

Maine Board of Bar Examiners
135 Maine St. Suite A Box 305
Brunswick, ME 04011
www.mainebarexaminers.org

INSTRUCTIONS FOR REPEAT APPLICANTS

These instructions are for applicants who have previously completed an application in the portal and wish to re-apply for an upcoming exam. Application deadlines and new details for the July 2026 exam are included in these instructions. 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. Changes

- a. Forms and documents: email submission
- b. Testing Accommodation application: submission by custom link
- c. Laptop software
- d. Deadlines

B. Merger of application file(s) will include

- a. Prior transcripts and certification forms, if complete
- b. MPRE score
- c. Reference questionnaires (if less than 2 years old)
- d. If your previous application was not complete, you must complete the requirements in the current application to sit for the exam and/or be admitted to the Maine bar. See the instructions below for ALL applicants.

II. THREE REQUIRED PARTS OF THE REPEAT-APPLICATION

A. All three parts of the Repeat-Application are due by **5:00 pm on May 20, 2026, the first deadline.**

B. A new application must be opened in the portal

- a. It should auto populate the information from your previous application_(if it does not, please contact our office through the portal – do not open multiple applications)
- b. Review each item and question for current accuracy. Make updates to the new application.

- C. New Application forms must be uploaded to your application portal by the deadline.
 - a. Applications forms are **linked** on the Upcoming Exam webpage.
 - b. Three Authorization and Release forms, one Continuing Application and Verification form, and one Social Security disclosure form must be executed before a notary.
 - c. Completed forms must be uploaded to your portal application by the deadline on May 20, 2026.
 - d. Forms completed for a prior application will not be accepted.
 - e. The portal will close at 5:00 pm on May 20, 2026.
- D. Application Fee
 - a. If you have a 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 if you want to pay by credit card, to acquire a customized credit card link for that amount.
 - b. You may pay your application fee by check, money order or cashier's check made out to Maine Board of Bar Examiners and **received** at our mailing address by 5:00 pm on May 20, 2026. You must plan for delivery service to take several days as in-person, hand delivery **IS NOT** available.
 - c. Payment (credit card or check) must be **received** by 5:00 pm on May 20, 2026.
 - d. The credit card link will expire on May 20, 2026 at 5:00 pm.
 - e.

III. TESTING ACCOMMODATION APPLICATION

- A. A new Testing Accommodation application must be completed and uploaded to your custom link by May 20, 2026 at 5:00.
- B. Once it is confirmed that you are requesting accommodations, a custom link for uploading your application will be provided to you in the application portal messages.
- C. The new application must be uploaded through that link. The link is not connected to your portal application.
- D. Previously submitted records (accommodation history, psychological evaluations and medical records) will be merged with your new application. If needed, new records can be added through the link.

INSTRUCTIONS AND DEADLINES FOR ALL APPLICANTS

IV. FIRST APPLICATION DEADLINE

A. JULY EXAM

1. All 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. All Application Forms (**linked** on the Upcoming Exam webpage) must be **UPLOADED** to your application by **5:00 pm on May 20, 2026**.
3. 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 May 20, 2026. The credit card link will close at 5:00 pm.

V. APPLICATION COMPLETION

- A. The online application *for applicants not admitted in another jurisdiction for one year or more* 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. These forms are also linked as **Correlating Forms** on the Upcoming Exam webpage.
- B. If you are an attorney admitted in another jurisdiction for one year or more, disregard section A. above and refer to the instructions for applicants admitted in another jurisdiction for one year or more **linked** on the Upcoming Exam webpage.
- C. If you need additional space to fully answer any questions in the application, you may upload additional pages. The pages should include your name, the date, the question number, and the additional information.
- D. Only a complete application will be processed and accepted at the May 20, 2026 deadline.
 1. All questions must be fully answered.
 2. Upload additional pages if more space is needed to respond to a question.
 3. All required forms (Forms 1-6) must be completed, if applicable. (IV A. + B.)
 4. The signed and notarized Application Forms must be uploaded by the 5:00 pm May 20, 2026 deadline.
 5. The Application fee must be received by the May 20, 2026 deadline.

VI. SECOND DEADLINE: JULY 14, 2026 Qualifying to sit for the exam

- 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 for each 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).
 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 original directly to documents@mainebarexaminers.org Completed certification forms forwarded by the applicant will not be accepted.
 5. Current 3Ls should request their JD certification and transcripts AFTER being awarded their J.D.
 6. Instructions are also linked with the forms, 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 vendor to documents@mainebarexaminers.org Transcripts can also be sent to our mailing address by the school or their third party vendor. Transcripts sent by applicants are not accepted.
 3. See Frequently Asked Questions 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 and instructions must be read, completed (signed/notarized), and **uploaded** to your application by the **July 14, 2026 deadline** to qualify to sit for the exam. Important information about the exam protocols and regulations will be provided in this document collection. The forms may include but are not limited to: Exam Instruction Manual, Exam Instructions Manual Certification Form, Medical protocols, Laptop Liability Release Form, Affidavit of Intent to Pursue Admission to the Maine Bar, Emergency Contact/Medical Information form.
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. 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. Reference Questionnaires

1. *Applicants not admitted to another jurisdiction for one year or more* must arrange to have at least three of the references listed in your application complete and send a Reference Questionnaire to the Board. The Board requires that the three references you choose must have known you for at least five years and that the references send the completed questionnaires directly to documents@mainebarexaminers.org or to our mailing address.
2. The Questionnaires are NOT required to sit for the exam and may be submitted before or after the exam. The complete questionnaires must be on file with the Board before you can be certified for admission.
3. Reference questionnaires sent to us by the applicant will not be accepted.
4. Applicants admitted in another jurisdiction for one year or more must complete the NCBE Character and Fitness application instead of requesting reference questionnaires.

- ##### B. Character and Fitness--Additional documentation and/or information may be required by the Board to complete the character and fitness investigation. The information and/or documentation may not be required to sit for the exam but must be provided to complete your application and for you to be considered for admission.

- C. A recent MPRE score of 80 or above is required for admission. Maine Bar Admission Rule 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 and time: a) Your completed application in the portal, b) The Application Forms in the portal, and c) the Application fee. If you are requesting Testing Accommodations, this application and supplemental documents are also due by May 20, 2026 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 applying 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 should be sent via the 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 explanation where they are used.
5. Whenever the names of clients, references, employers, associates, and/or partners are used, identify them as such.

Checks 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