

ADMISSION BY MOTION APPLICATION - ELIGIBILITY BASED ON TEST SCORE **INSTRUCTIONS/FEEES**

Refer to Rule 7.B. of the North Dakota Admission to Practice Rules

FEEES

\$400 - application fee payable **only** by check or money order to the *State Board of Law Examiners* (Board) must accompany the application (no credit cards accepted).

\$450 - character and fitness investigation fee in the form of a check, money order, or credit card payable to the *National Conference of Bar Examiners (NCBE)* must also accompany the application.

APPLICATION PROCESS

The application is located at [Standard NCBE Electronic 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 application must be filed with the Board **within two years of the date of the examination in the jurisdiction of admission**.

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

For question 28, two of the six required references must be clients not related to you by blood or marriage. Please indicate which two references are clients by handwriting "client" behind their name on the printed application. If you cannot identify two client references, you must explain why by affidavit.

CHECKLIST

The application must be accompanied by:

- * Fees (as set out above)
- * NCBE application – must be completed online [Standard NCBE Electronic Application](#)
- * A recent 2" x 2" photograph
- * One executed original "Motion Petition" form
[\[http://www.ndcourts.gov/court/committees/BarBd/Motion-PetitionForm.pdf\]](http://www.ndcourts.gov/court/committees/BarBd/Motion-PetitionForm.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.

- * Three NCBE release forms (originals) (included with the online Bar application)
- * A certified copy of the applicant's application in the jurisdiction of admission where the Multistate Bar Examination or Uniform Bar Examination was written.
- * Certification of admission and good standing from the jurisdiction(s) where admitted.
- * Certification from the disciplinary authority in each jurisdiction where the applicant is admitted disclosing all pending or prior disciplinary proceedings (public and private) against the applicant's license to practice.
- * MBE or UBE Scores:
 - * Multistate Bar Examination (MBE) scaled score of 150 or above if the application is filed within two years of the date of the MBE examination and applicant is admitted in the jurisdiction where the MBE exam was written, **OR**
 - * Uniform Bar Examination (UBE) scaled score of 260 or above if the application is filed within two years of the date of the UBE examination.

It is the applicant's sole responsibility to contact the National Conference of Bar Examiners (NCBE) to initiate steps for the transfer of the applicant's MBE or UBE scores.

All scores must be reported directly to us by NCBE to the first decimal place. If your jurisdiction does not use the score transfer services of NCBE, your jurisdiction must certify your score directly to us with the score reported to the first decimal place.

An application will not be accepted for processing if your score has not been transferred before or at the time of filing your application.

- * Multistate Professional Responsibility Examination (MPRE) scaled score of 85 or higher. MPRE scores achieved more than five years prior to receipt of an application for admission will not be accepted. It is the applicant's sole responsibility to contact the National Conference of Bar Examiners (NCBE) to initiate steps for the transfer of the applicant's MPRE scores.
- * An affidavit addressing the following:
 1. Whether you have read Rule 5.5 of the North Dakota Rules of Professional Conduct;
 2. Whether you currently maintain, or have ever maintained, an office in North Dakota;

3. Whether, on behalf of any other person or entity, you have drafted deeds, mortgages, or other legal instruments associated with the transfer and/or encumbrances of title to North Dakota real property;
4. Whether, on behalf of any other person or entity, you have examined title information and/or rendered opinions concerning the validity of title to North Dakota real property;
5. Whether, on behalf of any other person or entity, you have given advice concerning documentation necessary to cure a cloud on the title to North Dakota real property; and
6. Whether, on behalf of any other person or entity, you have given advice or drafted documents concerning North Dakota law.

Return ORIGINAL AND ONE COPY of the completed NCBE application form, all fees, and ONE ORIGINAL of all supplemental documents and affidavits to:

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

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