

GUIDE TO ANNUAL LICENSE RENEWAL ND STATE BOARD OF LAW EXAMINERS

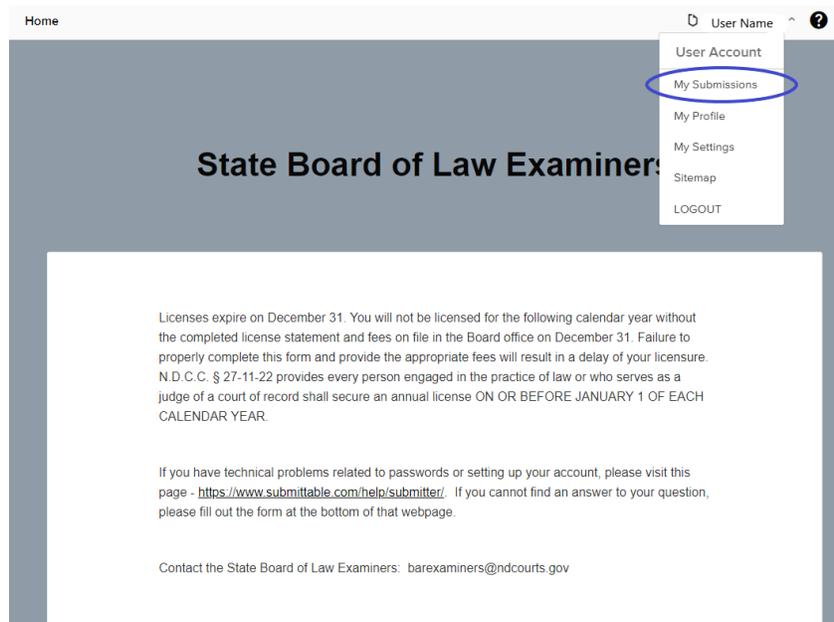
All attorney licenses must be renewed online. Fees can be paid online or by mail. Online payments will be subject to a 4% transaction fee.

The link to renew is <https://northdakotacourtsystem.submittable.com/submit>.

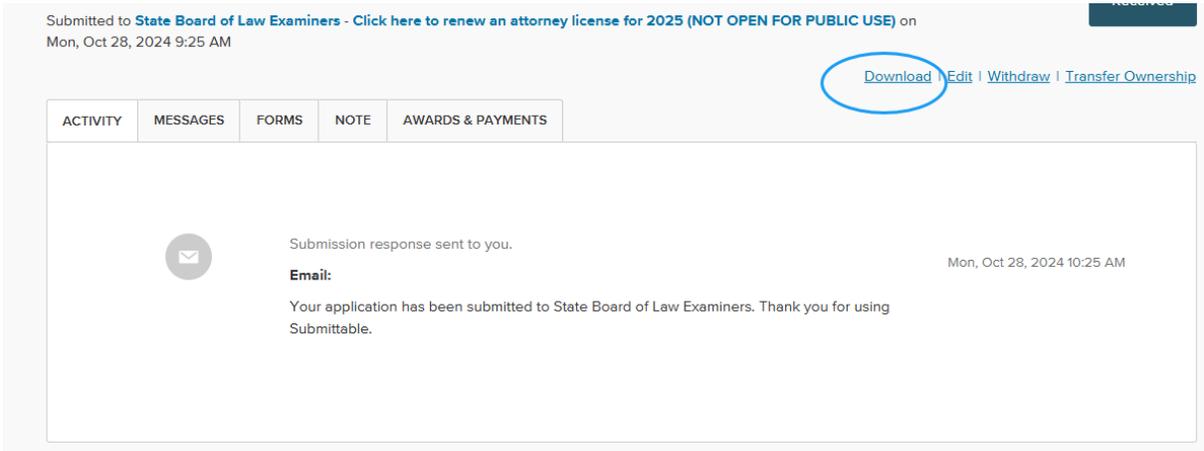
PRINTING AND EDITING YOUR SUBMISSION

Steps to print your submission to pdf to provide it to your accounts payable person or to save as your receipt:

