

# Admission by Motion Application – Test Score Eligibility Guide

*Refer to Rule 7(B) of the North Dakota Admission to Practice Rules*

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## DEADLINE FOR FILING

Your complete application, application fee, and score verification, must be received by the Board of Law Examiners within:

- 2 years from the date you took the UBE or MBE (if you have *not* been actively practicing law),  
OR
  - 5 years from the date of licensure (if you *have* been actively practicing law to a degree deemed by the Board to demonstrate competency), and
    - ❖ You must provide proof of 12 hours of approved CLE, including 1 hour of ethics/professional responsibility, completed within 36 months prior to your application. See Admission to Practice [Rule 7\(C\)](#).
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## FEES

- \$400 Application Fee – payable to *State Board of Law Examiners* by check or money order only (no credit cards). This fee is non-refundable.
- Character & Fitness Investigation Fee – payable directly to the *National Conference of Bar Examiners (NCBE)*. Refer to the [NCBE Fee Schedule](#).

Note: These fees must be paid separately to the respective recipients.

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## OVERVIEW – APPLICATION PROCESS

**It is your responsibility to read and follow all instructions carefully. Failure to comply with any instructions may result in rejection of your application.**

North Dakota uses the National Conference of Bar Examiners (NCBE) to assist in conducting character and fitness investigations.

### Steps:

1. Apply Online
  - Complete your application online at the NCBE website. Upload required documents. Pay NCBE investigation fee.
  - Mail application packet & application fee to the Board.
  - Encourage references, employers, schools, etc. to respond to NCBE & Board requests.
2. Confirmation
  - The Board of Law Examiners will email you when your application is accepted and if more information is needed.

3. Follow-Up from NCBE or the Board
    - You may receive requests for more information from NCBE or the Board. Promptly respond to any requests for absent or additional documentation.
  4. Processing Time
    - Motion applications typically take 4-6 months, but can take longer.
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## **APPLICATION REMINDERS**

- Answer all questions thoroughly — including full addresses and emails.
  - Use an active email for your NCBE account — this is how the Board contacts you.
  - Criminal history: Include all adult charges, even if expunged. Upload officer's reports, complaints & dispositions.
  - Civil lawsuits: Upload complaints & final dispositions.
  - When in doubt — disclose. Transparency is key.
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**See Checklist on following page.**



# CHECKLIST

Applicant Name \_\_\_\_\_

## Step 1 - Complete Application:

- ☐ Complete the [Application](#) online via the NCBE website. Upload all supporting documents. Pay investigation fee. **Completing the application form online does not constitute filing an application with the Board. See Step 2 must be completed.**
  - Note: Two of the 6 required personal references must be clients not related to you by blood or marriage (indicate "client" behind their name). If you cannot identify two client references, submit an affidavit with your core documents to the Board explaining why.

## Step 2 - Mail-in Core Documents:

Mail the following documents and fee directly to the ND State Board of Law Examiners. **Your application is not considered received until the following core documents are timely received at the Board office.**

- ☐ This checklist, completed and checked off
- ☐ \$400 application fee (check or money order to ND State Board of Law Examiners)
- ☐ Acknowledgment of Complete Application (The Acknowledgment is a linked document in the Completion Checklist in your NCBE Account. Select "Character & Fitness" and the application in question. In the "Actions" column, select "View Checklist".)
- ☐ 2" x 2" recent color photo
- ☐ Signed [Motion Petition](#) form (original)
- ☐ Signed [ND Release](#) (original)
- ☐ UBE or MBE [Score Transfer](#). An application will not be processed until an eligible score has been received.

Score Eligibility:   **UBE:** 260 or above (scaled); or  
                              **MBE:** 150 or above (scaled) *and* licensed in the jurisdiction where MBE was taken

Score must be transferred directly by NCBE (or your jurisdiction, if NCBE is not used), with the score reported to the first decimal place.

- ☐ CLE Proof (only if more than 2 years since exam date): 12 hours total, including 1 hour of ethics, within the past 36 months. See Admission to Practice [Rule 7\(C\)](#).
- ☐ Certificate of Admission & Good Standing from the state jurisdiction(s) where admitted. If not admitted in the jurisdiction where the exam was taken, this requirement may be disregarded.

- ☐ Disciplinary Certificate from the state disciplinary authority in each jurisdiction where admitted disclosing all pending or prior disciplinary proceedings (public and private) or affirming there have been no such proceedings. If applicant is not admitted in the jurisdiction where the exam was taken, this requirement may be disregarded.
- ☐ Certified copy of your application for admission in the jurisdiction where the Multistate Bar Examination or Uniform Bar Examination was written (sent directly by the jurisdiction) has been requested.
- ☐ Multistate Professional Responsibility Examination (MPRE) scaled score of 85 or higher (sent directly by the NCBE) has been requested. MPRE scores achieved more than five years prior to receipt of an application will not be accepted. It is the applicant's sole responsibility to contact the National Conference of Bar Examiners to initiate steps for the transfer of the applicant's MPRE score.
- ☐ Affidavit or Unsworn Declaration addressing the following:
  1. Whether you have read Rule 5.5 of the North Dakota Rules of Professional Conduct;
  2. Whether you currently or have ever worked as a lawyer in North Dakota;
  3. Do you currently or have you ever had a law office in North Dakota;
  4. 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;
  5. 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;
  6. 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
  7. Whether, on behalf of any other person or entity, you have given advice or drafted documents concerning or regarding North Dakota law.

*(In lieu of a notarized affidavit, an unsworn declaration may be used if it follows substantially the form set forth in N.D.C.C. 31-15-05.)*

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## AMENDMENTS

**It is your responsibility to update your application during its pendency.** If anything changes (address, background, employment, etc.), log into your [NCBE Account](#) and select Amend Application.

**Tip:** Keep a copy of your application and amendments for your records.


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## MAIL COMPLETED APPLICATION PACKETS TO:

### State Board of Law Examiners

Judicial Wing, 1st Floor  
600 E Boulevard Ave.  
Bismarck, ND 58505-0530

 **Email:** [barexaminers@ndcourts.gov](mailto:barexaminers@ndcourts.gov)

 **Phone:** 701-328-4201

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