

## Maine Bar Examination – Application Procedures

### I. UBE Bar Exam

- A. As of October 15, 2022, all exam applications are submitted through the applicant portal found on the <https://mainebarexaminers.org> website under the Exam tab.
- B. Types of exam applications
  1. If you are seeking admission to the Maine bar and are not admitted in another jurisdiction for one year or more, select and complete the “**Applicants Not Admitted in Another Jurisdiction for One Year or More**”
  2. If you are seeking admission to the Maine bar and have been admitted in any jurisdiction for one year or more, select the “**Applicants Admitted in Another Jurisdiction for One Year or More**”. You also must complete the NCBE character report application at the NCBE portal: [Login - NCBE Account \(ncbex.org\)](#)
  3. If you are seeking admission and are applying to take the Maine bar exam again, you must select either “**Applicants Not Admitted in Another Jurisdiction for One Year or More**” or “**Applicants Admitted in Another Jurisdiction for One Year or More**”. There is no Re-Application Form option.
  4. If you are not seeking admission to the Maine bar and wish to apply (or re-apply) for a courtesy seat at the next exam, you must select and complete “**Application for Applicants Seeking Courtesy Seating to Take the UBE**”
  5. Exam Testing Accommodation Applications
    - a. For exam applicants requesting testing accommodation(s), you must print and complete the paper **Testing Accommodation Application** [Testing-Accommodations-Instructions-and-Application-3.22.2022.pdf \(mainebarexaminers.org\)](#). It must arrive in our mailbox no later than 5:00 pm on December 20, 2022.
    - b. If you have applied for testing accommodations before, you must submit another completed Testing Accommodation application but the previous support documentation you submitted will be merged with your new application and any new support documentation you provide.

### II. Filing Through Applicant Portal

1. All applicants must register for an account for the applicant portal online. The applicant portal can be accessed through the Maine Board of Bar Examiners website.

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2. Once registered, the applicant will be directed to the applicant portal home page and will choose which application to complete (a list of the application types is provided above).
3. Prior to filling out an application, please review the application instructions located under the Exam tab.
4. The Maine Board of Bar Examiners will not process the application until payment has been received by check, money order or bank check to the following address:

Maine Board of Bar Examiners  
135 Maine Street, Suite A, Box 305  
Brunswick, ME 04011

5. In order for an application to be considered for the February 2023 Maine Bar Examination, two things must occur: (1) the application must be submitted through the applicant portal **and** (2) the application fee must be received in our mailbox no later than 5:00pm EST on December 20, 2022. If the application is not submitted and/or the applicant fee is not received at that time, the application will not be accepted and the applicant will be notified through the applicant portal and/or by email.
6. Once payment is received, the Maine Board of Bar Examiners will access the application and provide notice through the applicant portal that payment has been received.
7. The Board will communicate with all February 2023 exam applicants through the applicant portal and email. Applicants **must** check email often in order to receive time sensitive information related to the exam.