

MAINE BOARD OF BAR EXAMINERS

P. O. BOX 140

AUGUSTA ME 04332-0140

UBE SCORE TRANSFER INSTRUCTIONS FOR APPLICANTS ADMITTED IN ANOTHER JURISDICTION FOR ONE YEAR OR MORE

Before completing this application, read Maine Bar Rule 3 (the Code of Professional Responsibility), the Code of Judicial Conduct, and the Maine Bar Admission Rules.

By completing and submitting this application to the Maine Board of Bar Examiners, you understand that the Board shall make disclosures of certain information as required by the Maine Bar Admission Rules including publication of a list of all persons who submit an application.

This application has two parts: the Maine Supplemental Application and the Maine Forms. Each question must be fully answered. If the space provided for the answers on any form is insufficient, use and attach additional pages as necessary and identify and initial the same.

In addition, you must also complete the National Conference of Bar Examiners (NCBE) Application and the NCBE Forms. The link to the online application and forms may be found at <http://ncbex.org/ea>.

Complete a blank form only as required by your answer to the question that relates to that form. Unused blank forms do not need to be returned. You may be required to make copies of some of the blank forms. If you cannot make copies of the forms, they can be downloaded from the Board's website at www.mainebarexaminers.org.

Fill out and sign the Maine Supplemental Application and Maine Forms and cause your oath to be taken as required. These must be submitted to the Maine Board of Bar Examiners before *May 20th* if you are applying for the July examination, and before *December 20th* if you are applying for the February examination.

Include the \$900.00 fee, which must be made by personal check, cashier's check, certified check, or money order – payable to the Board of Bar Examiners [see Maine Bar Admission Rule 5(a)]. This amount is **just** for the Maine Supplemental application fee.

The cost of obtaining an NCBE character report varies from \$90.00-\$450.00, depending on the report requested. See the link to the NCBE online application here: <http://ncbex.org/ea>. That NCBE fee is paid directly to NCBE when you complete the application on the NCBE website. Both fees must be paid in order to apply to take the Maine bar exam. Once you complete your NCBE application online, please send to the Maine Board of Bar Examiners a copy of that NCBE application as directed by NCBE.

Fill out and sign three Maine Authorization and Release Forms and cause your oath to be taken as required on each.

Send out a copy of an Undergraduate/Graduate/Law School Certificate, to be completed by **each** undergraduate and graduate school from which you received a degree and/or graduated or attended for at least two years and to **each** law school you attended. Provide to the Registrar or Dean of each school a copy of an executed authorization and release, a blank Certificate, and a request that the school complete the Certificate, **attach an official transcript**, and forward it directly from the school to the Maine Board of Bar Examiners. You may photocopy the school certificates and authorization and release forms if sufficient copies are not enclosed.

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.

Please note that in the event you are not in good standing in any jurisdiction due to non-payment of dues, failure to comply with CLE requirements, or similar infractions, the Board requires that you provide evidence that you have either (1) taken whatever steps are necessary to bring your status current; or (2) formally withdrawn from the bar in question.

Board policy requires you to be admitted by the Court within one (1) year after you submit your application for admission. If you are not admitted within one (1) year (or if the Board does not extend the one-year period), you have to start the application process over.

Your application will be processed only after you provide all the necessary information. To avoid delays, be sure to:

- Print your answers legibly using blue or black ink.
- Fully answer each question.
- Complete all the forms required.
- Sign all the forms requiring your signature.
- Provide the correct number, street name, city, state and zip code for each address.
- Include three originals of the properly executive Maine Authorization and Release Form.
- Enclose a separate sheet of paper identified with question number if you need more space.
- Send one copy of the completed NCBE Application and Forms to the Board after completing such application and forms online at <http://ncbex.org/ea>

In addition:

1. Addresses are essential for a thorough and timely investigation. Please provide complete and accurate numbers, street names, cities, states, and zip codes.
2. Use the two-letter code to indicate state names.
3. Dates: For example, October 5, 2016 should be written 10/5/2016.
4. If you are not sure of the dates, places, or other information requested, it is your responsibility to consult with the court, agency, or other entity involved to obtain accurate and complete information.
5. Avoid the use of abbreviations, particularly those that are not self-explanatory, or provide proper explanation where they are used.
6. Whenever the names of clients, references, employers, associates, and/or partners are used, identify them as such.
7. Check the box in front of the word “yes” or “no” to designate your answer.
8. **Keep a copy of your completed application for your personal records.**

Applications should be submitted to the Board at the following addresses:

By U.S. Mail (including Express Mail
and Overnight Mail):

Board of Bar Examiners
P. O. Box 140
Augusta, ME 04332-0140

By Hand Delivery or Overnight Carrier
(Federal Express, UPS, etc.):

Board of Bar Examiners
40 Water Street, 2nd Floor
Hallowell, ME 04347

Inquiries should be directed to the Executive Director at (207) 623-2464 or by e-mail at execdir@mainebarexaminers.org.

