

LAW STUDENT REGISTRATION INSTRUCTIONS/FEEES/CHECKLIST

If it is later than November 1 of your third year of law school, STOP. Refer instead to the applicable bar examination instructions located 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 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.

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.**

APPLICATION PROCESS

- * File application with required documentation and fees. Make arrangements for outside documents to be filed with the State Board of Law Examiners (Board). Remind your references and former and present employers to promptly respond to requests from the NCBE.
- * Receive a confirmation letter from the Board. Sometimes a request for further information will be included in the letter. Promptly respond to any request for absent or additional documentation.
- * May receive correspondence directly from NCBE.
- * You will not receive confirmation that your character and fitness investigation is completed.
- * Your investigation is not finalized until after 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 return of your application and late fees.

- * Each question on the application must be answered completely. Give complete addresses, including street names and numbers, city, state, and postal zip codes.
- * Criminal matters - include all adult charges – whether or not they were expunged. Attach the officer's report, complaint, and disposition of charges.
- * Civil Lawsuits – attach complaint and disposition documents.

- * 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 AND DEADLINES

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):

\$250 character and fitness investigation fee (Payable to the National Conference of Bar Examiners by check, money order or credit card.)

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:

\$355 character and fitness investigation fee (Payable to the National Conference of Bar Examiners by check, money order, or credit card.)

AND

\$150 late registration fee (Payable to the State Board of Law Examiners only by check or money order; no credit cards accepted.)

Received after May 15 of the second year and on or before November 1 of the third year:

\$355 character and fitness investigation fee (Payable to the National Conference of Bar Examiners by check, money order, or credit card.)

AND

\$250 late registration fee (Payable to the State Board of Law Examiners only by check or money order; no credit cards accepted.)

Fees paid are not refundable.

[See checklist on following page.]

CHECKLIST

All items listed below are required to be submitted to the State Board of Law Examiners as part of your law student registration:

- A copy of this checklist affirmatively checking off that each item is included in your registration packet or has been requested.
- [Application](#). The application must be completed online at the NCBE website and then printed. The Acknowledgment page must be signed. The ORIGINAL (single-sided) is filed with the Board of Law Examiners.
- NCBE release form (original) (prints with the online application)
- Fees. The fees payable to the NCBE and the Board of Law Examiners must be paid separately (according to the schedule above). The NCBE “Character and Fitness Application Payment Confirmation” form that prints out with your application must be included with the hard copy of your application.
- 2” x 2” recent color photograph
- One executed original North Dakota release form. [\[ND Release\]](#) (This is in addition to the NCBE release included in the online application.)
- Official pre-legal education transcripts sent directly from the registrar of the institution attended have been requested.
- Copy of my law school application forwarded directly by the law school admission office to the Board has been requested.

Retain a copy of your registration 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

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