

MAINE BOARD OF BAR EXAMINERS

135 MAINE ST., STE A, BOX 305

BRUNSWICK, ME 04011

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

Before completing this application, read 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.

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 \$105.00-\$550.00, 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.
- Print your application single-sided.
- 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 executed 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:

Addresses are essential for a thorough and timely investigation. Please provide complete and accurate numbers, street names, cities, states, and zip codes.

1. Use the two-letter code to indicate state names.
2. Dates: For example, October 5, 2018 should be written 10/5/2018.
3. 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.
4. Avoid the use of abbreviations, particularly those that are not self-explanatory, or provide proper explanation where they are used.
5. Whenever the names of clients, references, employers, associates, and/or partners are used, identify them as such.
6. Check the box in front of the word “yes” or “no” to designate your answer.
7. **Keep a copy of your completed application for your personal records.**

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

By U.S. Mail (including Express Mail
and Overnight Mail) or
Overnight Carrier (FedEx, UPS, etc.):

Maine Board of Bar Examiners
135 Maine St, Ste A, Box 305
Brunswick, ME 04011

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
135 MAINE ST, STE A, BOX 305
BRUNSWICK, ME 04011

**APPLICATION TO TRANSFER UBE SCORE TO MAINE
FOR APPLICANTS ADMITTED IN ANOTHER JURISDICTION
FOR ONE YEAR OR MORE**

Contact Information

Provide below the mailing address at which you can be contacted about this application during the next six months:

Check if address is: Residence Business

If business, name of Firm: _____

Address/P. O. Box: _____

City: _____ State: _____ Zip Code: _____ Country: _____

Provide below the telephone numbers where you can be reached

() _____ () _____
Home Office

() _____
Other

E-Mail _____

The Board will confirm receipt of your application by email unless otherwise requested.

1. UBE Transferred Score _____ Date and Jurisdiction taken _____

2. Have you taken the Multistate Professional Responsibility Examination? Yes No

If so, please state date and jurisdiction: _____

All applicants must arrange for transfer of your MPRE score directly to the Maine Board of Bar Examiners. MPRE scores must be received directly from the National Conference of Bar Examiners. Students' Reports of Scores cannot be accepted. Orders for score processing can be handled through the NCBE website at www.ncbex.org.

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

MAINE BOARD OF BAR EXAMINERS
135 MAINE ST., STE A, BOX 305
BRUNSWICK, ME 04011

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

STATE OF MAINE BOARD OF BAR EXAMINERS

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.

STATE OF MAINE BOARD OF BAR EXAMINERS

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.

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

If Yes, please explain.

Yes No

26. 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, 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.

**STATE OF MAINE BOARD OF EXAMINERS
CONSENT TO DISCLOSURE OF SOCIAL SECURITY NUMBER**

Pursuant to 5 U.S.C. § 552a (the Federal Privacy Act of 1974) and 42 U.S.C. § 405(c)(2)(C)(i), disclosure of your Social Security number for State tax administration purposes is mandatory. Section 175 of Title 36 of the Maine Revised Statutes requires the Maine Board of Bar Examiners to report the Social Security number of each applicant seeking admission to the Maine bar to the Maine State Tax Assessor in order that the Tax Assessor may make a determination of failure to fulfill tax return or payment obligations. An unfulfilled tax obligation may result in denial of admission to the Maine bar. The Maine Board of Bar Examiners will treat your Social Security number as confidential tax information pursuant to Section 191 of Title 36 of the Maine Revised Statutes.

Disclosure of your Social Security number is voluntary for the purposes of expediting completion of the character review required by Rule 9 of the Maine Bar Admission Rules. Your written authorization of the disclosure of your Social Security number for character review purposes helps the Maine Board of Bar Examiners and its employees and agents, including the National Conference of Bar Examiners, avoid errors of identity that may cause problems and delay in Maine bar certification and licensing. If you authorize disclosure of your Social Security number for character review purposes, no other disclosure will be made of your Social Security number except for State tax administration purposes as required by statute.

AUTHORIZATION AND CONSENT

I, *(Name)* _____, born *(Date of Birth)* _____,
born at *(City)* _____, *(State)* _____, *(Country)* _____,

hereby acknowledge and understand that disclosure of my Social Security number to the Maine State Tax Assessor for tax administration purposes as required by Maine statute and authorized by Federal statute is mandatory. I acknowledge and understand that disclosure of my Social Security number for purposes of expediting the character review process required for Maine bar admission is voluntary. I hereby authorize the Maine Board of Bar Examiners, its employees, and its agents, including the National Conference of Bar Examiners, to disclose my Social Security number to every person, agency, and entity having control of any documents, records, or other information, including credit records, pertaining to me; and I hereby consent to the use of my Social Security number for purposes of the investigation and verification necessary to complete the character review required for admission to the Maine bar. I understand that except for disclosure for character review purposes as authorized by me, no other disclosure shall be made of my Social Security number by the Maine Board of Bar Examiners except as authorized by Maine statute for tax administration purposes.

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
 135 MAINE ST., STE A, BOX 305
 BRUNSWICK, ME 04011**

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
135 MAINE ST., STE A, BOX 305
BRUNSWICK, ME 04011

FORM 5S/RECORD OF DRIVER'S LICENSE SUSPENSION OR REVOCATION
To be used with Supplemental Question 21(D)

Social Security Number: _____ Date of incident _____

Location _____
City County State

Title of complaint, indictment, or administrative action _____

Case Number _____

Name and complete address of court or administrative agency involved:

Name of court _____
Address _____
City State Zip _____

Name and address of law enforcement agency involved:

Name of law enforcement agency _____
Address _____
City State Zip _____

Date first heard _____

Charge(s) at time of arrest or summons _____

Charge(s) at time of trial or hearing _____

Date of final disposition _____

Final disposition _____

Brief description of incident _____

In cases where there is alcohol or drug involvement, attach a copy of the arresting officer's report, complaint, administrative summons or notice, indictment, trial disposition, administrative decision, verdict, notice and appeal, if any. If the required documentation is no longer available, attach a statement indicating what efforts have been made to locate the documentation, including verification from any applicable law enforcement agency or court clerk that the records are no longer available.

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

**MAINE BOARD OF BAR EXAMINERS
135 MAINE ST., STE A, BOX 305
BRUNSWICK, ME 04011**

FORM 6/DEBTS: FAILURE TO FILE TAX RETURNS
To be used with Supplemental Question 24(E)

Social Security Number: _____

- 1. If you answered No to QUESTION 24 (E) please provide a complete explanation for why you failed to file state or federal income taxes in any year; including what year you failed to file, where you were a resident at the time, which returns were not filed and what steps, if any, you have taken to remedy this matter, if required.



THE MAINE BOARD OF BAR EXAMINERS

135 MAINE ST., STE A, BOX 305 • Brunswick, Maine 04011
(207) 623-2464 • 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.

- 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**