_____, _____, _____
Applicant's Last Name First Name Middle Name

MAINE BOARD OF BAR EXAMINERS

P. O. BOX 140
AUGUSTA ME 04332-0140

SUPPLEMENTAL QUESTIONS TO NCBE APPLICATION

1-5. No Supplemental Questions.

6. A. Have you ever applied to and/or been registered in any other jurisdiction under an in-house counsel or other reciprocity rule? Yes No

If Yes, state:

Jurisdiction: _____

Date of Application: _____

Employer/Position: _____

7-9. No Supplemental Questions.

10. C. If yes, has your admission been subject to any conditions and/or have you been admitted under a conditional admission agreement in any other jurisdiction? Yes No

If yes, please provide complete details of any such admission and attach a copy of the conditions or conditional admission agreement for any such admission.

11-12. No Supplemental Questions.

13. A. Have you registered under the Selective Service Act? Yes No

(See below)**

All males, except those born between 3/28/57 and 12/31/59, are required to register under the Selective Service Act at the time they attain the age of eighteen years.

** *If Yes, please list: Number:* _____

Residence address at time of registration: _____

** *If No, state reason:* Female Date of Birth Exemption _____

DOB

Other - Please Explain: _____

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13. B. No Supplemental Question.

14. No Supplemental Question.

15. A. No Supplemental Question.

15. B. Has an employer of yours ever been convicted of a violation of a state or federal law, rule or regulation, in whole or in part because of your conduct?

Yes No

If Yes, provide the following information and about each occurrence:

Employer or Firm: _____

Date of Employment: From Mo/Yr: _____ Mo/Yr: _____

Explanation of Circumstances: _____

16. A. No Supplemental Question.

16. B. No Supplemental Question.

16. C. Are there any businesses, including but not limited to corporations, partnerships, professional associations or individual partnerships, which you now or previously operate(d) or control(led) or in which you have or had an ownership interest? (Ownership of 10% or less in any business in which the stock is publicly traded need not be disclosed).

Yes No

If yes, list for each:

<i>Name and Address of Entity</i>	<i>Nature of Business</i>	<i>State of Incorporation</i>
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17. A. No Supplemental Question.

17. B. No Supplemental Question.

17. C. Have you ever been disciplined in any profession or other setting (excluding employment, educational or military) for any violation of the rules applicable to your behavior?

Yes No

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17. D. Have you ever been asked to resign or given the opportunity to resign in lieu of disciplinary action or termination from any organization for any reason?

Yes No

If you answer Yes to any of the above, please provide the following information:

Name of Regulatory Agency: _____

Address: _____

City: _____ *State:* _____ *Zip:* _____

Agency Action: _____

Explanation: _____

18. A. No Supplemental Question.

18. B. Have you or any business in which you had an interest ever been refused a fidelity or other bond?

Yes No

If Yes, complete FORM 2.

19-20. No Supplemental Questions.

21. A. No Supplemental Question.

21. B. No Supplemental Question.

21. C. Have you applied for or been issued a driver's license or operator's permit in any state or jurisdiction other than those included in your list of residences as part of the NCBE application.

Yes No

If Yes, list each jurisdiction and the approximate date the license or permit was initially issued.

Jurisdiction

Date License/Permit Issued

21. D. Has your driver's license in any state ever been suspended or revoked?

Yes No

If Yes, complete FORM 5S and state the complete facts and circumstances surrounding the suspension or revocation including, but not necessarily limited to: name and address of suspending or revoking authority; date of each suspension or revocation; if suspended, the length of the suspension; the reason for the suspension or revocation; whether the license was reinstated; and any other facts which may be pertinent.

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21. E. Have you ever been married? Yes No

If yes, give the full name of your spouse(s) and date(s) and place(s) of marriage.

Name: _____ Date: _____ Place: _____

Name: _____ Date: _____ Place: _____

NOTE: Any divorce must be reported in response to Question No. 19 on NCBE application.

