

## Frequently Asked Questions Online License Renewal

### 1. I need help!

Answer: Please first review the Guide to annual license renewals as it has helpful information.

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### 2. The password needs to be reset. We have submitted a request via email but have not received a link to verify my email. or I've tried my password and I can't get into the system.

Answer: Because this is a new process, you need to create a new account with Submittable, the platform for license renewals. The State Board of Law Examiners (BLE) is **not** part of the State Bar Association of North Dakota (SBAND). The login credentials for its site will not work in Submittable. The BLE is also **not** part of the Court System. The login credentials for any of its systems will not work in Submittable. A court employee, Odyssey, E-file or Serve, Supreme Court Portal, etc. login will not work in Submittable.

Please review the Guide for details on how to create a new account.

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### 3. I paid the wrong amount by credit card, what now?

Answer: Once you have paid by credit card, you cannot submit another payment. If you underpaid, you can send a check for the difference. If you overpaid, refunds are difficult and will take time to process.

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### 4. Where do I mail my payment?

Answer: **Do not** mail it to the State Bar Association of North Dakota. See answer to question 2 above.

Mail it to:

ND State Board of Law Examiners  
600 E. Boulevard Ave.  
Bismarck, ND 58505-0530

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5. How does an organization pay for my fees?

Answer: Starting for the license year of 2025, organizations cannot pay for all attorneys in their organization with one payment.

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6. Why didn't you get my submission?

Answer: The form will save, but to submit it, you must click "submit" at the bottom of the form.

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7. How do I download, print, or email my submission?

Answer: At the beginning of the guide, you will find information on reviewing and downloading your submission. Downloading into a pdf format will allow you to email or print the form.

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8. I need to change my submission, how do I do that?

Answer: If you paid online, you will not be able to change any of the payment fields. If you are paying by check, you can alter the fee selections. If you need to edit your submission, go to the submission page and request to edit your form. The BLE will open the form again to allow edits.

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9. Will I get any notice of submission, payment, acceptance?

Answer: Yes. You will get a message from Submittable when your submission is successfully submitted. Your license statement should be printed or saved as receipt of payment of your license fee. Your bar card will be mailed within 2 weeks as further receipt of payment of your license fee. If there are any problems with your submission, the Board of Law Examiners will contact you with directions for any needed corrections.

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10. Which form do I use to continue my appearances as pro hac vice counsel?

Answer: “PRO HAC VICE Registration”