

**MAINE BOARD OF BAR EXAMINERS**  
**135 MAINE ST. STE. A, BOX 305**  
**BRUNSWICK, ME 04011**  
[www.mainebarexaminers.org](http://www.mainebarexaminers.org)

INSTRUCTIONS FOR APPLICANTS ADMITTED IN ANOTHER JURISDICTION FOR  
ONE YEAR OR MORE

**I. PRE-APPLICATION**

- a. Read the Maine Bar Admission Rules, located on the homepage of our website.
- b. Read all instructions before completing the application. A sample application copy is available to download to aid your preparation.

**II. THE APPLICATION CONTAINS FOUR PARTS: THE MAINE APPLICATION, THE NCBE CHARACTER AND FITNESS APPLICATION, THE FORMS, AND THE FEE.**

- a. The Maine Application is completed and submitted through the online applicant portal only. The portal is linked under the Exam tab on our website.
- b. The NCBE Character and Fitness Application is completed online and is linked on the Exam page or at [Home - NCBE \(ncbex.org\)](http://Home - NCBE (ncbex.org))
- c. The Application Forms include: the Application signature page, the Social Security disclosure form, three Authorization and Release Forms and one NCBE Acknowledgement of Complete Application (generated when your application is complete). Notarization is required as shown on the forms.
- d. Once the Maine Application and the NCBE application are finalized, the completed Forms should be uploaded through the Maine applicant portal **AND** the six (6) original Forms sent to the Board. Print one copy of the completed NCBE application, upload the application to your Maine applicant portal and keep the hard copy for your records.
- e. Keep a copy of the Authorization and Release form for your own use. (See 4.e)
- f. The Maine application Fee is \$650 and should be sent to the Board with the original completed forms. It can be paid by personal check, money order, or cashier's check. Credit card payment is not available for the July 2023 exam. The NCBE application fee is separate and is paid directly to NCBE.

**The July 2023 Maine UBE DEADLINE is May 20, 2023, at 5:00 pm. All completed applications must be submitted via the Maine portal, and all forms and fees must be received at our address by 5:00 pm on May 20, 2023. No hand delivery is available. The portal will close at 5:00 pm on May 20, 2023.**

### III. APPLICATION DEADLINES

#### JULY EXAM

- a. All Applications must be finalized (completed) and a copy of the NCBE application uploaded no later than 5:00 pm on May 20 before the July bar exam. The portal will close at 5:00 pm.
- b. All Forms and Fees must be **received** at the Board mailing address by 5:00 pm on May 20 before the July bar exam. **Hand delivery is not available.**

#### FEBRUARY EXAM

- a. All Applications must be finalized (completed) and a copy of the NCBE application uploaded no later than 5:00 pm on December 20 for the February bar exam. The portal will close at 5:00 pm.
- b. All Forms and Fees must be **received** at the Board mailing address by 5:00pm on December 20. **Hand delivery is not available.**

These deadlines are in accordance with Maine Bar Admission Rules 5(a)(1) and 5(a)(2).

Delivery of the forms and payment must be arranged so they are **received** at our address no later than 5 p.m. on May 20 or December 20. Applications are due through the applicant portal and application fees and forms must be received in the Board's mailbox by 5 p.m. on the respective due dates. **Hand delivery is not available.** Forms and Fees can be delivered to our address by US Postal Service or other delivery services such as FedEx, UPS, or DHL.

### IV. APPLICATION COMPLETION

- a. The online Maine application includes additional forms (Form 1,2,3,4,5,5T,5S, and 6) pertinent to specific questions within the application. Complete a form only as required by your answer to the related questions. For example, if you answered YES to question 12B that you have served in the US Armed Forces or National Guard, you would complete Form 1. If your answer is NO, you do not need to complete Form 1. Additional copies of any form can be printed from our website, completed, and uploaded to your online application.
- b. If you need additional space to fully answer any questions in the Maine application, you may upload additional pages. The pages should include the Question number, your name, and the additional information.
- c. If you have a credit from a previous administration of the exam, please contact the Board to confirm your application fee prior to mailing your payment. An incorrect fee payment may delay acceptance of your application. Questions regarding credits can be directed through the message function of the application portal.

