

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. Answer each question fully. If the space provided on any form is insufficient, use and upload additional pages to the applicant portal 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. If you need additional copies of a specific form, they can be downloaded from the Board's website at www.mainebarexaminers.org or they can be obtained from the Board by written request.

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 upload the NCBE application to the applicant portal and send to the Maine Board of Bar Examiners the original, signed Acknowledgment Page from NCBE.

Fill out and sign three Authorization and Release Forms and cause your oath to be taken as shown on each copy. Upload one completed Authorization and Release Form through your applicant portal. Mail all three (3) originals with your application fee to the Board.

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:

- Fully answer each question.
- Complete all required forms.
- Sign and upload all forms requiring your signature to the applicant portal.
- Provide the correct number, street name, city, state and zip code for each address.
- Upload one properly executed Authorization and Release Form to the applicant portal.
Mail three (3) **originals** of the properly executed Maine Authorization and Release Form.
- Upload a separate sheet of paper identified with question number if you need more space.
- Upload the completed NCBE Application and Forms to the applicant portal after completing such application and forms online at <http://ncbex.org/ea>.
- Mail all original signed and notarized forms (including NCBE Acknowledgment Form) and the application fee to the Maine Board of Bar Examiners.

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.

Applications for the February 2023 bar examination must be submitted to the Board through the applicant portal. Application fees and original signed and notarized forms must be submitted to the Board at the following address:

Maine Board of Bar Examiners
135 Maine Street, 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.