and be responsible for independent contractors, consultants and the involvement of government entities.
17. Organize and conduct training sessions as needed to support the work of Bar committees.
18. Coordinate and manage Admissions Committee meetings, including developing policies and procedures to improve and update the admissions process, and the drafting of meeting minutes.
19. Direct activities related to promoting multijurisdictional practice, including coordinating the activities of the Multijurisdictional Practice Committee, drafting minutes, and participating in meetings of the Pacific Northwest and Four Corners state coalitions.
20. Answer telephone inquiries regarding admissions and draft general correspondence.
21. Oversee the maintenance of applicant files and historical records.
22. Prepared and oversee the Rules Governing Admission to the Utah State Bar and the Application for Admission to the Utah State Bar, draft modifications as required, and monitor the Admissions link on the Bar's website.

## POSITION DESCRIPTION

JOB TITLE: Admissions Administrator  
REPORTS TO: Deputy General Counsel in Charge of Admissions  
EFFECTIVE DATE: February 2008  
STATUS: Exempt

### Basic Functions:

Administer admissions process.

### Admissions:

Answer inquiries about application, examination, and admittance requirements and process.

Oversee administration of Admissions' database.

Review applications for completeness, to insure applicants are qualified, and to identify character and fitness problems. Procure credit reports for each applicant.

Collect and manage application and transfer fees, and collect payment for other charged services.

Prepare and maintain applicant files.

Follow-up with applicant to correct application deficiencies. Investigate irregularities or concerns that arise in individual applications. Obtain applicant status reports from the National Conference of Bar Examiner and the Law School Admissions Council.

Oversee mailings to confirm the receipt of application, grant approval to sit for the Bar exam, and provide Bar exam results and licensing information to applicants.

Send out Dean's Certificate forms to applicant law schools. Collect and review responses received.

Oversee registration process of applicants to use laptop computers during Bar exam. Distribute registration information and collect signed releases and fees. Assist applicants with software download.

Organize, copy and oversee delivery of interview/hearing materials.

Prepare for semi-annual Bar examination: input and print questions and answers, oversee test room set-up, and prepare exam and registration materials, test packets, and proctor materials.

Supervise the administration of the Bar exam.

Prepare and distribute materials and assist with set-up for semi-annual examination grading.

Prepare and maintain examination reports.

Draft and send general correspondence.

Prepare and maintain Admissions historical and reference files.

Prepare and maintain character and fitness historical and reference files.

Prepare and maintain examination historical and reference files.

Oversee work of Admissions' Assistant.

**Licensing:**

Process new admittee requests and prepare new admittee packets, assign Bar card numbers and prepare new admittee Bar cards.

Prepare Motions for Admission (February, May and, October).

Prepare for admissions ceremony, distribute press releases, design and produce ceremony programs and signs and post new admittees to membership records.

**Computer Skills**

Proficiency operating standard office computer applications: Microsoft Windows, Word, Outlook, Excel, Publisher, and Adobe Acrobat.

Oversee operation of Customer Relationship Service Management database system and trouble-shoot and track problems with IT staff.

**Qualifications**

Applicants must have excellent oral and written communication skills and work well under time pressure. They must be detail-oriented, organized, and self-motivated. Added consideration will be given to candidates with a paralegal certificate, bachelor's degree, and/or five years of more work experience in a comparable position.

**Salary and Benefits**

Salary is negotiable based on qualifications, with a minimum starting salary of \$30,000. The position offers full health and dental benefits, life insurance in the amount of \$50,000, and disability insurance. Eleven paid holidays and generous vacation and sick-leave benefits are included. A cafeteria plan and 401K pension plan are also provided.

The Utah State Bar is an Equal Opportunity Employer.

UTAH STATE BAR  
OFFICE OF ADMISSIONS

RECENT HISTORY

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The admissions process was reviewed in the late 1980's and concluded in 1991. As a result, the Bar examination was changed from a three-day examination to a two-day examination. The composition of the examination changed and the score required to pass was modified to an averaged 130 threshold. The Utah Supreme Court revisited the passing threshold and arrived at the current requirement; a combined written portion and Multistate Bar Examination ("MBE") score of 270, beginning with the July 2006 Bar examination (*see* Appendix E).

