

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.

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.

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. You have the option to apply the difference by making a donation to the Bar Foundation, Pro Bono fund, or Legal Services.

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:

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

5. How does an organization pay for my fees?

Answer: There are two options. Regardless of the chosen option, **every attorney** must fill out and submit the individual attorney form (“Click here to renew an individual Attorney’s license for 2024). Individual Attorney – License Renewal).

First option, you can pay as you fill out your individual renewal form with an organization credit card or mail a check.

Second option, you can have your organization fill out a separate form to pay by check or credit card. That process is outlined below and is generally used when an organization is paying for multiple attorneys at one time.

First step: **Every attorney** must first fill out and submit the individual attorney form (“Click here to renew an individual Attorney’s license for 2024). Individual Attorney – License Renewal). That form has trust account, malpractice, and a signature line. The attorneys should be consistent that they put the proper name of the paying organization into their form so it can be matched to the organization’s form. Once that is filled out, the attorney will provide a download of the form to their accounts payable personnel.

Step Two: Accounts payable person will then fill out the organization payment form (“Click here to pay if you are an organization paying annual license fees for multiple attorneys). This form is used to properly calculate the license fees, sections fees, and donations selected on the individual attorney forms.

Step Three: Payment.

Check: Mail a check along with the organization form to the Board of Law Examiners, only after making sure all the individual forms have been submitted online.

Credit card: Complete the organization payment form, selecting the option to pay by credit card, only after making sure all the individual forms have been submitted online.

Both forms are required. The Board needs to be able to connect the individual forms to the organization's payment form.

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.

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

Answer: At the end 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.

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.

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. You will receive a receipt if you pay online. You will then receive a message from Submittable when the BLE accepts your renewal or with direction for any needed corrections.

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

Answer: "Click here to pay fees for 2024 if you are admitted pro hac vice"