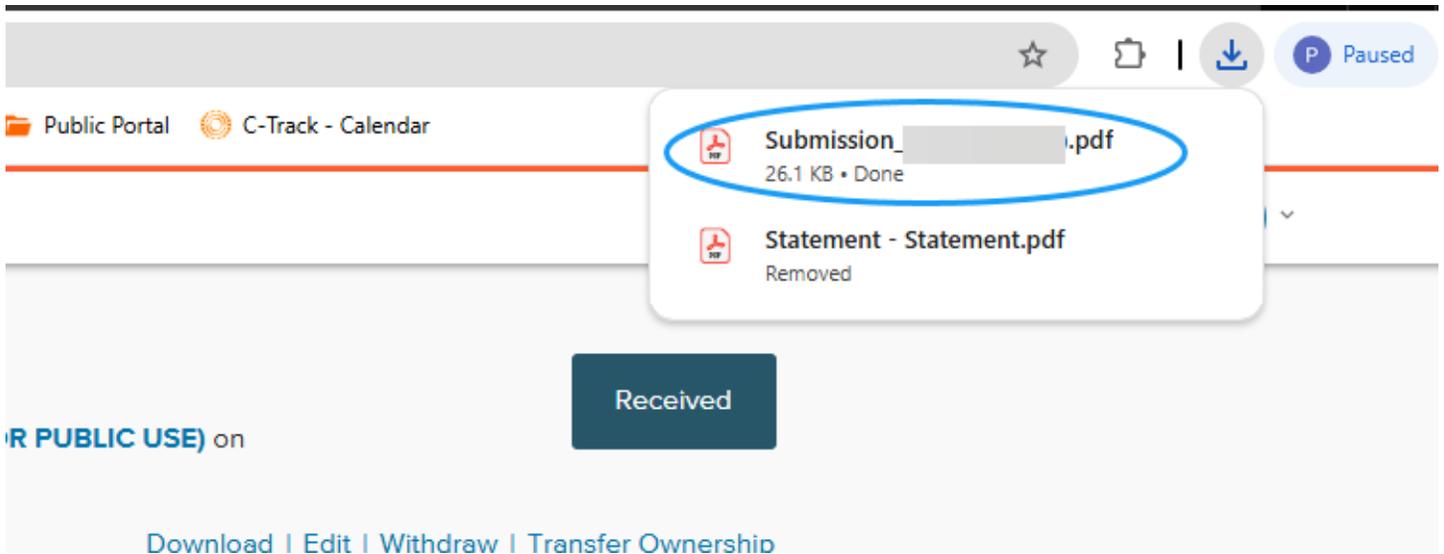
Go to the home page (see the link above), and open the drop down under your name. Select “My submissions.”



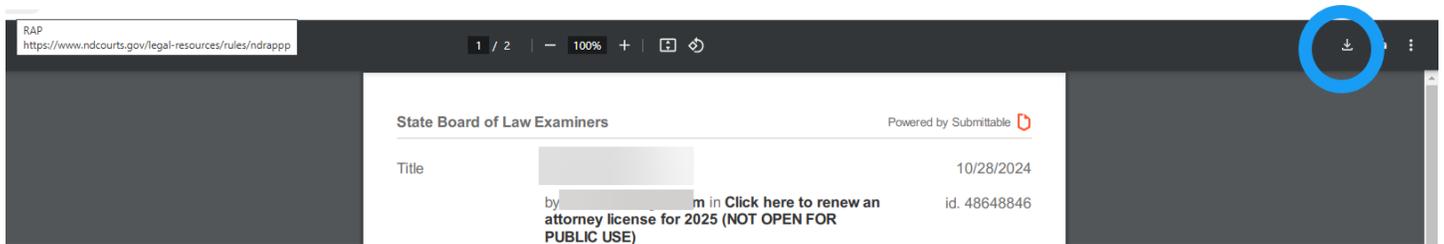
Click on “My Submissions” in the upper left of your account screen. Click on the submission you wish to download. Click download.



The download should show in your upper right corner of your screen.

