

MAINE BOARD OF BAR EXAMINERS
135 MAINE ST. STE. A, BOX 305
BRUNSWICK, ME 04011
www.mainebarexaminers.org

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

1. 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.

2. THE APPLICATION CONTAINS THREE PARTS: THE APPLICATION, THE FORMS, AND THE FEE.

- a. The Application is completed and submitted through the online applicant portal only. The portal is linked under the Exam tab on our website.
- b. The Application Forms include: the Application signature page, the Social Security disclosure form and three Authorization and Release Forms. Notarization is required as shown on the forms.
- c. Once the Application is finalized, the completed Forms should be uploaded through the applicant portal **AND** the five (5) original Forms sent to the Board.
- d. Keep a copy to the Authorization and Release form for your own use. (See 4.e)
- e. The Fee is \$600 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.

3. APPLICATION DEADLINES

JULY EXAM

- a. All Applications must be finalized (completed) 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 for the February bar exam must be finalized by 5:00 pm on December 20 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.

4. APPLICATION COMPLETION

- a. The online 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 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. All required signature forms must be completed and uploaded through the portal.
 5. Originals copies of the signed and notarized forms must be received by the deadline.
 6. Application fee must be received by the deadline.
- e. **To sit for the exam, you must also arrange for the following to be completed and received at least two weeks prior to the exam date:**
 1. CERTIFICATION FORMS: Fill out only the top portion of the Undergraduate/Graduate/Law School Certificate for **every** undergraduate and graduate school that you attended for two years **or** from which you graduated (i.e., received a degree, certificate, or other document of completion). You must also send a certificate to **every law school you attended for any amount of time.** Provide the Registrar or Dean of each school a copy of an executed authorization and release, a certificate with only the top portion completed and signed, and a request that the school complete the certificate and send the original directly to the Maine Board of Bar Examiners.

Current 3Ls should request certifications and transcripts after getting their J.D.

2. OFFICIAL TRANSCRIPTS

- a. 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.
- b. 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 and assistant@mainebarexaminers.org.

3. OTHER REQUIRED DOCUMENTS

- a. 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:
 - i. Laptop release and information forms
 - ii. Medical emergency contact information
 - iii. Covid vaccination or test results
 - iv. Courtesy Seat form
 - v. Signed Instructions Certificate
- b. A government issued photo identification will be required to enter the exam on all days.
- c. Any documentation or information specifically requested by the Board.

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.

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.

- f. 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 with 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 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.

2. 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.

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.

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 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.

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 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