

MAINE BOARD OF BAR EXAMINERS
P. O. BOX 140
AUGUSTA ME 04332-0140

**INSTRUCTIONS TO APPLICANTS
WHO HAVE APPLIED TO THE MAINE BOARD OF BAR EXAMINERS
WITHIN THE PAST TWO (2) YEARS**

Before completing this application, read Maine Bar Rule 3 (the Code of Professional Responsibility), the Code of Judicial Conduct, and the Maine Bar Admission Rules.

An Application for Reexamination may be filed by anyone who has submitted a completed application to the Maine Board of Bar Examiners within the past two (2) years.

By completing and submitting this application to the Maine 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.

The Application for Reexamination consists of several pages. Please be sure to have the application notarized on the last page.

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 21 for the February examination.

Pursuant to Maine Bar Admission Rule 6(a), the appropriate fee must accompany your Application for Reexamination. The required fees are as follows:

- (1) For applicants who have previously sat for the Maine bar examination and have not been admitted in another jurisdiction for one year or more, the application fee is \$450.00;
- (2) For applicants who have previously sat for the Maine bar examination and have been admitted in another jurisdiction for one year or more, the application fee is \$800.00;
- (3) For applicants who have previously applied for the Maine bar examination, but did not sit, and for whom the Board is carrying an application fee credit, the administrative fee is \$100.00.

Please note that Maine Bar Admission Rule 6(a) also requires that payment shall be made by personal check, cashier's check, certified check, or money order payable to the Board of Bar Examiners.

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 office more than fourteen calendar days after the applicable application deadline.

If any information has changed since your prior application to take the Maine Bar Examination, you must update your application. Information that may have changed includes your residence, your place of employment, having received any traffic violations since your last application, etc. If you know that some of your information has changed, please attach a supplement containing complete details of any such changes, or you may contact the Board's office and request the appropriate forms on which to provide that information. If you are unsure whether your information has changed, you may obtain a copy of your previous application by writing to the Maine Board of Bar Examiners and sending a check in the amount of \$25.00.

If your eligibility under the Maine Bar Admission Rules has changed since your last application, the Board may request that you complete and submit additional forms.

If you are requesting special accommodations, please note that the Board's required documentation for such requests has changed, and you will be required to complete the Board's Testing Accommodations Application, which must be submitted on or before the applicable application deadline. ALL applicants requesting testing accommodations must submit the Board's Testing Accommodations Application, regardless of whether accommodations have been requested and/or granted in the past. You may download the forms from the Board's web page at www.mainebarexaminers.org, or they can be requested in writing from the Board.

Applications should be submitted to the Board at the following addresses:

By U.S. Mail (including Express Mail
and Overnight Mail):

Board of Bar Examiners
P. O. Box 140
Augusta, ME 04332-0140

By Overnight Carrier **ONLY**
(Federal Express, UPS, etc.):

Board of Bar Examiners
40 Water Street, 2nd Floor
Hallowell, ME 04347

Inquiries should be directed to the Executive Director at (207) 623-2464 or by e-mail at execdir@mainebarexaminers.org.

_____, _____, _____
Applicant's Last Name First Name Middle Name

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APPLICATION FOR REEXAMINATION

**FOR APPLICANTS WHO HAVE APPLIED TO THE MAINE BOARD
OF BAR EXAMINERS WITHIN THE PAST TWO (2) YEARS**

CONTACT INFORMATION

Provide below the mailing address at which you can be contacted about this application during the next six months:

Check if address is: Residence Business

If business, name of Firm: _____

Address/P. O. Box: _____

City: _____ State: _____ Zip Code: _____ Country: _____

Provide below the telephone numbers where you can be reached.

() _____ () _____
(Home) (Office)

() _____
(Other)

E-Mail _____

Please indicate which method you prefer the Board use to confirm receipt of your application:

- By Mail
- By E-Mail

TESTING INFORMATION

1. I am applying for the following exam: February 201 __ July 201__

2. I assert I am eligible under the Maine Bar Admission Rules (MBAR) to take:

(Check one – A, B or C)

A. **Day One only** of the exam because (check one):

(1) I have been admitted by examination to practice in one or more jurisdictions in the United States and have been in the active practice of law in a jurisdiction in which I am licensed for three of the past five years. [MBAR 10(e)(1)(i)].

OR

(2) I have taken the MBE within the last 61 months. [MBAR 10(e) (1)(ii)].