Other recent revisions include:

- (1) 2001 - The Admissions Committee was reorganized. The Committee currently is comprised of two co-chairs, appointed for a period of multiple years, the Bar's General Counsel, the Admissions Director, the chairs of the Character and Fitness Committee, Bar Examiner Committee and the Bar Examiner Review Committee; 3 - 5 committee members at large and the deans of University of Utah and Brigham Young University law schools as *ex officio* members.
- (2) 2001 - Internal controls were implemented to assure completeness of all applications and verification of information.
- (3) 2001 - Changes were made to the hearing process for appeals from decisions of the Character and Fitness Committee.
- (4) 2002 - The usage of laptop computers on the written portion of the Bar examination was implemented.
- (5) 2003 - The Application for Admission was substantially revised including modifications to disability related questions to comply with the Americans with Disabilities Act. The Bar Application was then made available on the Bar's Web site.
- (6) 2003 - Application filing deadlines were changed allowing additional time for character and fitness investigations and reviews.
- (7) 2003 - The components of the Bar examination were changed. The Multistate Performance Test ("MPT") replaced four essays on the Bar examination written portion.
- (8) 2003 - Admission on Motion was adopted allowing applicants to be admitted to the practice of law if the applicant has been admitted to the practice of law before the highest court of a sister state where admission by motion is authorized
- (9) 2004 - The Multistate Professional Responsibility Examination ("MPRE") passing score was raised from 80 to 86.
- (10) 2005 - The Admissions database was upgraded to a spreadsheet system, providing greater ability to track application completeness, the application approval process and the character and fitness assessment process.
- (11) 2006 - The Admissions database was upgraded to the Bar Alliance system, providing greater ability to track application completeness, the application approval process and the character and fitness assessment process. The Bar Alliance system is Web-based which will allow future applicants to view restricted portions of their Application and track the progress of their Application.



## Office of Bar Admissions

Utah State Bar >>>

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Montana	Wisconsin

The states listed as "reciprocal jurisdictions" offer admission on motion to Utah attorneys; the "nonreciprocal jurisdictions" do not. Interested parties should check with the state in question for specific admission requirements. Information on the admission requirements of various state bars can be found at [www.ncbex.org](http://www.ncbex.org). Contact information for neighboring states is provided below:

- Colorado Board of Law Examiners (303) 893-8096, website: [www.courts.state.co.us](http://www.courts.state.co.us),
- Idaho State Bar (208) 334-4500, website: [www.state.id.us/isb](http://www.state.id.us/isb),
- Wyoming Board of Law Examiners (307) 632-9061, website: [www.wyomingbar.org](http://www.wyomingbar.org)

**Bar Admissions Resources**

- Frequently Asked Questions
- Rules Governing Admissions
- Admissions Application - Registration, Instructions & Forms
- Application Deadlines & Fees
- Admission by Motion/Reciprocity
- Admission as House Counsel
- Admission by Pro Hac Vice
- Admissions for Military Lawyers
- Admissions for Foreign Legal Consultants

