

## MAINE BOARD OF BAR EXAMINERS

### APPLICATION PROCEDURES FOR THE MAINE BAR EXAMINATION

*In Addition To These Procedures, Be Sure To Read And Follow All Maine Bar Admission Rules And All Instructions Included With And On The Face Of Your Application.*

#### **1. REQUEST FOR APPLICATION:**

You may download an appropriate application directly from the Maine Board of Bar Examiners' website at [www.mainebarexaminers.org](http://www.mainebarexaminers.org). If you do not wish to download the application or other materials, you may write to the Board and request the Maine Bar Admission Rules, the Application Procedures, and a Request for Application Form. The Board does not accept telephone requests for forms or applications. If you want the Board to mail you an application, you must complete the Request for Application Form and mail it to the Board.

#### **2. APPLICATION FORM:**

If you choose to download an application from the Board's website, it is your responsibility to determine whether you meet the educational requirements set forth in Maine Bar Admission Rule 10(c) to sit for the Maine bar examination. If you are qualified, it is your responsibility to select the appropriate application form to complete and return to this office with the required examination fee.

The Maine Board of Bar Examiners uses three (3) different application forms, all of which are described in detail below:

**A.** If (i) you are not admitted to practice law in any jurisdiction, or (ii) you will have been admitted to practice in another jurisdiction for less than one year by deadline for filing applications, you must complete the Maine Board of Bar Examiners application form for applicants not admitted in another jurisdiction for one year or more.

**B.** If you will have been admitted to the bar of any jurisdiction for more than one year by the deadline for filing applications, you must complete the National Conference of Bar Examiners (NCBE) application form, the request for an NCBE character report, and the supplemental application and forms for applicants admitted in another jurisdiction for one year or more from the Maine Board of Bar Examiners. The form to request an NCBE character report is provided with the NCBE Application. Although the form to request a character report contains fee information, fees for NCBE character reports are included in the Maine application fee as set forth below. All application forms must be returned to the Maine Board of Bar Examiners. The Maine Board will file the request for the character report and pay the requisite fee to the NCBE. At times, the Board does not receive the NCBE report until after the grading

process is complete. If this occurs, you will be notified of the results of the examination, but a certificate of qualification for admission to the Maine bar cannot be issued until the Board receives the NCBE character report.

C. If you have applied to sit for any of the last four (4) administrations of the Maine Bar examination, you may complete an Application for Reexamination. If you are admitted in another jurisdiction, you must file an updated certificate of good standing as part of the reapplication process.

### **3. EXAMINATION FEE:**

All examination fees must be paid by personal check, money order, cashier's check or certified check payable to the Maine Board of Bar Examiners. (See Maine Bar Admission Rule 6(b)). The total fee for each applicant who has been admitted to practice in any other jurisdiction for more than one year is \$750.00. The total fee for other applicants is \$450.00. The appropriate fee must accompany your application. All fees are nonrefundable.

### **4. FILING DEADLINE:**

Pursuant to Maine Bar Admission Rule 5(a), your completed application, with the appropriate examination fee, must be received in the Maine Board of Bar Examiners' administrative office by 5:00 p.m. (EDT) on **May 20 for the July examination** and by 5:00 p.m. (EST) on **December 20 for the February examination**.

Applications received by the Board within seven calendar days following the applicable application deadline will be accepted only upon payment of a late fee of \$150.00. Applications received by the Board between the eighth and fourteenth calendar days following the applicable application deadline will be accepted only upon payment of a late fee of \$300.00. The Board will not accept for filing any application that is received in its offices more than fourteen calendar days after the applicable application deadline.

### **5. UNDERGRADUATE/GRADUATE/LAW SCHOOL CERTIFICATES:**

In accordance with Maine Bar Admission Rule 5(c), a certificate from the undergraduate school from which you graduated and from each law school you attended must be on file with your application at least one week prior to date of the examination. Forms necessary to obtain these certificates are included in the application. In accordance with Maine Bar Admission Rule 10(c), you will not be permitted to sit for the examination unless the Board has received these certificates at least one week prior to the date of the examination. In addition, a certificate from each undergraduate school that you attended for two years or more must also be filed with the Board before you can be issued a certificate of qualification for admission to the Maine bar.

**6. REFERENCE QUESTIONNAIRES:**

If (i) you are not admitted to practice law in any jurisdiction, or (ii) you will have been admitted to practice in another jurisdiction for less than one year by the deadline for filing applications, Reference Questionnaires will be included with your application. You must arrange to have three of the five references listed in your application complete and file a Reference Questionnaire with the Board. The Reference 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. Reference Questionnaires must be received directly from the person completing the Questionnaire. Reference Questionnaires received from applicants will be returned.