22-23. No Supplemental Questions.

24. A-D. No Supplemental Questions.

24. E. Have you filed state and federal income tax returns for each of the last five years?
 Yes No

If No to E, complete Form 6.

NOTE: THE FOLLOWING INSTRUCTIONS AND QUESTIONS 25 THROUGH 27 REPLACE THE SIMILAR PORTIONS OF THE NCBE APPLICATION. PREAMBLE TO QUESTIONS 25, 26, AND 27

Through this application, the Maine Board of Bar Examiners makes inquiry about recent mental health and addiction matters. This information, along with all other information, is treated confidentially by the Board. The purpose of such inquiries is to determine the current fitness of an applicant to practice law. The mere fact of treatment for mental health problems or addictions is not, in itself, a basis on which an applicant is ordinarily denied admission in most jurisdictions, and boards of bar examiners routinely certify for admission individuals who have demonstrated personal responsibility and maturity in dealing with mental health and addiction issues. The Maine Board of Bar Examiners encourages applicants who may benefit from treatment to seek it.

Boards do, on occasion, deny certification to applicants whose ability to function is impaired in a manner relevant to the practice of law at the time that the licensing decision is made, or to applicants who demonstrate a lack of candor by their responses. This is consistent with the public purpose that underlies the licensing responsibilities assigned to bar admission agencies; further, the responsibility for demonstrating qualification to practice law is ordinarily assigned to the applicant in most jurisdictions.

The Maine Board of Bar Examiners does not ordinarily seek medical records, although it may do so.

The Board does not, by its questions, seek information that is fairly characterized as situational counseling. Examples of situational counseling include stress counseling, domestic counseling, grief counseling, and counseling for eating or sleeping disorders. Generally, the Board does not view these types of counseling as germane to the issue of whether an applicant is qualified to practice law.

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25. A. Do you currently use any drug, narcotic or substance which use is illegal under state or federal law?

If Yes, please explain.

Yes No

25. B. Have you ever claimed to be or been declared legally incompetent?

If Yes, please explain.

Yes No

If your answer to either Question 25 (A) or (B) is Yes, complete FORMS 7 and 8.

26. A. Within the last three (3) years have you had any condition or impairment (including, but not limited to, substance abuse, alcohol abuse, or a mental, emotional, or nervous disorder or condition) which in any way currently affects, or if untreated could affect, your ability to practice law in a competent and professional manner?

Yes No

If your answer to Question 26 (A) is Yes, complete FORMS 7 and 8.

26. B. If your answer to Question 26(A) is Yes, are the limitations or impairments caused by your mental health condition or substance abuse problem reduced or ameliorated because you receive ongoing treatment (with or without medication) or because you participate in a monitoring program?

Yes No

27. A. Within the past five years, have you ever raised the issue of consumption of drugs or alcohol or the issue of a mental, emotional, nervous, or behavioral disorder or condition as a defense, in mitigation of, or as an explanation for your actions in the course of any administrative or judicial proceeding or investigation; any inquiry or other proceeding; or any proposed termination by an educational institution, employer, government agency, professional organization, or licensing authority?

Yes No

If you answered Yes, attach a thorough explanation including the name of the entity before which the issue was raised (i.e., court, agency, etc.), address, telephone, nature of proceeding, and complete description of the matter and circumstances surrounding your claim.

27. B. Are there any other facts not disclosed hereto concerning your background, history, experience or activities which may have a negative bearing on your character, moral fitness, or eligibility to practice law in Maine?

Yes No

If Yes, please attach a statement giving a full explanation.

28. No Supplemental Question.

29. Submit three original notarized copies of Maine Authorization and Release Form.

STATE OF MAINE BOARD OF BAR EXAMINERS
AUTHORIZATION AND RELEASE

I, *(Name)* _____, born *(Date of Birth)* _____,

born at *(City)* _____, *(State)* _____, *(Country)* _____,

having filed an application for admission to the bar of Maine, hereby consent to have an investigation made as to my moral character, credit record, college and law school records, criminal records, medical records, professional reputation and fitness for the practice of law and such other information as may be received, all of which will be reported only to the admitting authority. I agree to give any further information that may be required concerning my past record. I understand that the contents of my character report are confidential.