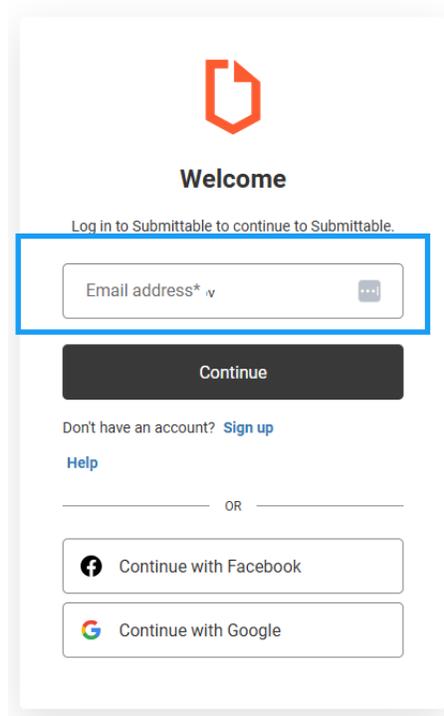


Click the correct document, and it will open. Then click the download and save the file to your local computer.



YOUR EXISTING ACCOUNT / PASSWORD RESET

If you previously paid a fee online, you should already have a Submittable account. **To log into your account**, after you follow the link at the top of this guide, you will come to this screen. Enter your email address and press continue.





Welcome

Log in to Submittable to continue to Submittable.

Continue

Don't have an account? [Sign up](#)

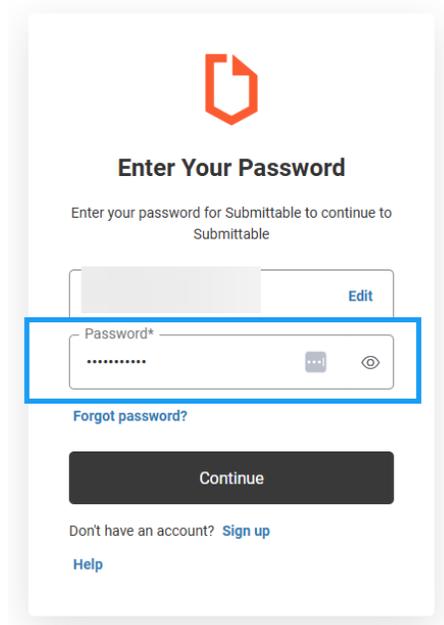
[Help](#)

OR

 Continue with Facebook

 Continue with Google

You will now see this screen below:





Enter Your Password

Enter your password for Submittable to continue to Submittable

.....

[Forgot password?](#)

Continue

Don't have an account? [Sign up](#)

[Help](#)

Enter your password and press continue. If you forgot your password, please use “forgot password” or the “help” links.

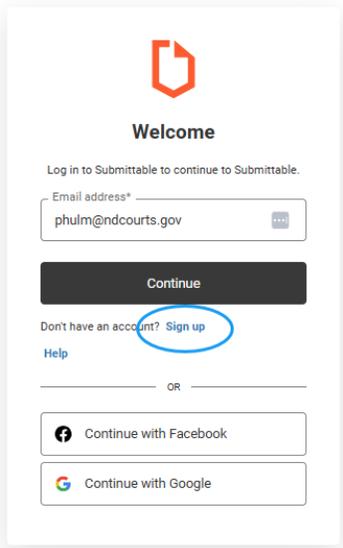
The Board of Law Examiners cannot recover your password. Some helpful things to know about resetting your password:

1. The email to reset your password comes from: notifications@email.auth.submittable.com. Check your spam/junk mail if you do not see the email in your regular inbox.
2. You may need to safelist that email address and then request "Forget Password" again. See: [How Can I Safelist Notification Emails From Submittable?](#)
3. If you are still not receiving an email from notifications@email.auth.submittable.com, check with your email provider or IT department to make sure that the notification email is not being blocked. In our experience, this often happens to be the issue.
4. Contact Submitter Support at submittersupport@submittable.com for technical help and indicate you have tried steps 1 through 3, but are still not receiving the password reset email.

CREATING AN ACCOUNT

If this is the first time you are completing the online statement, you will need to set up an account in Submittable. This account is not related to your odyssey, e-file and serve, SBAND, etc. login credentials.

