

CHECKLIST FOR APPLICANTS WITH FOREIGN LEGAL EDUCATION

Before the Maine Board of Bar Examiners will determine the equivalency of any foreign legal education, you must submit all documentation listed below. If any required documentation is not provided, your request for a determination will be returned.

FEE: \$250, by check or money order, made payable to the Maine Board of Bar Examiners. The fee is nonrefundable, but may be used as a credit towards bar application, in the event applicant is found eligible.

DEADLINE: This checklist must be returned with the required documentation at least two months before the application deadline (advanced determination deadline is March 20 for July exam, October 20 for February exam).

_____ A transcript from all foreign and U.S. law schools, directly from the issuing institution with certified English translation if applicable

_____ A memorandum, letter, or other writing identifying which courses on the applicant's transcript(s) meet the Board's regulation. That writing must specifically identify the following:

- (a) the 24 semester credit hours reflected on the applicant's transcripts dealing with either the law of the United States or the law of one of the U.S. States, and
- (b) which 16 of those 24 semester credit hours fall within at least 5 of the following categories:
 - (1) Constitutional Law
 - (2) Evidence
 - (3) Taxation
 - (4) Procedure
 - (5) Uniform Commercial Code
 - (6) Decedents' Estates
 - (7) Real Property
 - (8) Corporations or Business Organizations
 - (9) Torts

_____ A concise description and link to the webpage, if applicable, of those courses that deal with either the law of the United States or the law of one of the United States, with English translation if applicable

_____ Evidence that the applicant has been admitted to practice law in either another jurisdiction in the United States or a foreign jurisdiction, including:

- (a) Date(s) of admission
- (b) Confirmation of good standing
- (c) An explanation of any breaks in good standing status (*ie.* Administrative suspension, inactive status)

_____ Evidence that the applicant has been engaged in the active practice of law for at least 3 years in a jurisdiction in which the applicant is admitted to practice law (e.g. a sworn statement from employer describing the work that was done), including:

- (1) a detailed description of the attorney's practice or teaching throughout the three-year period of active practice, including position(s) held, and
- (2) a description of the work conducted, and dates and location(s) of employment.

(In the case of an applicant seeking *Admission by Motion*, the evidence must show active practice in one or more United States jurisdictions for three of the past five years.)