

## **FEBRUARY BAR EXAMINATION APPLICATION** **INSTRUCTIONS/FEES/CHECKLIST**

*If you have submitted a North Dakota law student registration or a North Dakota bar examination application within the last three years, this is not the appropriate instruction sheet. Refer instead to “Third Year Law Students-Instructions/Fees/Checklist” under the Bar Exam/Bar Exam Application at:*

*<https://www.ndcourts.gov/supreme-court/committees/board-of-law-examiners/bar-exam-application>*

### **APPLICATION PROCESS OVERVIEW**

Administration of the February examination is dependent on 17 or more applicants. Application fees paid will be refunded only in the event of less than 17 applicants. The character and fitness investigative fee is not refundable.

The Board of Law Examiners uses the services of the National Conference of Bar Examiners (NCBE) to assist in conducting an applicant's character and fitness investigation. This is a very brief overview of the application process.

1. Applicant completes the application online, uploads supporting documents, and pays the appropriate investigation and application fees. Applicant makes arrangements for documents from third parties to be filed with the Board of Law Examiners. Applicant should encourage personal references and former and present employers to promptly respond to requests from the NCBE.
2. Applicant will receive a confirmation email from the Board when the application has been accepted for processing. Sometimes a request for further information will be made by the Board staff. Promptly respond to any request for absent or additional documentation.
3. Applicant may receive correspondence directly from NCBE requesting additional information.
4. Applicant will not receive confirmation that the character and fitness investigation is completed.
5. The investigation is not finalized until after applicant passes the bar examination.
6. Applicants granted permission to write the bar examination will receive confirmation of their eligibility to sit for the exam not less than two weeks before the examination.

## REMEMBER WHEN COMPLETING YOUR APPLICATION:

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

- \* Each question on the application must be answered completely. Give complete addresses, including emails, street names and numbers, city, state, and postal zip codes.
- \* The primary email address you list on your NCBE character and fitness application is the email at which the Board of Law Examiners will contact you. Make sure you are always checking the *primary* email address you provided for communications from the Board.
- \* Criminal matters - include all adult charges – whether or not they were expunged. Upload the officer's report, complaint, and disposition of charges to your NCBE account.
- \* Civil Lawsuits – upload the complaint and disposition documents to your NCBE account.
- \* Be honest. If in doubt about answering a question, err on the side of providing the information to the Board.

## FEE SCHEDULE & DEADLINES

***If you are a current law student and will be awarded your Juris Doctor degree prior to the opening day of the February exam, or your Juris Doctor degree was awarded not more than one year ago, and you have not filed a law student registration or have not submitted an application in another state, these are the appropriate instructions.***

Applications to write the February examination must be postmarked by October 1 prior to the February examination for which application is made to avoid the assessment of a late examination filing fee. **APPLICATIONS POSTMARKED AFTER NOVEMBER 1 WILL NOT BE ACCEPTED.** The fees payable to the NCBE and the Board of Law Examiners must be paid separately.

DEADLINE	FEES	PAYABLE TO:
If the application is postmarked by October 1	<p>\$550 [ \$400 late registration fee + \$150 examination fee]</p> <p><b><u>AND</u></b></p> <p>Investigation fee - see:  <a href="https://www.ncbex.org/character-and-fitness/north-dakota-fee-schedule/">https://www.ncbex.org/character-and-fitness/north-dakota-fee-schedule/</a></p>	<p>State Board of Law Examiners (by check or money order, no credit cards accepted)</p> <p>National Conference of Bar Examiners</p>
If the application is postmarked after October 1 <sup>st</sup> and on or before November 1 <sup>st</sup>	<p>\$700 [ \$400 late registration fee + \$150 examination fee + \$150 late exam fee]</p> <p><b><u>AND</u></b></p> <p>Investigation fee - see:  <a href="https://www.ncbex.org/character-and-fitness/north-dakota-fee-schedule/">https://www.ncbex.org/character-and-fitness/north-dakota-fee-schedule/</a></p>	<p>State Board of Law Examiners (by check or money order, no credit cards accepted)</p> <p>National Conference of Bar Examiners</p>

