

## STATE BOARD OF LAW EXAMINERS

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2011-F Commerce Park Drive  
Annapolis, Maryland 21401  
(410) 260-3640  
web page: [www.mdcourts.gov](http://www.mdcourts.gov)

### APPLICATION FOR ADMISSION TO THE BAR OF MARYLAND

1. ***Applicability:*** Read this notice before completing forms and retain for future reference. This set of forms is intended primarily for law students who wish to apply for admission to the Maryland Bar pursuant to Maryland Bar Admission Rule 2. There is a separate set of application forms for attorneys who have practiced law for at least five years and can meet the other eligibility criteria for Bar Admission Rule 13. If you have questions, contact the administrative office of the State Board of Law Examiners regarding eligibility standards and applicable forms.
  
2. ***Bar Admission Rules:*** You should read the Rules of the Court of Appeals of Maryland Governing Admission to the Bar of Maryland and the Rules of the Maryland Board of Law Examiners (Maryland Rules, Volume 2, Annotated Code of Maryland). Those rules address the requirements for admission to the Bar and provide for investigation of the character and fitness of each Applicant by a Character Committee. (See Rule 4b if you are attending or have graduated from a law school not approved by the American Bar Association.)
  
3. ***Bar Application and Petition Process:*** Maryland has a two-step filing process.
 

**Step One: Application for Admission**

First, an applicant must file, all together, the forms attached to this notice, which are in two parts:

***Part I*** is the ***Certificate of College (Pre-Legal) Education*** (the applicant's bachelor's degree or undergraduate course work). **THE APPLICANT MUST HAVE THE PART I CERTIFICATION EXECUTED BY THE COLLEGE AND SUBMIT THE EXECUTED PART I BY THE DEADLINE FILING DATE FOR THE APPLICATION. A PROPERLY EXECUTED PART I MUST BE SIGNED BY THE APPROPRIATE COLLEGE (OR LAW SCHOOL) OFFICIAL AND MUST BEAR THE SCHOOL SEAL.**

***Part II*** is the ***Character Questionnaire***.

Part I and Part II must be filed together with the application fee (see page ii), and Part II must include a notarized release executed by the applicant. These forms permit the Character Committee to initiate the required character and fitness investigation of each applicant. Incomplete forms and forms received without fees will be returned.

**Step Two: Original Petition to Take Maryland Bar Examination**

The ***application for admission*** must be filed ***before*** you file the ***original petition*** unless the original petition is filed simultaneously with the application. You must timely file the original petition with the proper fee (see page ii) to be eligible to sit for the bar examination. The original petition certifies that you have graduated from a law school approved by the American Bar Association or are unqualifiedly eligible to graduate prior to the date of the bar examination you take.
  
4. ***Complete Application:*** ***Your application will not be considered complete until the Board and Character Committee receive each of the required certificates and various statements, documents, and reference letters described in the application form. In other words, your responsibility does not end after you file the forms. It will be necessary for you to personally prompt respondents who fail to reply to the Character Committee's letters of inquiry. You should retain a duplicate copy (both sides) of the application and associated forms so that you can send another inquiry in the event a reference, employer, or school fails to reply to the Character Committee's initial inquiry.***
  
5. ***Personal Interview:*** After the Character Committee member receives responses to all of its inquiries, the Committee member will contact the applicant to schedule the mandatory personal interview. No applicant will be admitted to the Bar unless the interview has been completed and the Character Committee issues a favorable recommendation. The timing of the interview depends on how early the application is filed. An applicant who files at the late deadline almost certainly will not be interviewed until well after the Bar examination.

6. **Filing Deadlines (Fees):** Completed Bar application forms for the February and July Bar Examinations must be filed by the deadlines shown below and accompanied by the indicated fees. "FILED" means received in the Board's office during the Board's normal business hours. **Mail forms to State Board of Law Examiners, 2011-F Commerce Park Drive, Annapolis, MD 21401.**

	<b><u>February Bar Exam Deadline* (Fee)</u></b>	<b><u>July Bar Exam Deadline* (Fee)</u></b>
<b><u>Timely Filing</u></b>		
Application Parts I & II	By preceding Sept. 15 <sup>th</sup> (\$225)	By preceding Jan. 16 <sup>th</sup> (\$225)
Original Petition	By preceding Dec. 20 <sup>th</sup> (\$250)	By preceding May 20 <sup>th</sup> (\$250)
<b><u>Late Filing</u></b>		
Application Parts I & II	By preceding Dec. 20 <sup>th</sup> (\$275)	By preceding May 20 <sup>th</sup> (\$275)
Original Petition	By preceding Dec. 20 <sup>th</sup> (\$250)	By preceding May 20 <sup>th</sup> (\$250)

