

## SUPPLEMENTAL BAR EXAMINATION APPLICATION FOR THIRD YEAR LAW STUDENTS INSTRUCTIONS/FEEES/CHECKLIST

*If you are a third year law student and you have submitted a North Dakota Law Student Registration, these are the appropriate instructions to follow.*

*If you are a third year law student and have not submitted a law student registration, these are not the appropriate instructions to follow. 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>*

### SUPPLEMENTAL APPLICATION PROCESS

- When you previously filed your Law Student Registration, your character and fitness investigation began. The character and fitness investigation, however, does not constitute the filing of your bar exam application.
- **In your third year, you must still separately apply to sit for the Bar exam and update** your law student registration so the information between the filing of your law student registration and bar exam application can be verified.
- Applicant files supplemental materials and pays appropriate investigation and exam fees. Applicant makes arrangements for documents from third parties to be filed with the Board of Law Examiners.
- 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 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.
- 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.

### INSTRUCTIONS

**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.**

To determine the supplemental material you are required to file, answer the following questions and proceed accordingly:

If you filed your law student registration ***less than*** 15 months after your first enrollment in law school, follow Checklist A (supplemental investigation required).

If you filed your law student registration ***later than*** 15 months after your first enrollment in law school, follow Checklist B (affidavit updating application).

**3L CHECKLIST A** (supplemental investigation required)

\_\_\_\_\_ [applicant's printed name]

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.** A new application must be completed online at the NCBE website.  

Log into your NCBE account. Select the Character & Fitness button and "Begin New Online Application." Information regarding education, residences, and employment that you entered on your law student registration may be able to be imported into your new application. Make sure to review that information and update it.
- All supporting documents referenced in your application must be uploaded into your NCBE account.
- A supplemental investigation fee will be due directly to the NCBE. See: <https://www.ncbex.org/character-and-fitness/north-dakota-fee-schedule/>

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.
- Bar exam fees/late fees. Indicate the fees you have submitted with your application. Fees are payable to the Board of Law Examiners only by check or money order; no credit cards are accepted. Fees paid are not refundable.

	<b>JULY BAR EXAM DEADLINES</b>	<b>FEE</b>
<input type="checkbox"/>	Application postmarked by March 15	\$150 [examination fee]
<input type="checkbox"/>	Application postmarked after March 15 and on or before May 1	\$300 \$150 examination fee + \$150 late exam fee]
	<b>NO APPLICATIONS POSTMARKED AFTER MAY 1 ARE ACCEPTED</b>	

	FEBRUARY BAR EXAM DEADLINES	FEES
<input type="checkbox"/>	Application postmarked by October 1	\$150 [examination fee]
<input type="checkbox"/>	Application postmarked after October 1 and on or before November 1	\$300 [\$150 examination fee + \$150 late exam fee]
	<b>NO APPLICATIONS POSTMARKED AFTER NOVEMBER 1 ARE ACCEPTED</b>	

- Acknowledgment of Complete Application. The Acknowledgment page from your Bar application must be signed, printed, and mailed to the Board of Law Examiners. (Electronic or physical signature is accepted. A notarized signature for this form is currently not required due to COVID-19; you may sign the form without completion of the notary block.)
- 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:**

- 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 graduated** to be sent directly from the registrar of the institution attended. Due in the Board office by Feb. 1 or July 1 corresponding with the bar exam being taken.
- 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 06/2023*

**3L CHECKLIST B** (affidavit updating application)

\_\_\_\_\_ [applicant's printed name]

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).

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- [Affidavit Updating Previous Application](#). File the ORIGINAL with the Board of Law Examiners. [This Affidavit will be incorporated with your law student registration to become your final application to sit for the bar examination.]
- 2" x 2" recent color photograph
- One executed original "Exam Petition" form [[Exam Petition](#)]
- One executed original North Dakota release form. [[ND Release](#)]

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## **AMENDMENTS**

**It is your responsibility to update your application during its pendency.** To do so, complete a new Affidavit Updating Previous Application and submit the original to the Board of Law Examiners.

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

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Judicial Wing, 1st Fl.  
600 E Boulevard Ave.  
Bismarck, ND 58505-0530

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