

**MAINE BOARD OF BAR EXAMINERS
APPLICATION PROCEDURES FOR THE MAINE BAR EXAMINATION**

In addition to these procedures, be sure to read and follow all Maine Bar Admission Rules and all instructions included with and on the face of your application.

1. REQUEST FOR APPLICATION:

You may download an application directly from the Maine Board of Bar Examiners' website at www.mainebarexaminers.org. If you do not wish to download the application or other materials, you may write to the Board and request the Maine Bar Admission Rules, the Application Procedures, and a Request for Application Form. The Board does not accept telephone requests for forms or applications. If you want the Board to mail you an application, you must complete the Request for Application Form and mail it to the Board.

2. APPLICATION FORM:

If you choose to download an application from the Board's website, it is your responsibility to determine whether you meet the educational requirements set forth in Maine Bar Admission Rule 10(c) to sit for the Maine bar examination. If you are qualified, it is your responsibility to select the appropriate application form to complete and return to this office with the required examination fee.

The Maine Board of Bar Examiners uses three (3) different application forms:

A. If (i) you are not admitted to practice law in any jurisdiction, or (ii) you will have been admitted to practice in another jurisdiction for less than one year by deadline for filing applications, you must complete the Maine Board of Bar Examiners application form for applicants **Not Admitted in Another Jurisdiction for One Year or More**.

B. If you will have been admitted to the bar of any jurisdiction for more than one year by the deadline for filing applications, you must complete the **National Conference of Bar Examiners (NCBE) application form** (the request for an NCBE character report) and the **Maine Supplemental Application and Forms for Applicants admitted in another jurisdiction for one year or more**. The NCBE application form can be found at <http://ncbex.org/ea>. The Maine Supplemental Application is found on this website.

At times, the Board does not receive the NCBE report until after the grading process is complete. If this occurs, you will be notified of the results of the examination, but a certificate of qualification for admission to the Maine bar cannot be issued until the Board receives the NCBE character report.

C. Those seeking reciprocal admission (*i.e.*, attorneys who qualify under Maine Bar Admissions Rule 11A) must complete the **NCBE application form**, the request for an NCBE character report, and the **Maine Reciprocal Admission Application**. The NCBE application form can be found at <http://ncbex.org/ea>. The Maine Reciprocal Admission Application is found on this website.

D. If you have applied to sit for any of the last four (4) administrations of the Maine Bar examination, you may complete an **Application for Reexamination**, whether you withdrew from the previous exam or did not pass. If you withdrew, you have a credit with the Board, which is good for the four administrations of the bar exam following your initial payment. *However, if you have a credit and apply for an exam after the February 2015 exam, you will have to pay an additional \$150.00 when you re-apply, plus the administration fee, as the fees have increased by \$150.00 as of the July 2015 exam.*

If you are admitted in another jurisdiction, you must file an updated certificate of good standing as part of the reapplication process. You must also complete an updated NCBE application form online.

3. EXAMINATION FEES: All examination fees must be paid by personal or business check, money order, cashier's check, or certified check payable to the Maine Board of Bar Examiners. (See Maine Bar Admission Rule 6(b)). **The fee for each applicant who has been admitted to practice in any other jurisdiction for more than one year is \$650.00, beginning with the July 2015 Maine bar exam.** The separate fee for the NCBE application is \$75-\$375.00 (see <http://ncbex.org/ea>).

The fee is \$600.00 for those applicants not admitted to practice in another jurisdiction for more than one year, beginning with the July 2015 Maine bar exam.

Reciprocal applicants must pay \$900.00 (as of October 14, 2014) to the Maine Board of Bar Examiners with their Maine application, as well as the separate fee of \$75-\$375 to NCBE. The appropriate fees must accompany your applications. All fees are nonrefundable.

4. FILING DEADLINE: Pursuant to Maine Bar Admission Rule 5(a), your completed application, with the appropriate examination fee, must be received in the Maine Board of Bar Examiners' administrative office by 5:00 p.m. (EDT) on May 20 for the July examination and by 5:00 p.m. (EST) on December 20 for the February examination. If either of those dates falls on a weekend, the deadline is extended to the following Monday.

Applications received by the Board within seven calendar days following the applicable application deadline will be accepted only upon payment of a late fee of \$150.00. Applications received by the Board between the eighth and fourteenth calendar days following the deadline will be accepted only upon payment of a late fee of \$300.00. The Board will not accept any application received more than 14 days after the applicable application deadline.

5. UNDERGRADUATE/GRADUATE/LAW SCHOOL CERTIFICATES: In accordance with Maine Bar Admission Rule 5(c), a certificate from the undergraduate school from which you graduated, *and* from each law school you attended must be on file with your application at least one week prior to date of the examination. Forms necessary to obtain these certificates are included in the application. **PLEASE NOTE THAT TRANSCRIPTS ARE ALSO REQUIRED TO BE SENT BY ALL SCHOOLS.** (Reciprocal applicants need only provide certificates and transcripts from each law school attended.)

In accordance with Maine Bar Admission Rule 10(c), you will not be permitted to sit for the bar exam unless the Board has received these certificates at least one week prior to the date of the exam. In addition, a certificate from each undergraduate school that you attended for two years or more must also be filed with the Board before you can be issued a certificate of qualification for admission to the Maine bar.

