

Supplemental Bar Exam Application Guide for Retakes

READ FIRST: Am I Using the Right Instructions?

- **YES:** If you have submitted a North Dakota Bar Examination Application within the past three years.
 - **No:** If it has been more than three years, you must submit a new bar application and pay the investigation fee. Follow the February or July Bar Exam Application Guide at: 🖱️ [Bar Exam Application](#).
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OVERVIEW - SUPPLEMENTAL APPLICATION PROCESS

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.

You will submit an Affidavit Updating Previous Application. This affidavit must:

- Confirm that there are **no changes** to your prior application **OR**
- Provide **updated or amended** information.
- This affidavit will be combined with your most recent bar application and treated as your **final application** for the current exam.
- 🛎️ If an additional **character and fitness investigation** is required, you will be notified. A supplemental investigation fee may apply.

Exam Fees.

- The Exam Fee is \$200.
 - *Late Fee Exception. If you are applying for the bar exam **immediately following** the exam you last failed, you are **not required** to pay the \$150 late fee. → Pay only the \$200 exam fee.
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See Checklist on following page.

CHECKLIST - RETAKE

Applicant Name

Mail-in Core Documents:

Mail the following documents and fees directly to the ND State Board of Law Examiners. **Your application is not considered received until the following core documents are timely received at the Board's office. Applicants concerned about timely receipt are strongly encouraged to use a reliable, trackable method of mailing.****

- ☐ This checklist, completed and checked off
- ☐ Exam fee/late fee (Follow fee schedule below).
 - The Board accepts only check/money order (no credit cards).
 - Fees to the Board are non-refundable

FEBRUARY FEES & DEADLINES

RECEIVED AT BOARD OFFICE**	Exam Fee	Late Exam Fee	Total Payable to ND Board
By October 1	\$200	\$0	\$200
October 2 – November 1	\$200	\$150*	\$350
✗ No applications <u>received after</u> November 1 will be accepted			

○ JULY FEES & DEADLINES

RECEIVED AT BOARD OFFICE**	Exam Fee	Late Exam Fee	Total Payable to ND Board
By March 15	\$200	\$0	\$200
March 16 – May 1	\$200	\$150*	\$350
✗ No applications <u>received after</u> May 1 will be accepted			

- ☐ [Affidavit Updating Previous Application](#). File the ORIGINAL with the Board of Law Examiners.
- ☐ 2" x 2" recent color photo
- ☐ Signed [Exam Petition](#) (original)

- ☐ Signed [ND Release](#) (original)
 - ☐ [Special Accommodation Request](#), if applicable (*must* accompany application)
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AMENDMENTS

It is your responsibility to update your application during its pendency. If anything changes (address, background, employment, etc.), submit an [Affidavit Updating Previous Application](#) to the Board of Law Examiners.

Tip: Keep a copy of your application and amendments for your records.

MAIL CORE DOCUMENTS TO:

State Board of Law Examiners

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

 **Email:** barexaminers@ndcourts.gov

 **Phone:** 701-328-4201

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