When you follow the link at the top of this guide, you will come to this screen. Select “Sign Up.”



Welcome

Log in to Submittable to continue to Submittable.

Email address*
phulm@ndcourts.gov

Continue

Don't have an account? [Sign up](#)

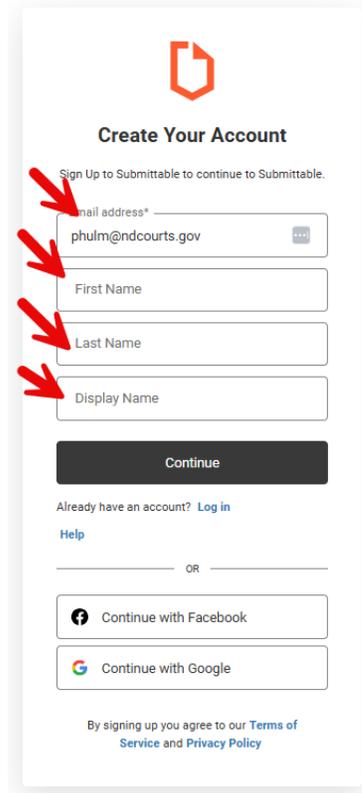
[Help](#)

OR

 Continue with Facebook

 Continue with Google

You will then see the screen below. Fill out your email, desired password, first, name, and last name.



The screenshot shows a mobile-style 'Create Your Account' form. At the top is an orange logo of a document with a folded corner. Below the logo is the title 'Create Your Account' and a sub-header 'Sign Up to Submittable to continue to Submittable.' The form contains four input fields: 'Email address*' with the value 'phulm@ndcourts.gov', 'First Name', 'Last Name', and 'Display Name'. Red arrows point to each of these four fields. Below the fields is a dark 'Continue' button. Underneath are links for 'Log in' and 'Help'. A separator line with 'OR' in the middle is followed by two social login buttons: 'Continue with Facebook' and 'Continue with Google'. At the bottom, there is a small text line: 'By signing up you agree to our Terms of Service and Privacy Policy'.

Once you complete the information and sign up, you will get an email to the email listed on this screen, asking you to verify your email address. After you click to verify, you will be able to return to the link and sign in.

CURRENTLY LICENSED LAWYERS

Every currently licensed attorney needs to fill out the renewal form regardless of the form of payment. Click the Submit button next to renew an INDIVIDUAL ATTORNEY'S license using the link at the top of this guide.

To fill out your renewal form, you may want to gather a few pieces of information before filling out your form.

- Is your contact information correct with the BLE? To check, look yourself up here: <https://www.ndcourts.gov/lawyers>. If it is incorrect, you will have an opportunity to update it on the form.
- How many years have you been licensed? The license fee varies based on how long you have been licensed.

- \$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; and

To look up your fee, go here and enter your bar number:
<https://barlicense.ndcourts.gov/>

- We strongly recommend you complete this check if you are unsure. Refund of an incorrect fee is difficult and will be delayed. Renewal of your license may also be delayed.
- Do you have a trust account? If so, make a note of the financial institution and account number.
- Do you have malpractice insurance?
- Will you pay online or by mail? Note, payment by organization is no longer permitted.

When filling out the form, the attorney will have two options for payment.

How would you like to pay? (required)

- Credit Card
- Mail in a Check



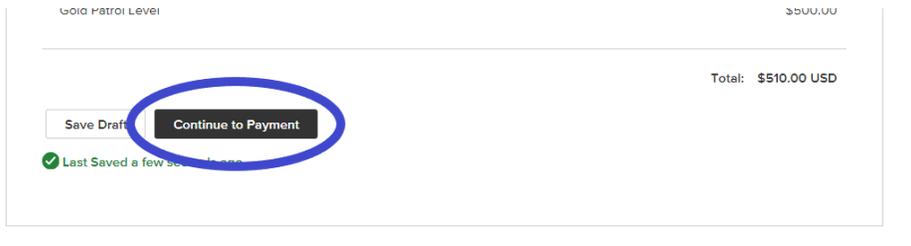
If you choose to pay by credit card, you will see the monetary amounts adjusted below to add a 4% third-party processing fee.

