

## FEBRUARY BAR EXAMINATION APPLICATION INSTRUCTIONS/FEEES/CHECKLIST

*Administration of the February examination is dependent on ten or more applicants. Application fees paid will be refunded only in the event of less than ten applicants. The character and fitness investigative fee is not refundable.*

***If you have submitted a North Dakota law student registration or a North Dakota bar examination application within the last three years, this is not the appropriate instruction sheet. The appropriate instructions can be found under the “Supplemental Application for Third Year Law Students” located under the Bar Exam Application section located at:***

<http://www.ndcourts.gov/court/committees/BarBd/information.htm>

### BAR EXAM FEE SCHEDULE & DEADLINES

***If you are a current law student and will be awarded your Juris Doctor degree prior to the opening day of the February exam, or your Juris Doctor degree was awarded not more than one year ago, and you have not filed a law student registration or have not submitted an application in another state, these are the appropriate instructions and the following fees apply.***

Applications to write the February examination must be postmarked by November 1 prior to the February examination for which application is made to avoid the assessment of a late examination filing fee. **APPLICATIONS POSTMARKED AFTER DECEMBER 1 WILL NOT BE ACCEPTED.**

DEADLINES	TOTAL	BREAKDOWN OF FEES & PAYEE
If the application is postmarked by November 1	= \$865 =	\$400 late law student registration filing fee <u>\$150</u> examination fee \$550 (Payable <b>only</b> by check or money order to “State Board of Law Examiners;” no credit cards accepted.)  <b>and</b>  \$315 for the character and fitness investigation (Payable by check, money order, or credit card to the <i>National Conference of Bar Examiners.</i> )

<p>If the application is postmarked after November 1<sup>st</sup> and on or before November 15<sup>th</sup></p>	<p>=</p>	<p>\$965</p>	<p>=</p>	<p>\$400 late law student registration filing fee  \$150 examination fee and  <u>\$100</u> late examination fee  \$650  (Payable <b>only</b> by check or money order to “<i>State Board of Law Examiners</i>,” no credit cards accepted.)</p> <p><b>and</b></p> <p>\$315 for the character and fitness investigation  (Payable by check, money order, or credit card to the <i>National Conference of Bar Examiners</i>.)</p>
<p>If the application is postmarked after November 15<sup>th</sup> and on or before December 1<sup>st</sup></p>	<p>=</p>	<p>\$1,015</p>	<p>=</p>	<p>\$400 late character &amp; fitness investigation fee  \$150 examination fee and  <u>\$150</u> late examination fee  \$700  (Payable <b>only</b> by check or money order to “<i>State Board of Law Examiners</i>,” no credit cards accepted.)</p> <p><b>and</b></p> <p>\$315 for the character and fitness investigation  (Payable by check, money order, or credit card to the <i>National Conference of Bar Examiners</i>.)</p>

***If your Juris Doctor degree was awarded more than one year ago or if you have submitted an application in another state, these are the appropriate instructions and the following fees apply.***

DEADLINES	TOTAL		BREAKDOWN OF FEES & PAYEE
If the application is postmarked by November 1	\$600	=	<p>\$150 examination fee            (Payable <b>only</b> by check or money order to “<i>State Board of Law Examiners</i>,” no credit cards accepted.)</p> <p><b>and</b></p> <p>\$450 for the character and fitness investigation            (Payable by check, money order, or credit card to the <i>National Conference of Bar Examiners</i>.)</p>
If the application is postmarked after November 1 <sup>st</sup> and on or before November 15th	\$700	=	<p>\$150 examination fee  <u>\$100</u> late examination filing fee            \$250            (Payable <b>only</b> by check or money order to “<i>State Board of Law Examiners</i>,” no credit cards accepted.)</p> <p><b>and</b></p> <p>\$450 for the character and fitness investigation            (Payable by check, money order, or credit card to the <i>National Conference of Bar Examiners</i>.)</p>

<p>If the application is postmarked after November 15th and on or before December 1<sup>st</sup></p>	<p>\$750</p>	<p>=</p>	<p>\$150 examination fee  <u>\$150</u> late examination filing fee  \$300  (Payable <b>only</b> by check or money order to “<i>State Board of Law Examiners</i>,” no credit cards accepted.)</p> <p><b>and</b></p> <p>\$450 for the character and fitness investigation  (Payable by check, money order, or credit card to the <i>National Conference of Bar Examiners</i>.)</p>
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**CHECKLIST**

The following items are required to be submitted to the State Board of Law Examiners (Board) as part of your bar examination application:

- \* Fees (according to schedule set out above)
- \* Request an NCBE number at <http://www.ncbex.org/NCBE-number> if you have not already done so. Your unique NCBE number will be used as the unique identifier for the Character and Fitness Application, Multistate Bar Examination (MBE), Uniform Bar Examination (UBE), and Multistate Professional Responsibility (MPRE) scores, and may be used as an identifier for other bar admission related purposes.
- \* National Conference of Bar Examiners (NCBE) application. The application must be completed online, printed, signed before a notary public, and the ORIGINAL AND ONE COPY filed with the Board of Law Examiners. (No handwritten or manually typed applications are accepted unless there is sufficient demonstration of the inability to complete the application online.) (The character and fitness application is accessed through your NCBE account.)
- \* Three NCBE release forms (originals) (included with the online Bar application)
- \* One executed original “Exam Petition” form [\[http://www.ndcourts.gov/court/committees/BarBd/Exam-Petition.pdf\]](http://www.ndcourts.gov/court/committees/BarBd/Exam-Petition.pdf)
- \* One executed original Board authorization and release form. [\[ND Release.pdf\]](#) This is in addition to the three NCBE release forms included in the bar application.
- \* 2” x 2” recent photograph

- \* Official pre-legal education transcript(s) sent directly from the registrar of the institution(s) attended
- \* Official legal education transcript reflecting receipt of the JD degree sent directly from the registrar of the institution attended. (**Request after graduation**; due by February 1)
- \* Copy of the law school application forwarded directly by the law school admission office to the Board
- \* Requests for special testing accommodations must accompany this application and will be referred to the Board for consideration. Forms are available at: [Special Accommodation Request forms](#).

Retain a copy of your application for your records as requests for a copy will involve a copying charge.

Return ORIGINAL AND ONE COPY of completed application and all fees to:

State Board of Law Examiners  
Judicial Wing, 1st Fl.  
600 E Boulevard Ave.  
Bismarck, ND 58505-0530

### **APPLICATION PROCESS:**

1. File application with required documentation and fees. Make arrangements for outside documents to be filed with the State Board of Law Examiners (Board). Remind your references and former and present employers to promptly respond to the reference request from the National Conference of Bar Examiners (NCBE).
2. Receive a confirmation letter from the Board. Sometimes a request for further information will be included in the letter. Promptly respond to any request for absent or additional documentation.
3. May receive correspondence directly from NCBE.
4. You will receive no confirmation that your character and fitness investigation is completed.
5. Your investigation is not finalized until after the examination. You do not need to pass the character and fitness investigation in order to sit for the North Dakota exam.

**REMEMBER:**

Each question on the application must be answered completely. If a question does not apply, enter N/A. Give complete addresses, including street names and numbers, city, state, and postal zip codes.

Include all adult charges – whether or not they were expunged. Include the officer's report, complaint, and disposition of charges.

Lawsuits – include summons, complaint, and disposition documents.

Be honest. If there is a question, err on the side of providing the information to the Board.

*Revised 05/2016*