6. REFERENCE QUESTIONNAIRES: If (i) you are not admitted to practice law in any jurisdiction, or (ii) you will have been admitted to practice in another jurisdiction for *less than one year* by the deadline for filing applications, Reference Questionnaires will be included with your application. You must arrange to have three of the five references listed in your application complete and send a Reference Questionnaire to the Board.

The Questionnaires may be sent after the application deadline, but must be on file with the Board before a certificate of qualification for admission to the Maine bar can be issued. Reference Questionnaires must be received directly from the person completing them. Reference Questionnaires received from applicants will be returned.

7. CERTIFICATES OF GOOD STANDING: If you have been admitted to practice in another jurisdiction, pursuant to Maine Bar Admission Rule 5(b), you must request that each such jurisdiction file a Certificate of Good Standing with the Board. The Certificates of Good Standing may be filed after the application deadline, but must be on file with the Board before a certificate of qualification for admission to the Maine bar can be issued.

8. MULTISTATE BAR EXAMINATION (MBE) SCORES: Maine Bar Admission Rule 10(e) explains the requirements regarding MBE scores. If you are required to have an MBE score, you may: (1) take the MBE in Maine; (2) take the MBE in another jurisdiction where you are taking the bar exam and transfer that MBE score to Maine; or (3) you may transfer a prior MBE score if you have taken the MBE within the 61 months prior to the current administration of the Maine bar exam as provided in Maine Bar Admission Rule 10(e)(1)(ii).

You must also transfer an MBE score if you wish to qualify for the further modified exam under Maine Bar Admission Rule 10(e)(2). Please note that MBE scores transferred for purposes of qualifying to sit for the further modified exam under Maine Bar Admission Rule 10(e)(2) must be received by the Board at least one week prior to the date of the examination. If you transfer more than one MBE score, the Board will use the highest score.

If you are not required to have an MBE score under Maine Bar Admission Rule 10(e)(1)(i), you may still transfer a prior MBE score to Maine. **The Board will calculate your final grade both with and without the transferred score and will use the higher of the two grades.**

If you have an MBE score from another jurisdiction, the Board recommends submitting it even if you are not required to do so. This is because there are instances in which the use of such a score, when permitted under Rule 10 of the Maine Bar Admission Rules, can be to an applicant's advantage. *All such scores should be sent to the Board, directly from the other jurisdiction, no later than one week prior to the exam date.*

Prior to the examination, we will provide you with an MBE Transfer Information Form. You must submit a completed MBE Transfer Form if you are: (a) transferring an MBE score from Maine to another jurisdiction; (b) using an MBE score from a prior MBE taken in Maine; and/or (c) retaking the MBE (whether you previously took the MBE in Maine or elsewhere) and wish to use the highest MBE score. The MBE Transfer Form may be filed with the Board office either before or after the examination, or you may turn it in at the examination.

9. MULTISTATE PROFESSIONAL RESPONSIBILITY EXAMINATION (MPRE):

Pursuant to Rule 11 of the Maine Bar Admission Rules, you will not be eligible for admission to the Maine bar until you have passed the Multistate Professional Responsibility Examination (MPRE). The MPRE is a test in addition to the Maine Bar Examination. The National Conference of Bar Examiners administers the MPRE. **Reciprocal applicants must have taken the MPRE *before* submitting an application.**

The MPRE is given several times a year at various locations nationwide. For information about how, when, and where you may take the MPRE, or to arrange for transfer of a prior MPRE score to the Maine Board of Bar Examiners, please go to www.ncbex.org. All requests for MPRE score services must be done online.

10. MODIFIED EXAMINATIONS. Maine Bar Admission Rule 10(e) outlines two modifications to the Maine Bar Examination. You should review this Rule and determine whether you may be eligible for a modified examination. If the Board determines you are eligible to take a modified examination, you may nevertheless request to take additional portions of the examination. If you elect to take additional portions, the Board will calculate your grade both with and without the additional portions and will use the higher grade.

11. COPIES OF PRIOR MAINE ESSAY QUESTIONS AND REPRESENTATIVE ANSWERS: The Maine Board of Bar Examiners releases copies of the Maine essay examination questions used in the last six administrations of the Maine Bar examination. If you wish a set of the questions for one or more of those examinations, please send a \$5.00 personal check, money order, or cashier's check per set and designate which sets you wish to receive; *e.g.*, February 2013; July 2013; February 2014, etc. You may also purchase representative answers to the exam questions, also at a cost of \$5.00 per set. An order form is available on this website.

12. QUESTIONS AND COMMUNICATION WITH THE BOARD: The application procedures and all correspondence with the Board should be directed to the Board's Executive Director. All changes and supplements to your application must be submitted in writing.

A. Regular mail: Correspondence sent by regular mail should be addressed as follows: Executive Director, Maine Board of Bar Examiners, PO Box 140, Augusta, ME 04332-0140

B. Hand Delivery or Overnight mail: If you wish to hand deliver an application or send correspondence by overnight mail (FedEx, UPS, etc.) and require a street address, use the following address: Executive Director, Maine Board of Bar Examiners, 40 Water Street, 2nd Floor Hallowell, ME 04347, (207) 623-2464.