

## MAINE BOARD OF BAR EXAMINERS APPLICATION PROCEDURES

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](http://www.mainebarexaminers.org). If you are admitted in another jurisdiction for more than one year, you must also complete the NCBE application form, which can be found at <http://ncbex.org/ea>.

### 2. APPLICATION FORMS:

#### A. TO TAKE THE UNIFORM BAR EXAM – There are two different application forms:

1. 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**.

2. If you will have been admitted to the bar of any jurisdiction for one year or more by the deadline for filing applications, you must complete the **National Conference of Bar Examiners (NCBE) application form** (request for NCBE character report) and the **Maine Supplemental Application for Applicants Admitted in Another Jurisdiction for One Year or More**. The online NCBE application form can be found at <http://ncbex.org/ea>. The Maine Supplemental Application is found on the Board's 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 exam, but a certificate of qualification for admission to the Maine bar cannot be issued until the Board receives the NCBE character report.

B. **TO RE-APPLY TO TAKE THE EXAM WITHIN TWO YEARS OF ORIGINAL APPLICATION:** 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. 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.

#### C. TO TRANSFER A UBE SCORE TO MAINE: There are two different application forms:

1. 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 **UBE Score Transfer Application** for **Applicants Not Admitted in Another Jurisdiction for One Year or More**.

2. If you will have been admitted to the bar of any jurisdiction for one year or more by the deadline for filing applications, you must complete the **National Conference of Bar Examiners (NCBE) application form** (request for NCBE character report) and the Maine **UBE Score Transfer Supplemental Application** for **Applicants Admitted in Another Jurisdiction for One Year or More**. The online NCBE application form can be found at <http://ncbex.org/ea>. The Maine Supplemental Application is found on the Board's 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 exam, but a certificate of qualification for admission to the Maine bar cannot be issued until the Board receives the NCBE character report.

Your UBE score may be no older than three years from when you took the UBE. E.g., as of May 3, 2017, your UBE score must have been earned during a July 2014 UBE administration or later. After July 2017, your UBE score must have been earned during a February 2015 UBE administration or later. As of 5-3-2017, the passing score in Maine is 276.

D. **ADMISSION BY MOTION:** Those seeking admission by motion (*i.e.*, attorneys who qualify under Maine Bar Admissions Rule 11A) must complete the **NCBE application form** (request for NCBE character report), and the **Maine Supplemental Application for Admission by Motion**. The NCBE application form can be found at <http://ncbex.org/ea>. The Maine Supplemental Application for Admission by Motion is found on the Board's website.

3. **FEES:** All Maine fees are **nonrefundable** (see Maine Bar Admission Rule 6(d)), and must be paid by check, money order, cashier's check, or certified check payable to the Maine Board of Bar Examiners. (See Maine Bar Admission Rule 6(a)).

A. **The fee to take the UBE for an applicant who has been admitted to practice in another jurisdiction for one year or more is \$650.00.** The separate fee for the NCBE application is **\$90-\$450.00**, payable to NCBE (see <http://ncbex.org/ea>).

B. **The fee to take the UBE is \$600.00 for those applicants not admitted to practice in another jurisdiction for one year or more.** Those applicants are **not** required to complete an NCBE application.

C. **Re-Applicants** must either pay a \$100 administrative fee if they have a credit with the Board after withdrawing from a previous exam, or the regular fee if no credit, as outlined above.

D. **Applicants for Admission by Motion must pay \$900.00** by check or money order directly to the Maine Board of Bar Examiners with their Maine application, as well as the separate fee of **\$90-\$450.00**, paid directly to NCBE by check or credit card.

E. **Applicants transferring a UBE score to Maine must pay \$900.00** by check or money order directly to the Maine Board of Bar Examiners with their Maine application, as well as the separate fee of **\$90-\$450.00** (*if admitted elsewhere for one year or more*) to NCBE.

F. **Laptop Fee** – Those applicants taking the UBE in Maine who wish to use a laptop on the essay day of the exam, will download the exam software directly from Extegrity. Instructions on when and how to do so will be sent to you either in early January for the February exam or early June for the July exam. The fee, paid directly to Extegrity at time of download, is \$110.

4. **FILING DEADLINES:** 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. on May 20 for the July examination and by 5:00 p.m. 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 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 deadline.

There are no deadlines for Applications for Admission by Motion. There are also no deadlines for UBE Score Transfer Applications, but your UBE score can be no older than three years from when you took the UBE. For example, as of May 3, 2017, your UBE score must have been earned during a July 2014 UBE administration, or later. After July 2017, your UBE score must have been earned during a February 2015 UBE administration, or later, and so on.

**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 or attended for more than two years, *and* from each law school you attended, must be on file with your application at least one week prior to the date of the exam. Forms necessary to obtain these certificates are included in the application. You will not be permitted to sit for the exam unless the Board has received these certificates at least one week prior to the exam date.

UBE Score Transfer applicants must have these same certificates prior to being admitted to the Maine bar. Applicants for Admission by Motion need only provide certificates and transcripts from each law school attended.

***PLEASE NOTE THAT TRANSCRIPTS MUST BE ATTACHED TO ALL CERTIFICATES. CERTIFICATES AND TRANSCRIPTS MUST COME DIRECTLY FROM THE SCHOOL.***

**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. Only one of your references may be a law school classmate.

Reference 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.

**7. CERTIFICATES OF GOOD STANDING:** If you have been admitted to practice in another jurisdiction, pursuant to Maine Bar Admission Rule 5(c)(5), 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:** MBE 10(e) has been amended with the adoption of the UBE. All exam applicants are required to take the MBE at the time of the UBE exam. The Board will no longer accept transferred MBE scores. If you wish to transfer your MBE score from Maine to another jurisdiction, please download an MBE Score Request Form, which must include the \$25.00 fee.

**9. UBE SCORE TRANSFER FROM MAINE TO ANOTHER JURISDICTION:**

To arrange for transfer of your Maine UBE score to another jurisdiction, please go to [www.ncbex.org](http://www.ncbex.org).

**10. 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. **Admission by Motion applicants must have taken the MPRE before submitting an application.** Please see MBAR 11 for information on the various limits on the ages of MPRE scores.

The MPRE is given three times a year (March, August, and November) 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](http://www.ncbex.org).

**11. MODIFIED EXAMINATIONS.** With the adoption of the UBE on May 3, 2017, the Board will no longer offer “modified” or “attorney” exams.

**12. COPIES OF PRIOR MAINE ESSAY QUESTIONS AND REPRESENTATIVE ANSWERS:** Copies of the Maine essay examination questions used in the last six administrations of the Maine Bar examination are no longer available due to the adoption of the UBE.

**13. 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. *Email:* [execdir@mainebarexaminers.org](mailto:execdir@mainebarexaminers.org)

B. *Regular mail:* Executive Director, Maine Board of Bar Examiners, PO Box 140, Augusta, ME 04332-0140

C. *Hand Delivery or Overnight mail:* Executive Director, Maine Board of Bar Examiners, 40 Water Street, 2<sup>nd</sup> Floor, Hallowell, ME 04347.

D. Telephone: (207) 623-2464; Fax: (207) 622-0059