

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

INSTRUCTIONS TO APPLICANTS
NOT ADMITTED IN ANOTHER JURISDICTION FOR ONE YEAR OR MORE

Before completing this application, read the Maine Bar Admission Rules.

By submitting this application to the 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.

This application contains two parts: the Application and Forms. 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.

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.

Complete and sign this application and cause your oath to be taken as shown. Upload the signed and notarized signature page, social security disclosure and authorization forms through the applicant portal. Mail the original signed forms and the designated fee (*see* Maine Bar Admission Rule 6) to the Maine Board of Bar Examiners by 5 p.m. *May 20th* if you are applying for the July examination, and by 5 p.m. *December 20th* if you are applying for the February examination. **Applications are due through the applicant portal and application fees must be received in the Board's mailbox by 5 p.m. on the respective due dates.**

Include the fee of \$600.00, payable to the Maine Board of Bar Examiners. If you have a credit from a previous administration, please contact the Board to confirm the application fee **prior** to mailing your payment. If you submit the wrong application fee, it will delay acceptance of your application.

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 graduated or attended for 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 and forward it directly from the school to the Board with a transcript. You may photocopy the school certificates and authorization and release forms if necessary.

The Board must receive all education certificates required by Maine Bar Admission Rule 10(b) at least one week prior to the examination date or you will not be allowed to sit for the examination.

You must arrange to have three of the five references listed in your application complete and file a Reference Questionnaire with the Board. The Board requests that your references have known you for at least five (5) years. The Questionnaires 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. Questionnaires must be received directly from the individual completing them. Those received from applicants will be returned.

If you are applying for admission pursuant to Maine Bar Admission Rule 10(b)(5), you must make arrangements with the attorney with whom you studied to furnish the Board a supplementary letter certifying the dates of such study and your successful completion of the pre-approved course of study.

Please note that **4 M.R.S.A. § 805-A(3)** requires you to be admitted by the Court within one (1) year after you receive notice that you have successfully passed the bar examination. If you are not admitted within one (1) year (or if the Court does not extend the one-year period), you will be required to retake the bar examination if you wish to be admitted in Maine.

Your application will be processed only after you provide all necessary information. To avoid delays, be sure to:

- Fully answer every question.
- Complete all required forms.
- Sign and upload all the 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 Authorization and Release Form with your application fee.
- Upload a separate sheet of paper identified with the question number if you need more space.
- Mail all original signed and notarized forms and the application fee to the Maine Board of Bar Examiners.

In addition:

Addresses are essential for a thorough and timely investigation. Where addresses are requested, you must 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 (preferred) at execdir@mainebar-examiners.org.