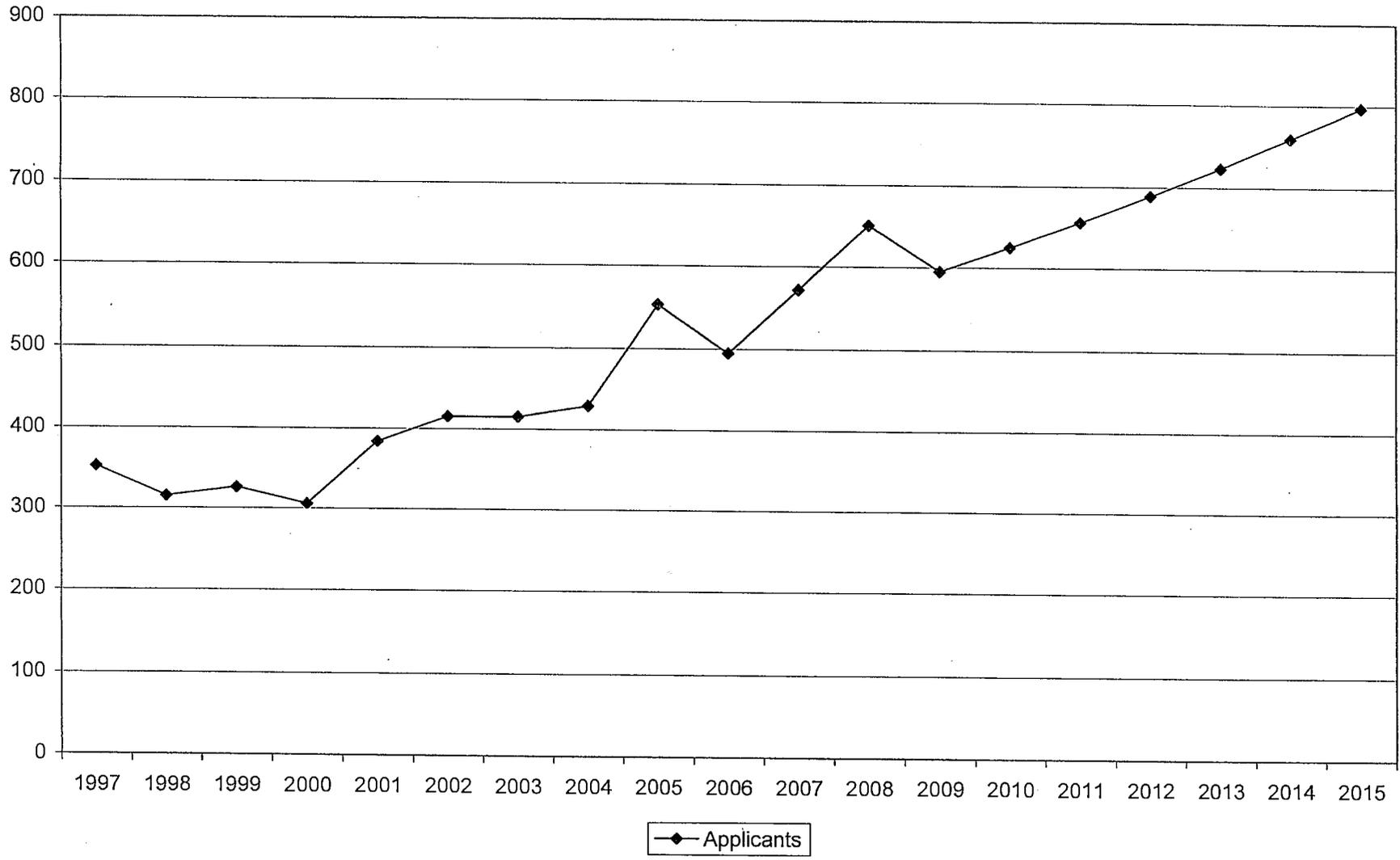
**Other Resources**

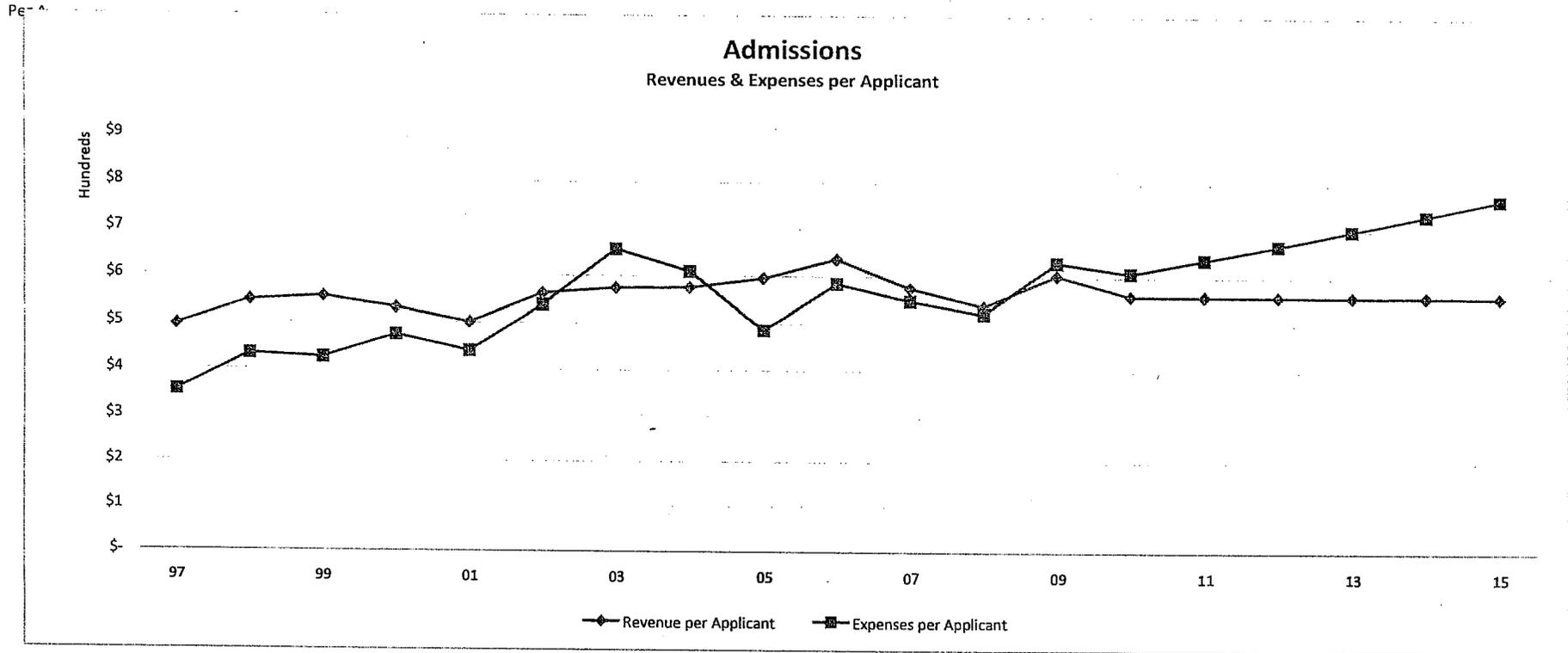
- New Lawyer Training
- Certificate of Good Standing - Utah Bar
- ABA Approved Law Schools
- Reciprocity Jurisdiction Table

