

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

2 (a) Form. Each Applicant must submit a Complete Application for ~~examination and~~
3 admission in accordance with the instructions prescribed by the Bar. Such application
4 shall include an authorization and release enabling the Bar to obtain information
5 concerning the Applicant.

6 (b) Filing deadlines generally. Except as otherwise provided herein, the Bar shall
7 receive Complete Applications by October 1 preceding the February Bar Examination
8 and by March 1 preceding the July Bar Examination. A Complete Application will be
9 accepted up to 15 calendar days after the filing deadline if accompanied by the prescribed
10 15-day late fee. A Complete Application will be accepted up to November 1 for the
11 February Bar Examination if accompanied by the prescribed 30-day late fee and up to
12 April 1 for the July Bar Examination if accompanied by the prescribed 30-day late fee. In
13 accordance with the filing instructions and information for the application, late or
14 incomplete applications will not be accepted with the following exceptions:

15 (b)(1) An Applicant who will complete all law school academic requirements prior to
16 the Bar Examination, but whose law degree will not be conferred until after the
17 application filing deadline may file the certificate of law school graduation after the
18 application has been submitted. Certificates of law school graduation must be received by
19 the Bar no later than thirty (30) calendar days prior to the Bar Examination. In the event
20 the certificate of law school graduation is not timely received by the Bar, an Applicant
21 will not be permitted to take the Bar Examination.

22 (b)(2) An Applicant who has not received the criminal background report ~~from the~~
23 ~~Federal Bureau of Investigation (“FBI”)~~ may submit the application without a criminal
24 background report provided the Applicant provides proof that a criminal background
25 request has been filed ~~with the FBI~~ prior to submission of the application. Sufficient
26 proof of submission of the criminal background request shall be by declaration in the
27 form prescribed by the Bar. In order for the Applicant’s name to be included on a motion
28 for admission t~~The criminal background report must~~should be submitted to the Bar ~~within~~
29 ~~fourteen (14) calendar days of the Applicant’s receipt of the report but no later than thirty~~
30 ~~fourteen (14)~~thirty (30) calendar days prior to the date the next scheduled licensing
31 ~~ceremony~~motion is submitted to the Court. The Character and Fitness Committee may
32 withdraw or modify its approval based upon information contained in the criminal
33 background report. In the event the criminal background report is not timely received by
34 the Bar, an Applicant will not be ~~admitted~~ included at the on the motion for admission
35 ~~licensing ceremony.~~

36 (c) Filing deadlines for Disbarred Attorneys. Disbarred Attorneys may not file an
37 application for admission until the later of five years after the effective date of the license
38 revocation or the date specified in the disciplinary order. Disbarred Attorneys must
39 comply with Rule 14-717(b), if applicable. Complete Applications for Disbarred
40 Attorneys shall be received by the Bar by September 1 preceding the February Bar

41 Examination and by February 1 preceding the July Bar Examination. Late applications
42 for Disbarred Attorneys are not permitted.

43 (d) Withdrawal of applications and refunds. To withdraw an application, written
44 notice must be provided. If written notice of withdrawal is received by the Admissions
45 Office 30 calendar days or more before the examination date, one-half of the filing fee
46 shall be refunded, unless the Applicant withdraws after appearing before the Character
47 and Fitness Committee or after the Bar has incurred nonrefundable expenses related to a
48 test accommodation request. Late fees, computer fees, and the application fees of
49 Applicants not taking the Bar Examination are nonrefundable.

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

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

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

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

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

59 (e)(3) The transferring Applicant must specify which future Bar Examination she or
60 he plans to take. The exam must be taken within the next two scheduled Bar
61 Examinations.

62 (e)(4) The Applicant must provide an Updated Application by filing a Reapplication
63 for Admission form, updating any information that has changed since the prior
64 application was filed and a new criminal background check. The Reapplication for
65 Admission form should be submitted by the initial application deadline of October 1
66 preceding the February Bar Examination and March 1 preceding the July Bar
67 Examination. A Reapplication for Admission will be accepted up to 15 calendar days
68 after the filing deadline if accompanied by the prescribed 15-day late fee. A
69 Reapplication for Admission form will be accepted up to November 1 for the February
70 Bar Examination if accompanied by the 30-day late fee and up to April 1 for the July Bar
71 Examination if accompanied by the prescribed 30-day late fee.

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

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

76 (f)(1) The Applicant must provide an Updated Application by filing a Reapplication
77 for Admission form, updating any information that has changed since the application was
78 filed and a new criminal background check.

79 (f)(2) An Applicant who fails to achieve a passing score after six Bar Examinations
80 may only take additional examinations with the permission of the Admissions
81 Committee. A petition providing good cause as to why the Admissions Committee should
82 grant such a request must be filed with the Deputy General Counsel by the retake
83 deadline. Late applications will not be accepted.