***If your Juris Doctor degree was awarded more than one year ago or if you have submitted an application in another state, these are the appropriate instructions and the following fees apply.***

DEADLINE	FEES	PAYABLE TO:
If the application is postmarked by October 1	<p>\$150 [Examination fee]</p> <p><b><u>AND</u></b></p> <p>Investigation fee - see:  <a href="https://www.ncbex.org/character-and-fitness/north-dakota-fee-schedule/">https://www.ncbex.org/character-and-fitness/north-dakota-fee-schedule/</a></p>	<p>State Board of Law Examiners (by check or money order, no credit cards accepted)</p> <p>National Conference of Bar Examiners</p>

<p>If the application is postmarked after October 1<sup>st</sup> and on or before November 1<sup>st</sup></p>	<p>\$300</p> <p>[ \$150 Examination fee + \$150 late exam fee]</p> <p><b><u>AND</u></b></p> <p>Investigation fee - see: <a href="https://www.ncbex.org/character-and-fitness/north-dakota-fee-schedule/">https://www.ncbex.org/character-and-fitness/north-dakota-fee-schedule/</a></p>	<p>State Board of Law Examiners (by check or money order, no credit cards accepted)</p> <p>National Conference of Bar Examiners</p>
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Fees paid are not refundable.

**See Checklist on following page.**

## CHECKLIST – FEBRUARY BAR EXAM

Please note that the Application form is completed online through the NCBE website. However, additional documents and an exam fee are required to be filed directly with our office. Your application is not considered received until the exam fee, applicable late fees, and the core documents listed below are timely received at the Board's office. Please carefully follow the checklist below or your application may be rejected.

- [Application](#). The application must be completed online on the NCBE website. All supporting documents referenced in your application must be uploaded into your NCBE account.

All items listed below are required to be mailed to the Board of Law Examiners as part of your bar exam application (delivery address below).

### Core documents:

- A copy of this checklist affirmatively checking off that each item is included in your application packet or has been requested.
- Fees. A check or money order payable to the Board of Law Examiners according to the schedule above for the application fee and applicable late fees.
- Acknowledgment of Complete Application. The Acknowledgment form must be printed, signed, and mailed to the Board of Law Examiners. (Electronic or physical signature is accepted.)
  - \* The Acknowledgment form is a linked document within the Completion Checklist in your NCBE Account. Log into your NCBE account. Select "Character & Fitness" and the application in question. In the "Actions" column, select "View Checklist".
- 2" x 2" recent color photograph
- One executed original "Exam Petition" form [\[Exam Petition\]](#)
- One executed original North Dakota release form. [\[ND Release\]](#)

### Documents required from third parties:

- Official pre-legal education transcripts sent directly from the registrar of each institution where a degree was conferred have been requested.
- Law school application forwarded directly by the law school admission office to the Board has been requested.

- ☐ Multistate Professional Responsibility Examination (MPRE) scaled score of 85 or higher (sent directly by the NCBE) ☐ has been requested or ☐ I have not yet taken the MPRE but intend to take the exam in \_\_\_\_\_ (month/year). 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 NCBE to initiate steps for the transfer of the applicant's MPRE scores.

\*If you had your MPRE score automatically transferred to this office when you registered for the MPRE exam, you do not need to have the score re-sent. You may contact our office to confirm whether your score is on file.
- ☐ Official legal education transcript that states my JD degree has been awarded will be requested upon graduation to be sent directly from the registrar of the institution attended. (Due in the Board office by February 1)
- ☐ Requests for special testing accommodations, if applicable, *must accompany this application*. Forms are available at: [Special Accommodation Request forms](#).

## **AMENDMENTS**

**It is your responsibility to update your application during its pendency.** To do so, log into your [NCBE Account](#) and select Amend Application.

Retain a copy of your application for your records as requests for a copy will involve a copying charge.

Mail completed application packet to:

State Board of Law Examiners  
Judicial Wing, 1st Fl.  
600 E Boulevard Ave.  
Bismarck, ND 58505-0530

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

Phone: 701-328-4201

*Revised 08/2024*