## ADMISSION FEES HISTORY

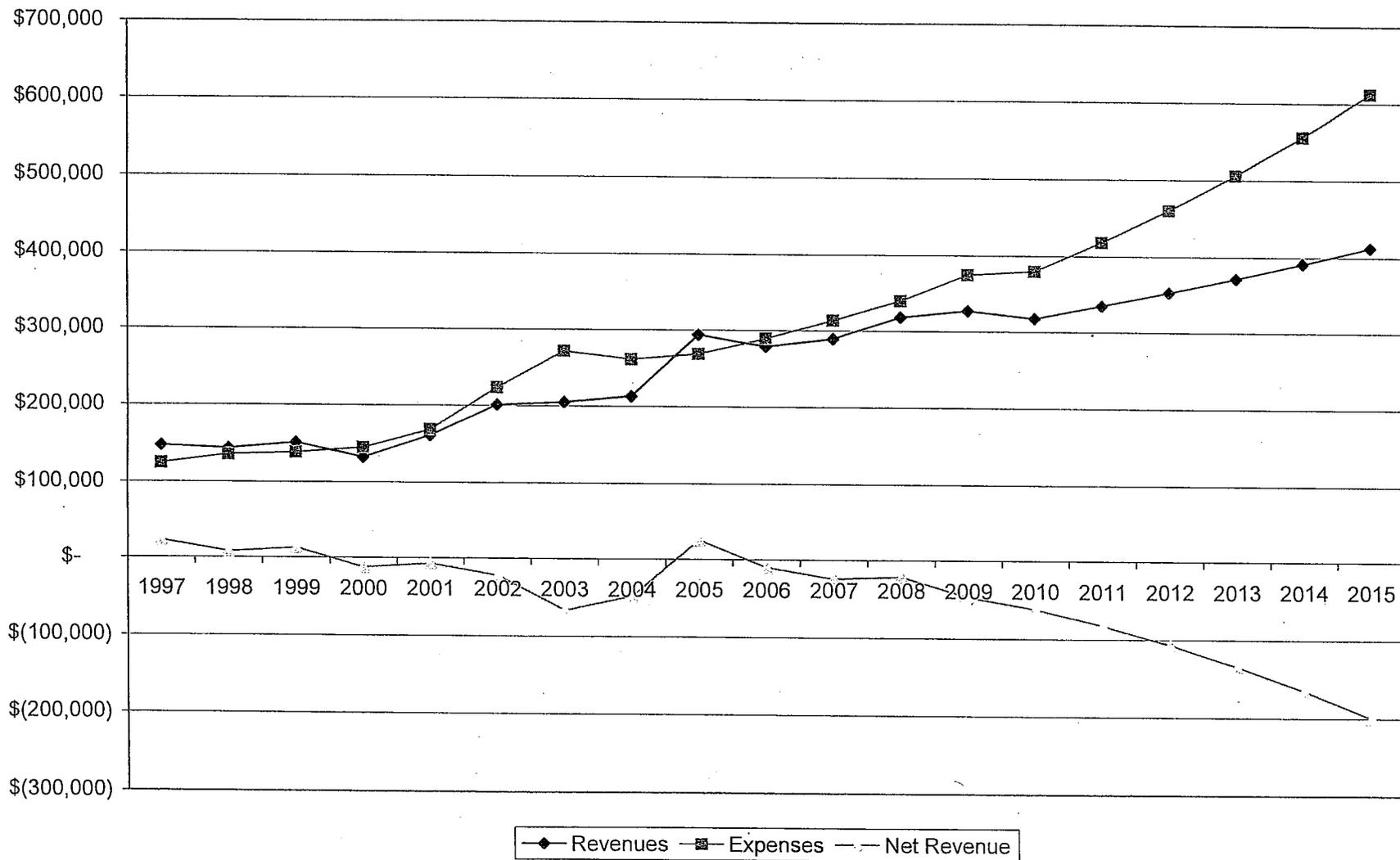
- 05/06/83      Petition to increase investigation fees (unknown amount) granted 05/09/83.
- 09/19/86      Petition to increase student applicant fees from \$200.00 to \$250.00 granted 11/14/96.
- 01/16/90      "New fee schedule" adopted by Commission.
- 03/29/90      Order issued approving Rule 5-2 allowing Commission to set admission fees (J. Howe dissents) effective 08/01/90.
- 06/27/90      Commission raises student applicant fees from \$325.00 to \$375.00 and attorney applicants from \$500.00 to \$550.00.
- 10/16/90      Board agrees to assess all applicants a flat rate of \$25.00 to offset special accommodations. Student applicants - \$400.00; attorney applicants - \$575.00
- 05/27/93      Order amending Rules for Integration and Management where Court expressly assumes authority to set admission fees.
- 06/30/93      Court imposes extended deadlines to apply and approves \$100.00 and \$300.00 late fees requested by Commission.
- 1997            Admission Committee requests fee increase and Commission denies.
- 08/22/02      Student applicants - \$450.00; attorney applicants - \$625.00. (\$50 increase to cover pass-through expense of adding Multistate Performance Exam ("MPT") to the Utah Bar Exam).
- 07/15/09      Admission Committee requests fee increase. Student applicants - \$550; Attorney applicants - \$850; Motion applicants - \$1000; Disbarred attorney applicants - \$1,500

