

SUPPLEMENTAL BAR EXAMINATION APPLICATION FOR RETAKES INSTRUCTIONS/FEEES/CHECKLIST

If you have submitted a North Dakota bar examination application within the last three years, these are the appropriate instructions to follow. A fee to update the character and fitness application may be required if determined by the State Board of Law Examiners (Board). Please contact the Board office to determine if a fee is required.

If it has been longer than three years since you submitted an application, a new bar application and investigative fee is required. Please refer to the Bar Examination instructions at:

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

A Supplemental Application is required to update the character and fitness application which was done at the time of your original law student registration or bar exam application. The application must be completed online, printed, signed before a notary public, and the ORIGINAL 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.)

To create a supplemental application, log into your NCBE account. Select the Character & Fitness button. Under “My Online Applications,” identify the most current application and select “Copy to new application.” This will carry over some of the information you entered on your previous exam application (e.g. residential, education, employment information previously entered). From that point, follow the appropriate prompts to complete your application. Update the residential, education, and employment information and answer all remaining questions.

SUPPLEMENTAL BAR EXAM FEE SCHEDULE & DEADLINES

\$150 – Bar exam fee payable **only** by check or money order to the “State Board of Law Examiners” (*no credit cards accepted*).

\$90 - A supplemental investigation fee may be required if determined by the Board. Please contact the Board office to determine if this fee is required.

LATE EXAM FEES

No late fees are charged if a retake exam applicant is applying for the bar exam immediately subsequent to the exam in which the applicant was unsuccessful.

Late exam fees are charged for a retake exam applicant if it is beyond the bar exam immediately subsequent to the exam in which the applicant was unsuccessful. The following late exam fees then apply:

July exam

\$100 late fee if bar exam application is postmarked after March 15 and on or before April 15

\$150 late fee if bar exam application is postmarked after April 15 and on or before May 15

No applications accepted after May 15

February exam

\$100 late fee if bar exam application is postmarked after November 1 and on or before November 15

\$150 late fee if bar exam application is postmarked after November 15 and on or before December 1

No applications accepted after December 1

CHECKLIST

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

- * Fees (according to schedule set out above)
- * Supplemental application (original only)
- * One executed "Exam Petition" form (original).
(See Bar Exam Application subsection on the Registration & Admission page - <http://www.ndcourts.gov/court/committees/BarBd/information.htm>.)
- * 2" x 2" recent photograph
- * State Board of Law Examiners' Release form (original).
(See Bar Exam Application subsection on the Registration & Admission page - <http://www.ndcourts.gov/court/committees/BarBd/information.htm>.)
- * 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 completed application to:

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

Revised 05/2016