

GUIDE TO ANNUAL LICENSE RENEWAL ND STATE BOARD OF LAW EXAMINERS

Starting in 2024, all attorney licenses must be renewed online. Please be patient as we work through the first online renewal of attorney licenses. We know there will be room for improvement next year. We welcome any feedback to barexaminers@ndcourts.gov. We will work diligently to quickly resolve any technical problems that arise.

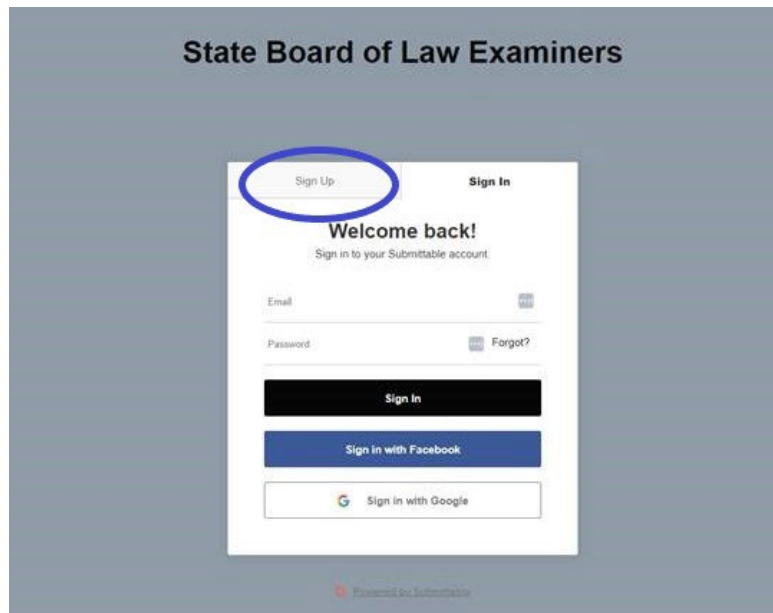
Organizations can collectively pay fees for attorneys within their organizations. Fees can be paid online or by mail. Online payments will be subject to a 4% transaction fee. If you are paying online, the fee will be included in each section of fees or donations.

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

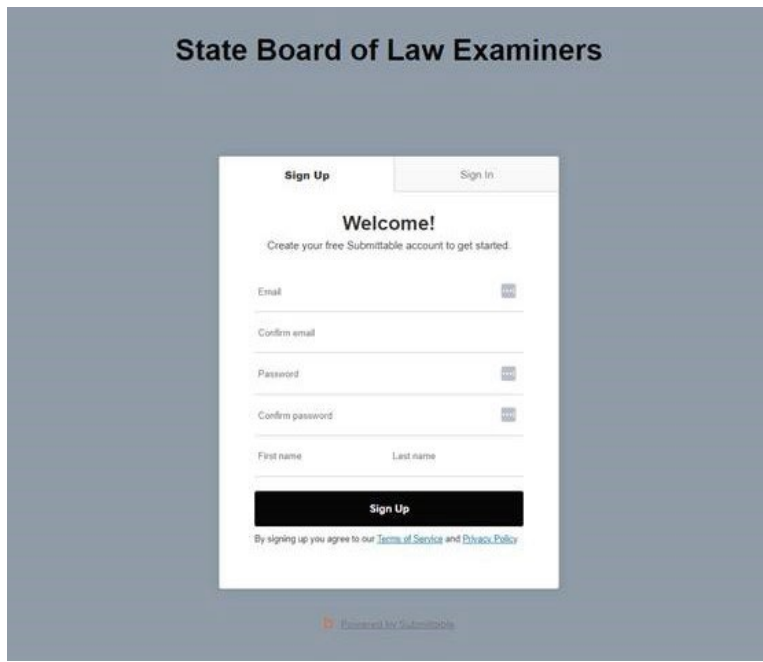
CREATING AN ACCOUNT

You must to create an online account to renew your license. This account is not related to your odyssey, e-file and serve, SBAND, etc. login credentials. If an organization is paying your fees, the organization will also need to create an account.