Once you fill out the attorney renewal form, you can either proceed to the online payment page or print the webpage and pay by mail. If you are paying by mail, click the submit button at the bottom of your form. That will ensure your information is uploaded to the BLE.

Your typed signature below certifies all information contained in your license renewal is accurate. *

Save Draft Submit

If you are paying online, you will select continue to payment at the bottom of your form.



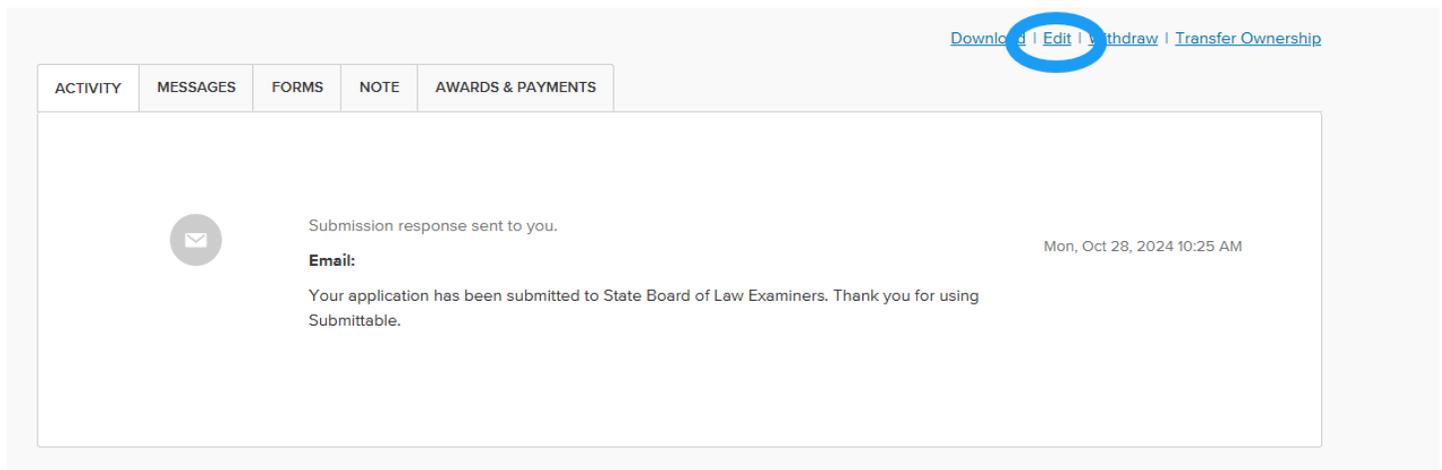
You will receive a confirmation email that your information was submitted. That will verify that the BLE received your renewal information. If you pay online, you will also receive a confirmation email that your information was submitted.

Organization Fee Payment

Please note, a single payment for multiple attorneys in an organization will no longer be accepted. Do not send a single check or credit card payment for multiple attorneys in an organization. Each attorney's license must be paid separately.

EDITING YOUR SUBMISSION

Go to your submissions, click "Submissions" in the upper left. Click the submission you wish to edit. Then click edit. A box will open where you can explain why you need Board staff to reopen your file for editing.



TIPS

1. You will need to create an online account to renew your license.

2. The BLE needs to know for whom a payment is made if paid by mail. Be sure to include the license form with any check sent by mail to:

State Board of Law Examiners
600 E Boulevard Avenue
Bismarck, ND 58505-0530
3. You can save your draft at the bottom of each form and return to complete it at a later time.
4. Mail can be unreliable. It is the attorney's responsibility to ensure licenses are renewed by January 1 each year. Licenses will not be renewed without completion of the online renewal form and payment of the fee.

PRO HAC VICE ADMITTED ATTORNEYS

Every pro hac vice admitted attorney who plans to continue to appear in a matter in 2025 must fill out the renewal form regardless of the form of payment. They must pay their fee individually and list each case for which they are continuing to appear.

Click the Submit button for PRO HAC VICE registration using the link at the top of this guide.