**\*If the deadline date falls on a weekend or holiday, the filing deadline is extended to the next business day.**

- i. **Checks and Money Orders:** All fees must be paid by check or money order made payable to the State Board of Law Examiners. Payment must be made in the exact amount and must accompany the appropriate form. Forms received without fees will be returned.
  - ii. **Early Application:** If you wish an earlier determination as to your pre-legal educational qualifications or character and fitness you may file an application at any time after completing your college (pre-legal) education.
  - iii. **Weigh for Postage:** Weigh your completed forms and affix proper postage. *Postage Due* mail is not accepted.
  - iv. **Examination dates:** Examination dates are published in two daily newspapers before each examination and may be ascertained by inquiry to the Board's office at the address and phone number listed above. The Multistate Bar Examination (MBE) always is scheduled on the last Wednesday of February and July. The Maryland Essay Examination normally is scheduled for the preceding day, Tuesday. Also, see the Board's **web page: [www.mdcourts.gov](http://www.mdcourts.gov)**
7. **Laptop Computer Use for the Written Test:** If the bar examination site is able to provide electrical outlets, the Board may permit bar applicants to use laptop computers for the Written Test. You must file a separate application to participate in the laptop program. The laptop application and full details of what is required to participate in the laptop program are posted at the Board's website: [www.mdcourts.gov/ble/index.html](http://www.mdcourts.gov/ble/index.html). There is an additional fee required to participate in the laptop program.

**8. Test Accommodations for Applicants with Disabilities:**

An applicant who has a disability, as defined by the Americans with Disabilities Act, may request test accommodations for the bar examination to assure that he or she receives a fair and equal opportunity to fully demonstrate his or her competence.

A request for test accommodations should be addressed to the State Board of Law Examiners, 2011-F Commerce Park Drive, Annapolis, MD 21401. **The request should be mailed separately from the bar application.**

**A test accommodations request form and instructions may be downloaded from the Board's website: [www.mdcourts.gov/ble/index.html](http://www.mdcourts.gov/ble/index.html). Or, you may request that the form and instructions be mailed to you by contacting the Board.**

**The request for test accommodations must be accompanied by supporting documentation, specified in the instructions, to include reports from treating health professionals, a personal statement, standardized test scores, academic transcripts, and other materials relevant to substantiating your disability and assessing the degree of impairment arising from your disability.**

# APPLICATION FOR ADMISSION TO THE MARYLAND BAR

## GENERAL INSTRUCTIONS

- MAKE A COPY (BOTH SIDES) OF YOUR APPLICATION AND THE AUTHORIZATION AND RELEASE BEFORE MAILING. VERIFICATION FORMS FOR EDUCATION, EMPLOYMENT, AND PERSONAL REFERENCES ARE TWO-SIDED AND SHOULD BE COPIED TWO-SIDED. YOU WILL NEED THE COPY TO 1) SAFEGUARD AGAINST LOSS; 2) TO USE WHEN APPLYING TO OTHER JURISDICTIONS THAT MAY REQUIRE COPIES OF ALL PRIOR APPLICATIONS TO A BAR; AND 3) TO PROVIDE DUPLICATES OF FORMS FOR EMPLOYERS, SCHOOLS, AND REFERENCES WHO DO NOT RESPOND TO THE ORIGINAL INQUIRY BY THE CHARACTER COMMITTEE.**
- INCLUDE WITH YOUR APPLICATION A STAMPED, SELF-ADDRESSED POSTCARD, IF YOU WANT CONFIRMATION THAT IT WAS RECEIVED. The postcard will be date stamped and mailed back to you. This office will not confirm receipt of applications over the telephone; the large volume of applications at the filing deadline precludes telephonic confirmation. Include a self-addressed postcard for any other confirmation of correspondence sent to this office.**
- NOTE THAT YOU MUST COMPLETE THE TOP PORTION ONLY (INDIVIDUAL/SCHOOL NAME AND ADDRESS) OF FORMS FOR VERIFICATION OF EMPLOYMENT, EDUCATION, AND REFERENCE LETTERS. THE CHARACTER COMMITTEE WILL MAIL THESE FORMS TO EMPLOYERS, SCHOOLS, AND REFERENCES FOR COMPLETION.**
- Use enclosed checklist (page vi) to ensure you include all required documents.
- Type your answers.
- Answer every question; indicate "none" or "not applicable" where appropriate.
- Respond completely to each question; failure to do so may be viewed as evidence of a lack of candor.*
- Complete all required forms.
- Make photo copies of forms (for schools, employment, etc.) if you need more forms than are provided.
- Enclose a separate, supplemental sheet, containing your full name, social security number, and the question number if you need more space to answer a question.
- Forms for reporting period(s) of self-employment, and/or when employer is no longer in business, are included.
- Sign each form requiring a signature.
- Provide the correct street name, number and zip code for each address. *Your application will be returned to you for correction if you fail to provide complete addresses, and your admission to the bar may be delayed as a consequence.*
- Part I and Part II and release must be completed and submitted together with the appropriate application fee.**
- Weigh application before mailing to determine proper postage; this office does not accept postage due mail.
- The State Board of Law Examiners does not accept telefax applications.**
- Be certain to inform your references and employers to expect inquiries by the Character Committee investigating your file. Prompt replies by all of your references are essential to completion of the investigation. If all of your references have not responded by the time examination results are reported to the Court of Appeals of Maryland, the Board will note an exception to your admission to the Maryland Bar. You will not be interviewed by the Character Committee and the exception to your Bar admission will not be removed until all required responses are received. Please choose references who know you well and who will respond promptly to the Character Committee. Avoid overseas references, if possible.*