

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

**INSTRUCTIONS TO APPLICANTS FOR THE BAR EXAM  
WHO HAVE APPLIED TO MAINE WITHIN THE PAST TWO (2) YEARS**

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

An Application for Reexamination may be filed by anyone who has submitted a completed application to the Maine Board of Bar Examiners **within the past two (2) years.**

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 for each examination and a list of all persons who pass each examination. In addition, to assist law schools in obtaining or maintaining ABA or state accreditation, the Board may also make reasonable disclosures to an applicant's law school including, but not limited to, information about whether an applicant sat for the examination and whether the applicant passed or failed.

The Application for Reexamination consists of several pages. Please be sure to have the application notarized on the last page.

Pursuant to M.B.A.R. 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 exam and by 5:00 p.m. (EST) on December 20 for the February exam.

Pursuant to M.B.A.R. 6(a), the appropriate fee must accompany your Re-Application for Examination. The required fees are as follows:

1. For applicants who have previously sat for the Maine bar examination and have not been admitted in another jurisdiction for one year or more, the application fee is \$600.00;
2. For applicants who have previously sat for the Maine bar examination and have been admitted in another jurisdiction for one year or more, the application fee is \$650.00. In addition, please go to <http://ncbex.org/ea> to fill out a new online NCBE application. The payment to NCBE will be \$90.00-\$450.00, depending on the type of report requested.
3. For applicants who have previously applied for the Maine bar examination, but did not sit, and for whom the Board is carrying an application fee credit, the administrative fee is \$100.00. In addition, applicants admitted in another jurisdiction for more than one year must go to <http://ncbex.org/ea> to fill out a new online NCBE application. See (2) above for fees.
4. If you opt to use a laptop for the essay portion of the exam, you must provide your own laptop. The fee of \$110 for downloading the software is additional, and is paid directly to the software vendor. **Do not include these fees with your application payment to the Board.**

Please note that Maine Bar Admission Rule 6(a) also requires that payment shall be made by personal check, cashier's check, certified check, or money order payable to the Board of Bar Examiners.

Applications received by the Board within seven calendar days following 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 application deadline will be accepted only upon payment of a late fee of \$300.00. The Board will not accept for filing any application that is received in its office more than fourteen (14) calendar days after the applicable deadline.

If any information has changed since your prior application to take the Maine Bar Examination, you must update your application. Information that may have changed includes your residence, your place of employment, having received any traffic violations since your last application, etc. If you know that some of your information has changed, please attach a supplement containing complete details of any such changes. If you are unsure whether your information has changed, you may obtain a copy of your previous application by writing to the Maine Board of Bar Examiners and sending a check in the amount of \$25.00.

If you are requesting testing accommodations, you will be required to complete the Board's Testing Accommodations Application, which must be submitted on or before the applicable application deadline. ALL applicants requesting testing accommodations must submit the Board's Testing Accommodations Application, regardless of whether accommodations have been requested and/or granted in the past. You may download the forms from the Board's web page at [www.mainebarexaminers.org](http://www.mainebarexaminers.org), or they can be requested in writing from the Board.

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  
(FedEx, UPS, etc.):

Board of Bar Examiners  
40 Water Street, 2<sup>nd</sup> Floor  
Hallowell, ME 04347

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



Additional instructions for participating in laptop testing, including instructions and deadlines related to software download, will be posted to the Board's website sometime around February 1 for the February exam and July 1 for the July exam. **Do not make payment for laptop testing to the Board; it will be paid directly to the software vendor.**

Do you anticipate participating in laptop testing for this Maine bar examination?

Yes  No

*If your answer to Question No. 2 was "Yes," please complete the following:*

*Have you used computerized testing during law school?*  Yes  No

*If so, what testing software have you previously used?* \_\_\_\_\_

3. I have previously been granted testing accommodations for a disability or condition that affects my ability to take the exam, and I am requesting the same accommodations. I understand that a completed Testing Accommodations Application and supporting documentation must be submitted prior to the application deadline.