I also authorize and request every person, firm, company, corporation, governmental agency, law enforcement agency, court, association or institution having control of any documents, records or other information pertaining to me, to furnish to the Maine Board of Bar Examiners any such information, including documents, records, bar association or State bar governing agency files regarding charges or complaints filed against me, including any complaints erased by law, whether formal or informal, pending or closed, or any other pertinent data; and to permit the Maine Board of Bar Examiners or any of its agents or representatives to inspect and make copies of such documents, records or other information, excepting any information with respect to a juvenile offense.

I also authorize the Maine Board of Bar Examiners to obtain any information from my official record on file with the United States Selective Service System. I further authorize the National Personnel Records Center, in St. Louis, MO or other custodian of my military record to release and furnish to the Maine Board of Bar Examiners information or photocopies of my military personnel and related medical records, including but not limited to a copy of my DD Form 214, Report of Separation, and I do hereby consent to the release of such information.

I hereby release, discharge and exonerate the Maine Board of Bar Examiners, its agents and representatives, including but not limited to expert witnesses or evaluators consulted or used by the Board or its staff, and any person so furnishing information from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records, and other information as authorized herein or the investigation made by the Maine Board of Bar Examiners to which I hereby consent.

STATE OF _____
COUNTY OF _____

Signature of Applicant (sign in black ink)

Subscribed and sworn to or affirmed before me this _____ day of _____, 20__.

Notary Public (Sign in black ink)

My commission expires _____

Seal or stamp must be affixed to each original.

STATE OF MAINE BOARD OF BAR EXAMINERS
AUTHORIZATION AND RELEASE

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COUNTY OF _____

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STATE OF _____
COUNTY OF _____

Signature of Applicant (sign in black ink)

Subscribed and sworn to or affirmed before me this _____ day of _____, 20__.

Notary Public (Sign in black ink)

My commission expires _____

Seal or stamp must be affixed to each original.

STATE OF MAINE BOARD OF BAR EXAMINERS
SIGNATURES AND AUTHORIZATIONS

CONTINUING APPLICATION AND AUTHORIZATION FOR RELEASE OF INFORMATION

I understand this application for admission to the practice of law in the State of Maine is a continuing application and must show correctly and fully the information herein sought as of the date of my taking the oath of an attorney at law. I will, therefore, before such time and not later than thirty (30) days (whichever is earlier) after the happening of any events which change any response to the requests for information sought herein, notify the Board by filing an amendment to this application as to any such change.

I further understand that the Board may release sample essay answers to applicants pursuant to Maine Bar Admission Rule 10(i). I hereby authorize the Board of Bar Examiners to utilize any of my essay answers, without identifying me by name, for this purpose without requiring any advance notice of same.

Signature of Applicant (Sign in Black Ink)

VERIFICATION

STATE OF _____
COUNTY OF _____

_____, being first duly sworn, says:

I hereby certify that I have read Maine Bar Rule 3 (the Code of Professional Responsibility), the Code of Judicial Conduct and the Maine Bar Admission Rules and intend to devote the necessary time toward acquainting myself, prior to the Bar Examination, with these standards, ideals and rules.

I have read the foregoing questions, and have answered the same fully and frankly. The answers are complete and true to my own knowledge. I have personally handwritten or typed the answers or they have been prepared under my supervision.

Signature of Applicant (Sign in Black Ink)

Subscribed and sworn to or affirmed before me this _____ day of _____, 20_____.

Notary Public (Sign in black ink)

My commission expires _____

Seal or stamp must be affixed to each original.

_____, _____, _____
Applicant's Last Name First Name Middle Name

**MAINE BOARD OF BAR EXAMINERS
P. O. BOX 140
AUGUSTA ME 04332-0140**

FORM 2/BONDING COMPANIES
To be used with Question 18

Name _____
 First Middle Last Social Security
Number

Name of Surety (Bonding Company) _____

Address of Surety _____

City _____ State _____ Zip _____

Amount of money paid by Surety _____

Date Money paid _____

Reason for Bond _____

Brief explanation

_____, _____, _____
Applicant's Last Name First Name Middle Name

MAINE BOARD OF BAR EXAMINERS
P. O. BOX 140
AUGUSTA ME 04332-0140

FORM 7/AUTHORIZATION TO RELEASE MEDICAL RECORDS
To be used with Supplemental Questions 25 and 26

Upon presentation of the original or a photocopy of this signed authorization,

I (*Applicant's Name*) _____ authorize

Name of Institution or Doctor _____

Address _____

City _____ *State* _____ *Zip* _____

to provide information, including copies of records, concerning advice, care or treatment provided to me without limitation relating to mental illness, use of drugs or alcohol, to representatives of the Maine Board of Bar Examiners who are involved in conducting an investigation into my moral character, professional reputation and fitness for the practice of law. I understand that any such information as may be received will be reported only to the admitting authority.

