

MAINE BOARD OF BAR EXAMINERS

135 MAINE ST. STE. A, BOX 305

BRUNSWICK, ME 04011

www.mainebarexaminers.org

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

Please read all pages of the Instructions first before opening your application, linked documents, or the rules. These instructions are for applicants who have been admitted to another jurisdiction for one year or more. You will be asked to attest to having read the instructions when you begin the application. Failure to follow the instructions or adhere to the deadlines can result in the administrative withdrawal of your application and prohibit you from sitting for the exam.

I. PRE-APPLICATION

- A. Read the Maine Bar Admission Rules, located on the homepage of our website and linked here: [Microsoft Word - BAR ADMISSION RULES only 3-15-25](#)
- B. If you are a graduate of the Massachusetts School of Law or a non-ABA accredited law school, please email the executive director at execdir@mainebarexaminers.org before proceeding.
- C. If you are a graduate from a law school located outside of the United States, your international legal education must be approved by the Board prior to submitting your exam application. See the information under the Foreign Legal Education tab on the Home page.
- D. If you are requesting Testing Accommodations, please see the separate application and instructions **linked** on the Upcoming Exam webpage. Once we confirm that you intend to submit a Testing Accommodations application, we will provide you with a separate link for uploading the application and related documentation.
- E. Read all instructions before starting the application and make note of the deadlines.

II. FOUR REQUIRED PARTS OF THE INITIAL APPLICATION: **Maine portal Application, NCBE Character and Fitness Application, Application Forms, Application Fee**

- A. The Initial Four Parts of the Application **Must be Received by the First Deadline of May 20, 2026 no later than 5:00 pm**. The application portal and credit card link close on the deadline day at 5:00 pm.
- B. The Maine Application (part 1) is completed and submitted through the online applicant portal only. The portal is on our website, www.mainebarexaminers.org and is **linked** under the **Upcoming Exam** section of the Exam tab. Please bookmark that page to return to your application and to check for messages and announcements.

- C. The NCBE Character and Fitness Application (part 2) is completed through the NCBE website portal. <https://auth.ncbex.org/login> (also **linked** on the Upcoming Exam webpage) A separate fee is paid to NCBE for this application. A copy of this application must be printed and uploaded to your Maine Application portal by May 20, 2026 at 5:00 pm.
- D. The Application Forms (part 3) are linked on the Upcoming Exam webpage. These must be completed before a notary and uploaded to your application by the first deadline of May 20, 2026. All the forms in the packet are required. Included in that packet are: three (3) Authorization and Release forms, one (1) Continuing Application and Verification signature page (two signatures are required), and one (1) Social Security disclosure form. Notarization is required as shown on the forms. Most search engines will provide information about notarization if you have questions.
- E. The Application Fee (part 4) is \$900 and for a 3% surcharge can be paid by credit card at this link: [Checkout | Clover](#) there is also a link on the Upcoming Exam webpage. The application fee can also be paid by personal check, money order, or cashier's check made out to Maine Board of Bar Examiners and **received** at our mailing address by the May 20 deadline. You must plan for delivery service to take several days. All delivery services are accepted at the mailing address during business hours. In person, hand-delivery **is not** available. Bounced checks or checks returned for insufficient funds will incur an additional charge and require the replacement of the application fee by credit card, money order or cashier's check.
- F. If you have an application fee credit from a prior exam, please send a message in the portal to check your credit, determine the specific amount you should pay, and to acquire a customized credit card link, if needed.
- G. The set of completed Application Forms (set of five (5) signed and notarized forms) must be uploaded to your application in the portal by May 20, 2026 at 5:00 pm.
- H. Keep a copy of the executed Authorization and Release form for your own use. See V.(a)3

III. FIRST APPLICATION DEADLINES

A. JULY EXAM

1. All Maine Applications for the July 2026 bar exam must be finalized and submitted (click "SUBMIT") in the portal by 5:00 pm on May 20, 2026. The portal will close at 5:00 pm.
2. A copy of the NCBE Character and Fitness application must be uploaded to your application in the portal by 5:00pm on May 20, 2026.
3. All Application Forms (linked on the Upcoming Exam webpage) must be **UPLOADED** to your application in the portal by **5:00 pm on May 20, 2026**.
4. The Application Fee if paid by check, money order, or cashier's check must be **RECEIVED** at the Board's mailing address by 5:00 pm on May 20, 2026. If the fee is paid by credit card via the link, it must be completed by 5:00 pm on December 20, 2025. The credit card link will close at 5:00 p.m.

IV. APPLICATION COMPLETION

- A. If you need additional space to fully answer any questions in the Maine portal application, you may upload additional pages. The pages should include your name, the date, the Question number, and the additional information.
- B. Only a complete application will be processed and accepted at the December 20, 2025, deadline.
 - 1. All questions must be fully answered.
 - 2. Upload additional pages if more space is needed to respond to a question.
 - 3. A copy of the completed NCBE Character and Fitness application uploaded into the Maine application portal. Look for the NCBE Acknowledgement page when you finish and print your application. Sign it before a notary and upload it with the application.
 - 4. The signed and notarized Application Forms must be uploaded by the 5:00 pm May 20, 2026 deadline.
 - 5. Application fees must be received by the deadline.