Yes  No

4. I have previously been granted testing accommodations for a disability or condition that affects my ability to take the exam, and I am requesting new or different accommodations. I understand that a completed Testing Accommodations Application and supporting documentation must be submitted prior to the application deadline.

Yes  No

5. I have previously requested but have not been granted accommodations or I have not previously requested or been granted testing accommodations, but am requesting accommodations in connection with this application. I understand that a completed Testing Accommodations Application and supporting documentation must be submitted prior to the application deadline.

Yes  No

**NOTE: All applicants requesting testing accommodations must submit a completed Testing Accommodations Application and supporting documentation prior to the application deadline, regardless of whether accommodations have been previously requested and/or granted.**

ADDITIONAL INFORMATION

1. Check one:

- I have previously taken the Maine Bar Examination on the following date(s): \_\_\_\_\_.

I enclose my application fee of:

- (check one) a.  \$650 (for applicants admitted in any other jurisdiction for more than one year);  
b.  \$600 (for all other applicants).

OR

- I have previously applied but did not sit for the Maine Bar Examination on the following date(s): \_\_\_\_\_.

I have a nonrefundable credit balance of \_\_\_\_\_, which amount

- (check one) a.  covers my application fee  
a.  covers part of my fee and I enclose payment of the balance due.

- I also enclose my administrative fee of \$100.

2.  Since the last time I applied for or sat for the Maine Bar Examination, I have been admitted to practice law in the following jurisdictions:

\_\_\_\_\_.

*The Board must receive letter of good standing from each jurisdiction in which you have been admitted (or an explanation why such certificate is unavailable to you) before you may receive a Certificate of Qualification. 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.*

3. **NCBE Number (enter 8 digits):** N \_\_\_\_\_

If you have not already done so, go to [www.ncbex.org/ncbe-number](http://www.ncbex.org/ncbe-number) to request an NCBE Number. Your unique NCBE Number will be used for identification purposes when you take the Multistate Bar Examination and the Multistate Professional Responsibility Examination and may be used as an identifier for other bar-admission-related purposes

Notice to Applicants: The following information will be used solely in the aggregate to help assess inclusivity and diversity among applicants for admission to the Maine Bar. Submission of this information by you is voluntary, and a decision not to provide this information will not affect your application or eligibility for the bar examination. This form will be kept separate from all other application and examination materials and records.

Please check all categories that apply.

**Race/Ethnicity:**

- Hispanic/Latino
- American Indian or Alaska native
- Asian
- Black or African American
- White/Caucasian
- Self-Identification \_\_\_\_\_
- I do not want to disclose

**Gender:**

- Female
- Male
- Transgender
- Self-Identification \_\_\_\_\_
- I do not want to disclose

**Disability:**

I have a disability (physical or mental) that substantially limits one or more major life activity.

- Yes
- No
- I do not want to disclose

**Sexual Orientation:**

- Heterosexual
- Lesbian, Gay, Bisexual
- Self-Identification \_\_\_\_\_
- I do not want to disclose

**SIGNATURE AND CERTIFICATION**

**I certify that all facts and information supplied to the Board of Bar Examiners in my original application for examination, including but not limited to information regarding my residence and employment, continue to be true and correct, except as follows:**

**I further certify** that subsequent to the date of that application I have not been convicted of any crime or granted immunity in any criminal proceeding in which I was a party, have not been accused of mishandling funds or other property entrusted to me, or had any disciplinary proceedings instituted against me by any licensing authority, including legal licensing boards, except as follows:

**I agree to notify the Board of Bar Examiners immediately of any event that occurs after the filing of this Certificate that would make any of the statements made herein untrue.**

**Dated:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**STATE OF MAINE**

\_\_\_\_\_, ss. \_\_\_\_\_, 201\_\_\_\_.

**Personally appeared the above-named, \_\_\_\_\_, known to me, and made oath that the foregoing is true.**

**Before me,** \_\_\_\_\_  
Justice of the Peace/Notary Public  
My commission expires: \_\_\_\_\_