I hereby release, discharge and exonerate the Maine Board of Bar Examiners, its agent and representatives, the admission agency, its agents and representatives and

Name of Institution or Doctor _____

Address _____

City _____ *State* _____ *Zip* _____

its agents and representatives so furnishing information from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records and other information or the investigation made by the Maine Board of Bar Examiners.

Signature of Applicant (*Sign in black ink*)

Subscribed and sworn to or affirmed before me this _____ day of _____, 20____.

Notary Public (*Sign in black ink*)

My commission expires _____

Seal or stamp must be affixed to each original.

_____, _____, _____
Applicant's Last Name First Name Middle Name

**MAINE BOARD OF BAR EXAMINERS
P. O. BOX 140
AUGUSTA ME 04332-0140**

**FORM 8/DESCRIPTION OF MENTAL HEALTH OR SUBSTANCE
ABUSE CONDITION OR IMPAIRMENT**
To be used with Supplemental Questions 25 and 26

Social Security Number: _____

Date of treatment: From Mo/Yr _____ To Mo/Yr _____

Name of attending physician _____

Physician's current address _____

City _____ *State* _____ *Zip* _____

Telephone () _____

Name of hospital or institution _____

Address _____

City _____ *State* _____ *Zip* _____

Telephone () _____

Describe the condition or problem _____

Describe any treatment and/or monitoring program _____



THE MAINE BOARD OF BAR EXAMINERS

P.O. BOX 140 • Augusta, Maine 04332-0140
(207) 623-2464 • fax (207) 622-0059 • www.mainebarexaminers.org

UNDERGRADUATE/GRADUATE/LAW SCHOOL CERTIFICATION

Applicant Instructions: Complete the upper part of this form. Sign and date this form.

Do NOT write on the remainder of the form. Forward this signed form to the Dean or appropriate designated official of your undergraduate, graduate and/or law school.

Name of Applicant _____ Date of birth _____

Social Security Number _____ Date of bar exam _____

School _____ Dates attended _____

I hereby consent to the release of the information requested in this form.

X _____
Signature of Applicant Date

School Official Instructions: Complete both pages of this certification form and mail directly to Maine Board of Bar Examiners at above address.

I, _____, hereby certify that I am the _____
(Name of Official) (Title of Official)
of _____; that _____
(Name of School) (Name of Applicant)
entered said school on _____; that this school was accredited by _____
(Date) (Accrediting Organization)
at the time of the Applicant's attendance and that the degree of _____ was
(Degree)
conferred upon the Applicant on _____. (PLEASE ATTACH TRANSCRIPT).
(Date)

I certify that I have conducted a review of the applicant's record maintained by this school.

(Page 1 of 2)

I certify that I am not aware of and my review of the record has not revealed any incident in which the applicant was accused of or found to have violated any law or statute or any disciplinary, honor, or ethics code.

- I certify that I am not aware of and my review of the record has not revealed any incident in which the applicant displayed any dishonesty.
- I certify that I am not aware of and my review of the record has not revealed any incident in which the applicant failed to meet a material obligation.
- I certify that I am not aware of and my review of the record has not revealed any incident in which the applicant breached a duty of trust.
- I certify that I am not aware of and my review of the record has not revealed any incident in which the applicant exhibited any conduct that would suggest he or she lacks the mental or emotional stability to practice law or abuses or is addicted to alcohol or drugs.
- I certify that the applicant's school admission process and record revealed no derogatory information about the applicant's conduct.
- I certify that I have no knowledge of any fact or circumstance that reflects adversely upon the moral character or ethical qualification of the applicant.
- I certify that I have answered with complete candor, regardless of whether the record for any of the aforementioned actions was expunged or sealed, and that the information provided is true and correct.
- I cannot with complete candor make one or more of the certifications requested above and thus cannot sign below to so certify. I attach a letter of explanation with documents appended as necessary to explain fully why I cannot certify as requested.*

X _____
 Signature of designated school official

 Date

 Printed name of designated law school official

 Title of designated law school official

**AFFIX
 SCHOOL
 SEAL
 HERE**