When you follow the link above for the first time, you will come to this screen. Select “Sign Up”



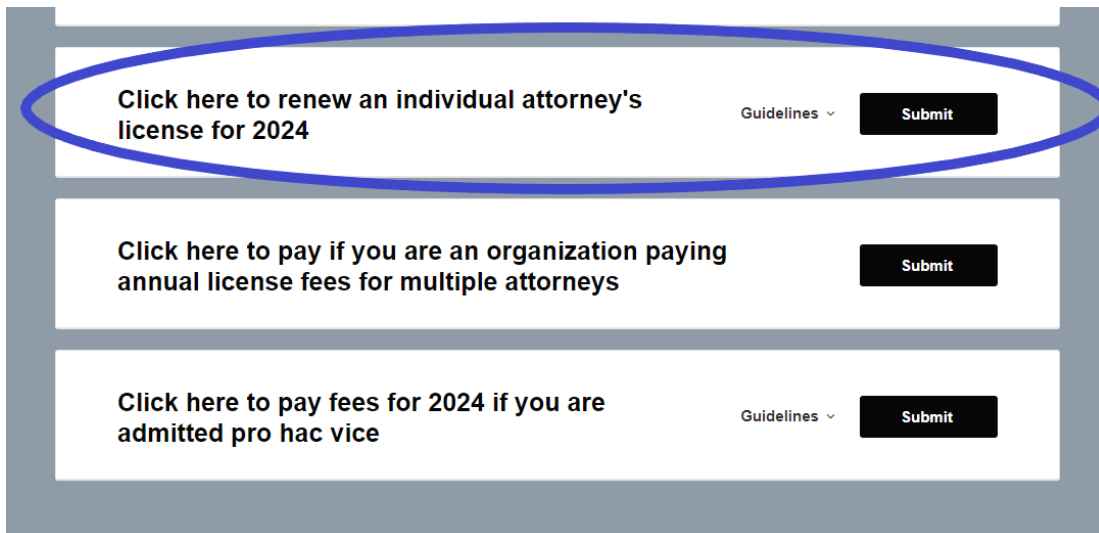
You will then see the screen below. Fill out your email, desired password, first, name, and last name.



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 page regardless of the form of payment. You can do so by clicking this link on our page:



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, by mail, or will your organization pay for you?

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

D. LICENSE DETAILS


Verify Annual fee amount

Any attorney that has been practicing 6 years or less, go to [this website](#) to determine the amount of the annual fee you pay. All attorneys can check this if you wish.

Refund for payment of the incorrect fee is extremely difficult. You are cautioned to make the correct selection below.

