

Frequently Asked Questions

What is the fee to file a pro hac vice motion?

\$380 payable **only** by check or money order to the State Board of Law Examiners; no credit cards accepted.

What are the annual license fees for admitted attorneys?

Fee schedule adopted and amended by the State Bar Association in June 2004:

\$325 – one year or less from date of admission;
\$350 – more than one and less than five years from date of admission;
\$380 – five or more years from date of admission;
\$200 – admitted after September of current year.

Under N.D.C.C. 27-12-04, \$75 of every license fee is used to pay for lawyer discipline.

When is the Bar exam administered?

The July bar exam is given the last Tuesday and Wednesday of July. The February bar exam (if there are at least 10 applicants) is given the last Tuesday and Wednesday of February.

How long does it take to process an application based on motion?

An application for admission based on eligibility by practice or test score (UBE or MBE score transfer) takes *approximately* 4-7 months to process, but can take longer.

Common mistakes that delay an applications?

Failure to read and follow carefully the checklists provided online.

Failure to provide all supporting documents required per the application, checklists, or rules.

Not answering a question, or giving an incomplete answer or incomplete information, without explanation.

Forgetting to sign the Acknowledgment page of your application or have it notarized.

Forgetting to sign the 3 NCBE releases, inconsistent signing and notarization dates, crossing out information, or any appearance that the NCBE releases have been altered.

Failure to pay the appropriate fees and to separate the payments to the Board of Law Examiners and the NCBE.

Trying to pay the Board of Law Examiners by credit card. The Board of Law Examiners cannot accept credit cards.

Failure to provide evidence of completion of the required CLE requirements (motion applicants)

Failure to provide a judge reference (motion applicants)

Failure to have your MPRE and MBE/UBE scores transferred to North Dakota (motion by test score applicants)

Failure to provide certificates of admission, good standing and disciplinary history from each state court jurisdiction (motion applicants)

Failure to provide Juris Doctor transcript (exam applicants)
Failure to provide MPRE scores (exam and score transfer applicants)
Sending a double-sided application and release forms. All documents need to be single-sided.

What if I do not know a judge to provide as a reference (With my application by motion based on practice)?

The rules require that you provide the contact information of a judge who can attest to your character and fitness. If your practice is such that you do not practice before a judge (e.g. you do transactional work), provide the name, mailing address, and email address of a judge who knows you personally or socially. If you absolutely do not know a judge, provide the name of an attorney who is familiar with you and your practice - preferably one who has worked in opposition to you - who can attest to your character and fitness.

Can/should I alert my references that they will be contacted by NCBE and/or the Board of Law Examiners?

Yes. Remind your personal references and former and present employers to promptly respond to requests from the NCBE and/or the Board.

What civil and/or criminal matters do I need to disclose?

Any that would be applicable to the call of the question. When in doubt, self-disclosure is the best policy. For criminal matters, include ALL adult charges - whether or not they were expunged. Provide copies of the officer's report, complaint, and disposition documents. For civil matters, provide copies of the complaint and disposition documents.

I have debt/credit concerns. What do I disclose?

If you have credit/debt issues, include an affidavit with your application that provides the Board with sufficient information to explain your credit/debt situation. If you have any unresolved debts (e.g. in collection, outstanding judgments, etc.), provide an affidavit explaining your plan to resolve the debt. Be aware that a full credit report may be requested of you.

Do you need my Juris Doctor transcript before I can sit for the Bar exam?

Yes. If you are applying to take the bar exam, your completed JD transcript must be on file before you are allowed to sit for the exam. The transcript must come directly from the law school and indicate that your JD degree has been conferred.

Who do I contact if I have other questions?

Phone: 701-328-4201
Fax: 701-328-4480
Email: BarExaminers@ndcourts.gov