Utah State Bar - Admissions  
Number of Applicants





### Utah State Bar - Admissions Revenues & Expenses Adjusted for Late Fees



## Combined Proctoring Expenses

	2001	2002	2003	2004	2005	2006	2007	2008	2009
<b>Proctoring Expenses</b>	\$2,200	\$6,200	\$7,650	\$6,200	\$7,900	\$8,600	\$8,900	\$7,000	\$7,500

**Fee Summary**  
(Amounts based on 2008 NCBE fee survey)

**Average Fees – All Jurisdictions**

- ✓ Student Applicants - \$586
- ✓ Attorney Applicants - \$762
- ✓ Motion Applicants - \$1056

**Average Fees - Western States**

- ✓ Student Fee – Average \$630
- ✓ Attorney Fees – Average \$793
- ✓ Motion Fee – Average \$906

*Currently, Utah's fees are lower than all neighboring states except for New Mexico's student fee and Colorado's Attorney Fee.*

Western Region

State	Student	Student/ Attorney	Attorney	Motion	Notes
Arizona	\$ 850.00		\$ 850.00	\$ 1,500.00	Motion effective January 2010
California	\$ 960.00		\$ 1,200.00		
Colorado	\$ 482.25		\$ 500.00	\$ 800.00	
Idaho	\$ 500.00		\$ 690.00	\$ 800.00	
Nevada	\$ 475.00		\$ 675.00		
New Mexico	\$ 450.00		\$ 800.00		
Montana	\$ 600.00		\$ 850.00		
Oregon	\$ 525.00		\$ 750.00	\$ 750.00	
Utah	\$ 450.00	\$ 625.00	\$ 625.00	\$ 625.00	
Washington	\$ 585.00		\$ 920.00	\$ 920.00	
Wyoming	\$ 650.00		\$ 700.00	\$ 950.00	