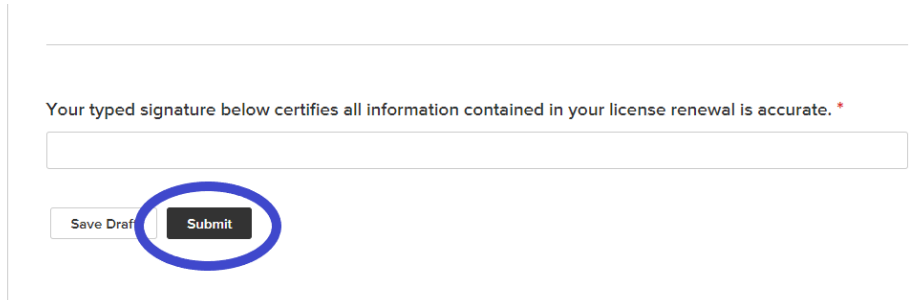
How would you like to pay? *

Credit Card
 Mail in a Check
 My organization will pay for me



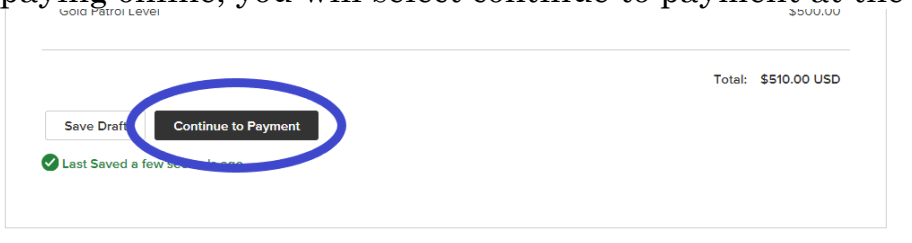
Once you filled out the individual attorney renewal form you can either proceed to the online payment page or print the webpage and pay by mail. If you are paying by mail, then

click the submit button at the bottom of your form. That will ensure your information is uploaded to the BLE.



A screenshot of a web form. At the top, there is a horizontal line. Below it, the text reads: "Your typed signature below certifies all information contained in your license renewal is accurate. *". Underneath this text is a rectangular input field for a signature. At the bottom of the form, there are two buttons: "Save Draft" and "Submit". The "Submit" button is highlighted with a blue oval.

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



A screenshot of a web form. At the top, there is a horizontal line. Below it, the text reads: "Your typed signature below certifies all information contained in your license renewal is accurate. *". Underneath this text is a rectangular input field for a signature. At the bottom of the form, there are two buttons: "Save Draft" and "Continue to Payment". The "Continue to Payment" button is highlighted with a blue oval. To the right of the buttons, the text "Total: \$510.00 USD" is visible. Below the buttons, there is a green checkmark icon and the text "Last Saved a few seconds ago".

You can also forward the information to the accounts payable personnel in your organization to pay your fees. Please see below for more information on organization payment.

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 an e-mailed receipt.

Organization Fee Payment

If your organization will pay your fees for you, be sure to select the option of “My organization will pay for me” on your individual renewal form. This is important for the BLE’s management of payments.

First, the attorney must complete the individual attorney renewal form. 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. *

Once completed, the attorney will communicate the fees to the accounts payable personnel in your organization. You can do that any way you choose, but we suggest printing the webpage or printing to pdf to provide it to them so he or she is able to accurately pay all fees.

Once everyone in the organization has completed their individual attorney renewal forms, your organization will fill out the organization payment form.

Click here to renew an individual attorney's license for 2024	Guidelines ▾	<input type="button" value="Submit"/>
Click here to pay if you are an organization paying annual license fees for multiple attorneys		<input type="button" value="Submit"/>
Click here to pay fees for 2024 if you are admitted pro hac vice	Guidelines ▾	<input type="button" value="Submit"/>

Refunds are difficult and can be delayed, so accuracy of this form is important. The organization's total must match the aggregate of all the attorneys. For example, if an attorney reports that they will pay their fee plus join a SBAND section, both those fees must be paid. Failure to accurately pay the total fees may result in delays.

Organizations paying by check should print out their payment form and mail it with the check so the BLE knows for whom the payment applies.

TIPS

1. You will need to create an online account to renew your license. If an organization is paying your fees, the organization will also need to create an account.
2. The State Board of Law Examiners (BLE) collects license fees. In a partnership with the State Bar Association of North Dakota (SBAND), it also collects fees to

join SBAND sections and donations to the SBAND funds. Those fees are then paid to SBAND by the BLE.