**7. CERTIFICATES OF GOOD STANDING:**

If you have been admitted to practice in another jurisdiction, pursuant to Maine Bar Admission Rule 5(b), you must request that each such jurisdiction file a Certificate of Good Standing with the Board. The Certificates of Good Standing 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.

**8. MULTISTATE BAR EXAMINATION (“MBE”) SCORES:**

Maine Bar Admission Rule 10(e) explains the requirements regarding MBE scores. If you are required to have an MBE score, you may: (1) take the MBE in Maine; (2) take the MBE in another jurisdiction where you are taking the bar exam and transfer that MBE score to Maine; or (3) you may transfer a prior MBE score if you have taken the MBE within the 61 months prior to the current administration of the Maine bar exam as provided in Maine Bar Admission Rule 10(e)(1)(ii). You must also transfer an MBE score if you wish to qualify for the further modified exam under Maine Bar Admission Rule 10(e)(2). Please note that MBE scores transferred for purposes of qualifying to sit for the further modified exam under Maine Bar Admission Rule 10(e)(2) must be received by the Board at least one week prior to the date of the examination. If you transfer more than one MBE score, the Board will use the highest score.

If you are not required to have an MBE score under Maine Bar Admission Rule 10(e)(1)(i), you may still transfer a prior MBE score to Maine. The Board will calculate your final grade both with and without the transferred score and will use the higher of the two grades.

If you are transferring an MBE score to Maine from another jurisdiction, you must request the other jurisdiction to send the MBE score to the Maine Board of Bar Examiners. The score may be received by the Board after the examination [unless required for verification for the modified examination under Maine Bar Admission Rule 10(e)], but must be received by the Board before a certificate of qualification for admission to the Maine bar can be issued.

Prior to the examination, we will provide you with an MBE Transfer Information Form. You must submit a completed MBE Transfer Form if you are: (a) transferring an MBE score from Maine to another jurisdiction; (b) using an MBE score from a prior MBE taken in Maine; and/or (c) retaking the MBE (whether you previously took the MBE in Maine or elsewhere) and wish to use the highest MBE score. The MBE Transfer Information Form may be filed with the Board office either before or after the examination, or you may turn it in at the examination.

**9. MULTISTATE PROFESSIONAL RESPONSIBILITY EXAMINATION (“MPRE”):**

Pursuant to Rule 11 of the Maine Bar Admission Rules, you will not be eligible for admission to the Maine bar until you have passed the Multistate Professional Responsibility Examination (“MPRE”). The MPRE is a test in addition to the Maine Bar Examination. The National Conference of Bar Examiners administers the MPRE, not the Maine Board of Bar Examiners. This additional examination is given several times a year at various locations nationwide. For information about how, when and where you may take the MPRE, or to arrange for transfer of a prior MPRE score to the Maine Board of Bar Examiners, write or call the National Conference of Bar Examiners, MPRE Applications Department, PO Box 4001, Iowa City, IA 52243, (319) 337-1287. You can also access information and arrange score transfers from the National Conference of Bar Examiners website at [www.ncbex.org](http://www.ncbex.org).

**10. MODIFIED EXAMINATIONS.**

Maine Bar Admission Rule 10(e) outlines two modifications to the Maine Bar Examination. You should review this Rule and determine whether you may be eligible for a modified examination. If the Board determines you are eligible to take a modified examination, you may request to take additional portions of the examination. If you elect to take additional portions of the examination, the Board will calculate your grade both with and without the additional portions and will use the higher grade.

**11. COPIES OF PRIOR MAINE ESSAY QUESTIONS**

The Maine Board of Bar Examiners releases copies of the Maine essay examination questions and representative answers used in the last six administrations of the Maine Bar examination. The cost for these materials is \$5.00 per exam for each set of questions or answers. The form to request these materials is available on the Board’s website at [www.mainebarexaminers.org](http://www.mainebarexaminers.org).

**12. QUESTIONS AND COMMUNICATION WITH THE BOARD:**

All questions regarding the application procedures and all correspondence with the Board should be directed to the Board’s Executive Director. All changes and supplements to your application must be submitted in writing.

**A. Regular mail:** Correspondence sent by regular mail should be addressed as follows:

Executive Director  
Maine Board of Bar Examiners  
PO Box 140  
Augusta, ME 04332-0140

**B. Overnight mail:** If you wish to send correspondence by overnight mail (Federal Express, UPS, etc.) and require a street address, use the following address:

Executive Director  
Maine Board of Bar Examiners  
40 Water Street, 2<sup>nd</sup> Floor  
Hallowell, ME 04347  
(207) 623-2464

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