

LAW STUDENT REGISTRATION INSTRUCTIONS/FEEES/CHECKLIST

CHARACTER & FITNESS

If it is later than November 1 of your third year of law school, a law student registration application is not appropriate. You should refer to the applicable bar examination instructions at:

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

***Please Note: If you are in your third year of law school, have not filed a law student registration, and plan to take the February bar exam, you must follow the instructions for the February bar exam, which includes paying a \$400 late law student registration fee.*

Law student registration begins the character and fitness investigation. The filing of a Law Student Registration does not constitute the filing of a bar examination application. **A law student must still submit a supplemental application to take the North Dakota state bar examination.** Please refer to the instructions for a “Supplemental Application for Third Year Law Students” located under the Bar Exam Application section at:

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

FEES AND DEADLINES

By October 1 of the second year or no later than 14 months after the applicant's first day of the first year of law school: A law student registration is considered timely if filed with the State Board of Law Examiners (Board) by October 1 of the applicant's second year of law school or in no event later than 14 months after the applicant's first day of the first year of law school. At the time of application the fee to be submitted is:

\$225 for the character and fitness investigation (Payable by check, money order or credit card to the National Conference of Bar Examiners.)

**Must apply separately to sit for the Bar exam.*

After 14 months following the applicant's first day of the first year of law school and by May 15 of the second year: A law student registration received later than 14 months after the first day of the first year of law school and received in the Board office on or before May 15 of the second year of law school requires the following fees to be submitted:

\$315 for the character and fitness investigation (payable by check, money order, or credit card to the National Conference of Bar Examiners.)

\$150 late fee to the ND State Board of Law Examiners (payable only by check or money order to the State Board of Law Examiners; no credit cards accepted).

**Must apply separately to sit for the Bar exam.*

After May 15 of the second year and by November 1 of the third year: A law student registration received after May 15 of the second year and before November 1 of the third year of law school requires the following the fees to be submitted:

\$315 for the character and fitness investigation (payable by check, money order, or credit card to the National Conference of Bar Examiners.)

\$250 late fee to the ND State Board of Law Examiners (payable only by check or money order to the State Board of Law Examiners; no credit cards accepted).

**Must apply separately to sit for the Bar exam.*

Fees paid are not refundable.

CHECKLIST

The following items are required to be submitted to the State Board of Law Examiners (Board) as part of your law student registration:

- * Fees (according to schedule set out above)
- * Request an NCBE number at <http://www.ncbex.org/NCBE-number>. 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)
- * 2" x 2" recent photograph

- * 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.
- * Official pre-legal education transcripts sent directly from the registrar of the institution attended
- * Copy of the law school application forwarded directly by the law school admission office to the Board

Retain a copy of your registration 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:

- * 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).
- * 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.
- * May receive correspondence directly from NCBE.
- * You will not receive confirmation that your character and fitness investigation is completed.
- * 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.
- * If you recall an item that you failed to include on your law school application, amend your law school application and provide the Board with any follow-up from the Dean’s office.
- * If something happens during law school, you must update the law school application and your registration with the Board.
- * Be honest. If there is a question, err on the side of providing the information to the Board.

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