- d. Only a complete application will be processed and accepted.
  1. All questions must be fully answered.
  2. Upload additional pages if more space is needed.
  3. All required forms (Forms 1-6) must be completed, if applicable.
  4. A copy of the NCBE application must be uploaded through the portal.
  5. All required signature forms must be completed and uploaded through the portal.
  6. Originals copies of the signed and notarized forms must be received by the deadline.
  7. Application fee must be received by the deadline.

## V. PRE-EXAM REQUIREMENTS

**To sit for the exam, you must arrange for the following to be completed and received at least two (2) weeks prior to the exam date:**

### A. CERTIFICATION FORMS:

1. A completed certification form is required for each undergraduate and graduate degree earned (even if earned from the same school), from every law school you ever attended regardless of how long you attended, and from every undergraduate or graduate school you attended for two years or more without receiving a degree. A certification form is also required if you completed a post-secondary program and earned a certificate.
2. Provide the Registrar or Dean of each school a certification form (or more if more than one degree earned) with only the top portion completed, a copy of an executed authorization and release, and a request that the school complete the certificate and send the original directly to the Maine Board of Bar Examiners.

### B. OFFICIAL TRANSCRIPTS:

1. You must be sure that we receive an official transcript from every undergraduate and graduate school from which you graduated or attended for two years and from every law school you attended.
2. Not all schools send an official transcript, although the certification form requests an official transcript. You should arrange for an official transcript to be sent directly to us, separate from the certification form. We do accept official transcripts electronically (email) from third party vendors. Transcripts should be emailed to [execdir@mainebarexaminers.org](mailto:execdir@mainebarexaminers.org) and [assistant@mainebarexaminers.org](mailto:assistant@mainebarexaminers.org).

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

### C. OTHER REQUIRED DOCUMENTS to SIT for the EXAM

1. Prior to the exam you will be provided with additional forms that must be completed (signed/notarized) and submitted to sit for the exam. The forms may include and are not limited to:
  - a. Laptop release and information forms
  - b. Medical emergency contact information
  - c. Covid vaccination or test results
  - d. Courtesy Seat form
  - e. Signed Instructions Certificate
2. A government issued phot identification will be required to enter the exam on all days.
3. Any documentation and information specifically requested by the Board.

### D. REQUIRED AFTER THE EXAM FOR ADMISSION

1. You must arrange to have at least three of the five references listed in your application complete and send a Reference Questionnaire to the Board. The Board requires that the three references you choose to complete the questionnaire have known you for at least five years. The questionnaires may be submitted 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.
2. Certificates of Good Standing from all jurisdictions to which you have been admitted.
3. Any additional documentation and/or information, not required to sit for the exam that is requested by the Board.

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.

Pursuant to Maine Bar Admission Rule 6(d) all fees are nonrefundable.

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.

If you are applying for admission pursuant to Maine Bar Admission Rule 10(b)(5), you must arrange with the attorney with whom you studied to, at least two weeks prior to the exam date, furnish the Board a supplementary letter certifying the dates of such study and your successful completion of the Maine Board of Bar Examiners pre-approved course of study.

### **Important Tips**

--Use the two-letter code to indicate state names.

--Write dates numerically, for example: October 5, 2018 should be written 10/5/2018.

--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.

--Avoid the use of abbreviations, particularly those that are not self-explanatory, or provide proper explanation where they are used.

--Whenever the names of clients, references, employers, associates, and/or partners are used, identify them as such.

--Forms and Fees can be delivered to our address by US Postal Service or other delivery services such as FedEx, UPS, or DHL.

--You may photocopy the school certificates and authorization and release forms, if needed.

--You may request an official transcript be sent separately from the certification form. Some schools only use online transcript providers and cannot send an official transcript with the completed certification.

--We do not accept completed certification forms via email. Originals must be sent by the school directly to our address. You may email scanned copies of the form and authorization release to your school for their completion if they request it.

--You may find it helpful to contact the Registrar's or Dean's office prior to sending them the Certification.

--See our Certification and Transcript FAQ on the website for more information.

Applications for the July 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

Documents and payments can be delivered to the above address by US Postal Service or other delivery services such as FedEx, UPS, or DHL.

If you have opened an application via the portal, questions and concerns should be sent via the message function of the application.

Other inquiries should be directed to the Executive Director at (207) 623-2464 or by e-mail (preferred) at [execdir@mainebarexaminers.org](mailto:execdir@mainebarexaminers.org)