

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 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>

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. In addition, you are required to update your law student registration so the information between the filing of your law student registration and bar exam application can be verified.

File supplemental materials and make arrangements for outside documents to be filed with the State Board of Law Examiners (Board).

Receive a confirmation letter from the Board.

Promptly respond to any requests for additional information from the Board or NCBE.

You will not receive confirmation that your character and fitness investigation is completed. Your investigation is not finalized until after the examination.

Applicants granted permission to write the bar examination will be advised of the date and time and furnished admission cards 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 return 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 (paying an investigation fee to NCBE of \$250), follow Checklist A.

If you filed your law student registration ***later than*** 15 months after your first enrollment in law school (paying an investigation fee to NCBE of \$355), follow Checklist B.

[To verify what you paid to NCBE, review page i of your law student registration and determine the fee category selected.]

CHECKLIST A (supplemental investigation)

The following items are required to be submitted to the State Board of Law Examiners (Board) as your supplemental bar examination application:

- A copy of this checklist affirmatively checking off that each item is included in your application packet or has been requested.
- Bar Exam Fees and, if applicable, late exam fees. Pursuant to the schedule below, indicate the fees you have submitted with your application.

	JULY BAR EXAM DEADLINES	FEES
<input type="checkbox"/>	Application postmarked by March 15	\$150 [examination fee]
<input type="checkbox"/>	Application postmarked after March 15 and on or before April 15	\$250 [\$150 examination fee + \$100 late exam fee]
<input type="checkbox"/>	Application postmarked after April 15 and on or before May 15	\$300 \$150 examination fee + \$150 late exam fee]
	NO APPLICATIONS POSTMARKED AFTER MAY 15 ARE ACCEPTED	

	FEBRUARY BAR EXAM DEADLINES	FEES
<input type="checkbox"/>	Application postmarked by November 1	\$150 [examination fee]
<input type="checkbox"/>	Application postmarked after November 1 and on or before November 15	\$250 [\$150 examination fee + \$100 late exam fee]
<input type="checkbox"/>	Application postmarked after November 15 and on or before December 1	\$300 [\$150 examination fee + \$150 late exam fee]
	NO APPLICATIONS POSTMARKED AFTER DECEMBER 1 ARE ACCEPTED	

Exam fees are payable to the Board of Law Examiners only by check or money order; no credit cards accepted. The exam fee(s) payable to the Board of Law Examiners must be paid separately from the investigation fee payable to the NCBE.

- [Application](#). A new application must be completed online at the NCBE website and then printed. The Acknowledgment page must be signed. File the ORIGINAL (single-sided) with the Board of Law Examiners.

Begin New Online Application: Log into your NCBE account. Select the Character & Fitness button. Scroll to the bottom and “Begin New Online Application.” The first screen you should see is “Copying Existing Application Data to a New Application.” Follow the prompts to copy record. As you move through the application, you will have to read the question, determine if any available previous response(s) apply to the

question, and click the green arrow to copy the entry into the new application. This will populate the fields below and you will have to review, add, or update fields as needed, then continue to the next entry/question.

- \$105 supplemental investigation fee **and** NCBE Payment Confirmation Form. The NCBE “Character and Fitness Application Payment Confirmation” form will print out with your application and must be included with the hard copy of your application.
- NCBE release form (original) (included with the online Bar application)
- 2” x 2” recent color photograph
- One executed original “Exam Petition” form [[Exam Petition](#)]
- One executed original North Dakota release form. [[ND Release](#)] (This is in addition to the NCBE release form included in the online bar application.)
- 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.
- Official legal education transcript reflecting receipt of my JD degree sent directly from the registrar of the institution attended **will be requested upon my graduation.** (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. Request for accommodations must accompany this application and will be referred to the Board for consideration. 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

CHECKLIST B (affidavit)

The following items are required to be submitted to the State Board of Law Examiners (Board) as your supplemental bar examination application:

- A copy of this checklist affirmatively checking off that each item is included in your application packet or has been requested.
- Bar Exam Fees and, if applicable, late exam fees. Pursuant to the schedule below, indicate the fees you have submitted with your application.

	JULY BAR EXAM DEADLINES	FEES
<input type="checkbox"/>	Application postmarked by March 15	\$150 [examination fee]
<input type="checkbox"/>	Application postmarked after March 15 and on or before April 15	\$250 [\$150 examination fee + \$100 late exam fee]
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	NO APPLICATIONS POSTMARKED AFTER DECEMBER 1 ARE ACCEPTED	

Exam fees are payable to the Board of Law Examiners only by check or money order; no credit cards accepted.

- [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. [\[ND Release\]](#)
- 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.
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- Requests for special testing accommodations, if applicable. Request for accommodations must accompany this application and will be referred to the Board for consideration. Forms are available at: [Special Accommodation Request forms.](#)

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.

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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