## CHART XI: BAR ADMISSION FEES

State or Jurisdiction	Law student registration fee, if any	Bar exam fee for non-attorneys <i>Full exam: Students (or others)</i>	Bar exam fee for attorneys <i>Full Exam: Licensed elsewhere but have not practiced requisite time or state does not have an abbreviated "attorneys exam."</i>	Fee for repeaters	Admission on motion fee (Reciprocity)	Attorneys Exam fee <i>Abbreviated exam for those licensed elsewhere for requisite time and do not qualify for reciprocity</i>
Alabama	\$50-\$250	\$400	\$600	\$400	\$900	
Alaska		\$800	\$800	\$500	\$1,500	
Arizona		\$375***	\$375***	\$375		
Arkansas		\$400	\$400	\$400	\$1,500	
California	\$92	\$529***	\$769***	\$529/\$769		\$769***
Colorado		\$475	\$500	\$475	\$800	
Connecticut		\$450	\$450	\$250	\$1,000	
Delaware		\$500-\$600	\$500-\$600	\$500-\$600		
Dist. of Columbia		\$100*+\$40 (MEE + MPT)+ \$50 (MBE)	\$100*+(MEE) + (MPT) + (MBE)	\$100*+(MEE) + (MPT) + (MBE)	\$400*	
Florida	\$75-\$500	\$875	\$1,300-\$2,500	\$375	N/A	
Georgia		\$90 +\$50 (Feb. MBE)/\$52 (July MBE) +\$20 (Feb. MPT)/\$22 (July MPT)	\$90	\$90 +\$50 (Feb. MBE)/\$52 (July MBE) +\$20 (Feb. MPT)/\$22 (July MPT)	\$600	\$90
Hawaii		\$300*	\$300*	\$300*		
Idaho		\$500	\$690	\$200	\$800	
Illinois	\$100-\$450	\$250-\$1,450	\$250-\$1,450	\$150, \$500	\$800	
Indiana		\$250	\$250	\$250	\$800**	
Iowa	\$25-\$75	\$325	\$325	\$325	\$575	
Kansas		\$400	\$400	\$400	\$1,250	
Kentucky		\$625	\$675	\$250	\$1,200	
Louisiana	\$25*	\$550*	\$550*	\$550*		
Maine		\$450	\$750**	same as initial fee	\$850	same
Maryland		\$475-\$525	\$475-\$525	\$250		\$700*
Massachusetts		\$815	\$815	\$815	\$1,015*	
Michigan		\$340	\$340	\$240	\$600*	
Minnesota		\$500	\$950	\$500	\$950	
Mississippi	\$100-\$300	\$325 or \$625	\$625*	\$350	\$1,500	\$1,000-\$1,200*
Missouri	\$200-\$425	\$375-\$1,250	\$375-\$1,250	\$375-\$675	\$800	
Montana		\$600	\$850	\$450***		
Nebraska		\$515	\$515	\$515	\$700-\$950	
Nevada		\$450-\$1,000	\$650-\$1,200	same as initial fee		
New Hampshire		\$550	\$550	\$550	\$1,000	
New Jersey		\$475-\$675	\$475-\$675	\$475-\$675		
New Mexico		\$450***	\$800***	\$100***		
New York		\$250	\$250	\$250	\$400	
North Carolina		\$600	\$1,200	\$400	\$1,500	
North Dakota	\$150**	\$150*	\$150*	\$150*	\$400*	
Ohio	\$75*	\$350	\$350	\$350	\$1,250*	
Oklahoma	\$125-\$500*	\$300	\$1,000*	\$300	\$1,500*	
Oregon		\$525	\$525+\$225	\$525	\$525+\$225	
Pennsylvania		\$500	\$500	\$250	\$1,000	
Rhode Island		\$450	\$800**	\$450*		
South Carolina		\$400-\$750	\$400-\$750***	\$400-\$750***	\$400	
South Dakota	\$50***	\$300***	\$300***	\$175***	\$450***	
Tennessee		\$300***	\$300***	\$200	\$800***	
Texas	\$150***	\$300-\$375***	\$1,000***	\$300	\$850***	

Utah		\$450	\$625	\$250	\$625	\$625
Vermont		\$240*	\$240*	\$240*	\$600*	
Virginia		\$275***	\$275***	\$275***	\$1,500	
Washington		\$460	\$735-\$985**	\$285-\$360	\$735-\$985	
West Virginia		\$375*	\$500*	same as initial fee	\$1,000*	
Wisconsin		\$450	\$450	\$450	\$850	
Wyoming		\$450*	\$450*	2 for \$450	\$450*	
Guam		\$625**	\$625**	\$625**	\$325**	\$1,000-\$1,075**
Northern Mariana Islands		\$350	\$450	same as initial fee		\$450
Palau		\$100	\$100	\$100		
Puerto Rico		\$250	\$250	\$250		
Virgin Islands		\$350***	\$350***	\$200 / \$200	none	

Plus NCBE report fee \*\* Included NCBE report fee

\*\*\*Plus other fees (Such ad for separate character & fitness applications and/or investigations)

No supplemental remarks.

### Utah State Bar - Admissions Revenues & Expenses - Not Including Late Fees