- a. Only one payment can be made at a time. Previously, if an attorney wished to join a SBAND section or donate to the SBAND funds and their organization would not pay those fees, the attorney could submit two checks. With online renewal, if this type of divided payment needs to be made, the attorney will need to sign up for sections and make donations directly to SBAND.
3. The BLE needs to know for whom a payment is made if paid by mail. Be sure to include the individual attorney form or the organization payment form with any checks sent by mail to:

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

4. You can save your draft at the bottom of each form and return to complete it at a later time.
5. 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.
6. For an organization to pay your fees, you will first fill out the individual attorney form. Second, you will forward your fee information to your accounts payable personnel. Last, your accounts payable personnel will use the following page to pay _____ for _____ all _____ attorneys.
<https://northdakotacourtsystem.submittable.com/submit/277072/click-here-to-pay-if-you-are-an-organization-paying-annual-license-fees-for-multiple-attorneys.com>
7. It is critical that a payment for an individual attorney or organization equals the totals of all the individual attorney forms for that organization. If they do not match, the attorney(s) will not be licensed until the errors are corrected. That may lead to a delay where payment must be made by check. We encourage you to double check this information.

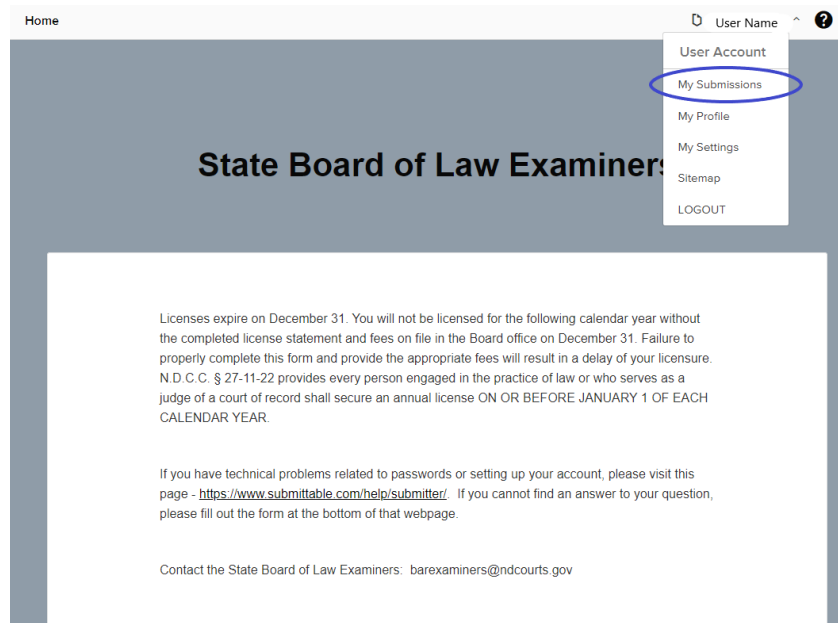
PRO HAC VICE ADMITTED ATTORNEYS

Every pro hac vice admitted attorney must fill out this page and pay their fee individually if they plan to continue to appear in a matter in 2024. Organization payment cannot be used for pro hac admitted attorneys.

Click here to renew an individual attorney's license for 2024	Guidelines ▾	<input type="submit" value="Submit"/>
Click here to pay if you are an organization paying annual license fees for multiple attorneys		<input type="submit" value="Submit"/>
Click here to pay fees for 2024 if you are admitted pro hac vice	Guidelines ▾	<input type="submit" value="Submit"/>

PRINTING AND EDITING YOUR SUBMISSION

To see your submissions, go to the home page, and open the drop down under your name. Select “My submissions.”





When on your submissions page, you can download your submission by selecting download. If you made an error on your submission, you can click edit and request for the BLE to open your file to be edited. You will receive a response when the BLE has opened the file to be edited.

User Name

Received

Submitted to [State Board of Law Examiners](#) - [Click here to renew an individual attorney's license for 2024](#) on Thu, Nov 16, 2023 10:18 AM

ACTIVITY	MESSAGES	FORMS	NOTE	AWARDS & PAYMENTS
Download Edit Withdraw				
	Submission response sent to you.			Thu, Nov 16, 2023 11:18 AM
	Email: Your application has been submitted to State Board of Law Examiners. Thank you for using Submittable.			
	Submitted by you.			Thu, Nov 16, 2023 11:18 AM