V. QUALIFYING TO SIT FOR THE EXAM (Second Deadline July 14, 2026)

- A. The Board must receive all education certificates and official transcripts required by Maine Bar Admission Rule 10(b) by **July 14, 2026, the second deadline**, or you will not be allowed to sit for the examination.
- B. SCHOOL CERTIFICATION FORMS (**linked** on the Upcoming Exam webpage)
 - 1. Make or print copies before completing the top portion.
 - 2. Fill out only the top portion of the Undergraduate/Graduate/Law School Certificate form, (one form for each undergraduate and graduate school) for each school that you attended for two years or from which you graduated (i.e., received a degree, certificate, or other document of completion).
 - 3. You must also send a certificate to every law school you attended for any amount of time.
 - 4. Provide the Registrar or Dean of each school with a copy of an executed Authorization and Release form (see II.C.), a school certification form with only the top portion completed, and a request that the school complete the certificate and email the completed form the original directly to documents@mainebarexaminers.org. Completed certification forms sent or forwarded by the applicant will not be accepted.
 - 5. If you earned more than one degree from a school, each degree must be certified either by identifying both degrees on one form or by having the school complete a certification form for each degree.

6. Instructions are also linked with the form, and more information is available in the Frequently Asked Questions School Certifications and Transcripts document linked on the Upcoming Exam webpage.

C. OFFICIAL TRANSCRIPTS

1. You must be sure that we receive an official transcript from every undergraduate and graduate school (or their third-party vendor like Parchment or National Student Clearinghouse) from which you graduated or attended for two years and from every law school you attended.

2. You should arrange for an official transcript to be sent directly to us, separate from the certification form. We accept official transcripts electronically (email) from third party vendors like Parchment and National Student Clearinghouse. Transcripts should be emailed by the school or their vendor to documents@mainebarexaminers.org. Transcripts may also be sent directly to our mailing address by the school or their third party vendor. Transcripts sent by applicants will not be accepted.

3. See Frequently Asked Questions for School Certifications and Transcripts for more information. **Linked** on the Upcoming Exam webpage.

D. OTHER REQUIRED DOCUMENTS

1. About 6 weeks before the exam, additional information and forms called **Exam Forms** will be uploaded to your portal and **linked** to the Upcoming Exam webpage. The forms must be completed (signed/notarized) and uploaded by the **July 14, 2026 deadline** to qualify to sit for the exam. Important information about the exam protocols and regulations is provided in this collection of documents. The forms may include but are not limited to: Exam Instruction Manual, Exam Instructions Certification Form, Medical protocols, Laptop Liability Release Form, Affidavit of Intent to Pursue Admission to the Maine Bar, Medical Information form, etc.

2. **Laptop Download** information. In June, ExamSoft will email you information, fee details, and deadlines for downloading the exam software to your laptop. Please be sure to review the information carefully, complete any required documentation, and adhere to the deadlines. Check your Spam/Junk folder before messaging us that you have not received the email.

3. Current certificates of good standing are required and can be emailed to documents@mainebarexaminers.org or sent to our mailing address from each jurisdiction.

4. The Board may notify you through your portal of other documents or information that are required to sit for the exam.

VI. REQUIRED FOR ADMISSION AFTER ACHIEVING A PASSING SCORE

- A. Character and Fitness--Any additional documentation and/or information that is required by the Board to sit for the exam must be provided by July 14, 2026. Character and Fitness review is completed after achieving a passing score on the exam. Information or documentation that is required by the Board to complete the character and fitness investigation must be provided before your application can be considered for admission.
- B. Certificates of good standing from each jurisdiction to which you are admitted. Direct receipt of the certificate from each jurisdiction is preferred. They can be emailed to documents@mainebarexaminers.org. or sent to our mailing address.
- C. A recent MPRE score greater than 80 is required for admission. M.B.A.R. 11

VII. FOR YOUR INFORMATION AND IMPORTANT TIPS

A. DEADLINES AND IMPORTANT DATES

1. **May 20, 2026 at 5:00 pm:** The Maine Board of Bar Examiners must receive by this date: a) Your completed application in the portal, b) a copy of the NCBE Character and Fitness application uploaded to your portal, c) The Application Forms, and d) the Application fee. If you are requesting Testing Accommodations, this application and supplemental documents are also due by December 20, 2025, at 5:00 pm.

2. **June 15, 2026 through June 26, 2026** (approximate): Look for an email from ExamSoft. Look for an Announcement in the portal about the addition of the Exam Forms and Information to your application documents.

3. **July 14, 2026:** The second set of forms from the Exam Forms packet that require signatures (some with notarization) must be uploaded to your application. All school documents (transcripts and completed certification forms) and any other required documents also must be received by this date.

4. **July 28, 2026:** Tuesday Exam Day 1

- B. Please note that Maine Bar Admission Rule 10(g) *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.
- C. By submitting an application to the Board of Bar Examiners for admission to the Maine bar, 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 people who apply for each examination and a list of all people 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.

- D. Times (deadlines, exam check-in, etc.) refer to the time in Maine (Eastern Standard or Eastern Daylight Savings Times) and apply to all bar exam deadlines and administration of the exam.
- E. All communication is to be done through the application portal. Once you have opened an application via the portal, all communication, questions and concerns regarding your application, the exam, or your admission should be sent via Applicant Conversations message function of the application portal. Look for a welcome letter in the Applicant Conversations link.
- F. Additional tips:
 - 1. Use the two-letter code to indicate state names.
 - 2. Write dates numerically. For example: October 5, 2018, should be written 10/5/2018 on forms and releases.
 - 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 explanations where they are used.
 - 5. Whenever the names of clients, references, employers, associates, and/or partners are used, identify them as such.

If paying the application fee by check or money order, they can be delivered to our address by US Postal Service or other commercial delivery services such as FedEx, UPS, or DHL. The address should be written as follows:

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

HAND DELIVERIES ARE NOT ACCEPTED AT THAT ADDRESS OR BY THE MAINE BOARD OF BAR EXAMINERS