

LAW STUDENT REGISTRATION INSTRUCTIONS/FEES/CHECKLIST

If it is later than October 1 of your third year of law school, STOP. Refer to the applicable bar examination instructions under the Bar Exam/Bar Exam Application tab at:

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

Law student registration begins the character and fitness investigation.

The filing of a Law Student Registration does not constitute the filing of a bar examination application. **A law student must still separately apply to sit for the Bar exam in their third year.**

REGISTRATION PROCESS OVERVIEW

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 registration process.

- * Applicant completes an application online, uploads supporting documents, and pays the appropriate 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.
- * 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.
- * Applicant may receive correspondence directly from NCBE requesting additional information.
- * Applicant will not receive confirmation that the character and fitness investigation is completed.
- * The investigation is not finalized until after applicant passes the bar 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.
- * If you recall an item that you failed to include on your law school application, amend your law school application and provide the Board with any follow-up from the Dean's office.
- * If something happens during law school, you must update the law school application and your registration with the Board.
- * Be honest. If in doubt about answering a question, err on the side of providing the information to the Board.

FEES SCHEDULE AND DEADLINES

DEADLINE	FEES	PAYABLE TO:
By October 1 of the second year or no later than 14 months after the applicant's first day of the first year of law school (i.e. timely)	Investigation fee - see: https://www.ncbex.org/character-and-fitness/north-dakota-fee-schedule/	National Conference of Bar Examiners
Received 14 months after the applicant's first day of the first year of law school and on or before May 15 of the second year	\$150 late registration fee <u>AND</u> Investigation fee - see: https://www.ncbex.org/character-and-fitness/north-dakota-fee-schedule/	State Board of Law Examiners (by check or money order, no credit cards accepted) National Conference of Bar Examiners

Received after May 15 of the second year and on or before October 1 of the third year	<p>\$250 late registration fee</p> <p style="text-align: center;"><u>AND</u></p> <p>Investigation fee - see: https://www.ncbex.org/character-and-fitness/north-dakota-fee-schedule/</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.

CHECKLIST – LAW STUDENT REGISTRATION

Please note that the Application form is completed online through the NCBE website. However, additional documents and any applicable late registration fees are **required** to be filed directly with our office. Your registration is not considered received until any 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 registration may be rejected.

- ☐ [Application](#). The application must be completed online at 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 law student registration (delivery address below).

Core documents:

- ☐ A copy of this checklist affirmatively checking off that each item is included in your registration packet or has been requested.
- ☐ Late Fees. A check or money order payable to the Board of Law Examiners according to the schedule above for 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 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.

Retain a copy of your registration 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

Phone: 701-328-4201

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