B. **Questions 1 & 2 Only** because (check all that apply):

I qualify to take Day One of the exam under

Part a(1) above **OR** Part a(2) above

AND

I have achieved an MBE score of 155 or better on a bar exam administered in another jurisdiction which I passed. [MBAR 10(e)(2)].

Date of Exam

Jurisdiction

C. **Both Days**

3. In addition to the portion of the exam for which I am qualified, I request to take the following: Day 1 Both Days

4. The Board offers applicants the opportunity to take the Maine bar examination by laptop computer using specialized test-taking software. Participating applicants are required to provide their own laptops and download the required software, as well as perform laptop pretest of the software, prior to the date of the exam. Participating applicants will be responsible for payment of fees associated with downloading the software, as well as any administrative fees charged by the Board in connection with administering computerized testing.

Additional instructions for participating in laptop testing, including instructions and deadlines related to software download, will be posted to the Board’s website sometime around February 1 for the February exam and July 1 for the July exam.

Do you anticipate participating in laptop testing for this Maine bar examination?
 Yes No

*If your answer to Question No. 5 was “Yes,” please complete the following:
Have you used computerized testing during law school? Yes No
If so, what testing software have you previously used? _____*

5. Do you intend to use a Multistate Bar Examination score from another jurisdiction? Yes No
*If so, when and where did you or do you intend to take it? _____
Year/Jurisdiction*

6. I have previously been granted testing accommodations for a disability or condition that affects my ability to take the exam, and I am requesting the same accommodations. I understand that a completed Testing Accommodations Application and supporting documentation must be submitted prior to the application deadline.
 Yes No

I have previously been granted testing accommodations for a disability or condition that affects my ability to take the exam, and I am requesting new or different accommodations. I understand that a completed Testing Accommodations Application and supporting documentation must be submitted prior to the application deadline.
 Yes No

I have previously requested but have not been granted accommodations or I have not previously requested or been granted testing accommodations, but am requesting accommodations in connection with this application. I understand that a completed Testing Accommodations Application and supporting documentation must be submitted prior to the application deadline.
 Yes No

NOTE: All applicants requesting testing accommodations must submit a completed Testing Accommodations Application and supporting documentation prior to the application deadline, regardless of whether accommodations have been previously requested and/or granted.

ADDITIONAL INFORMATION

1. Check one:

- I have previously taken the Maine Bar Examination on the following date(s): _____.

I enclose my application fee of:

- (check one) a. **\$800** (for applicants admitted in any other jurisdiction for more than one year);
 b. **\$450** (for all other applicants).

OR

- I have previously applied but did not sit for the Maine Bar Examination on the following date(s): _____.

I have a nonrefundable credit balance of _____, which amount

- (check one) a. **covers my application fee**
 a. **covers part of my fee** and I enclose payment of the balance due. See M.Bar Adm.R. 6(c).

- I also enclose my administrative fee of **\$100**.

2. Since the last time I applied for or sat for the Maine Bar Examination, I have been admitted to practice law in the following jurisdictions:

_____.

The Board must receive letter of good standing from each jurisdiction in which you have been admitted (or an explanation why such certificate is unavailable to you) before you may receive a Certificate of Qualification. Please note that in the event you are not in good standing in any jurisdiction due to non-payment of dues, failure to comply with CLE requirements, or similar infractions, the Board requires that you provide evidence that you have either (1) taken whatever steps are necessary to bring your status current; or (2) formally withdrawn from the bar in question.

3. **Law School Admission Council (LSAC) Number:** _____

SIGNATURE AND CERTIFICATION

I certify that all facts and information supplied to the Board of Bar Examiners in my original application for examination, including but not limited to information regarding my residence and employment, continue to be true and correct, except as follows:

I further certify that subsequent to the date of that application I have not been convicted of any crime or granted immunity in any criminal proceeding in which I was a party, have not been accused of mishandling funds or other property entrusted to me, or had any disciplinary proceedings instituted against me by any licensing authority, including legal licensing boards, except as follows:

I agree to notify the Board of Bar Examiners immediately of any event that occurs after the filing of this Certificate that would make any of the statements made herein untrue.

Dated: _____ **Signature:** _____

STATE OF MAINE

_____, ss. _____, 201__.

Personally appeared the above-named, _____, known to me, and made oath that the foregoing is true.

Before me, _____
Justice of the Peace/Notary Public
My commission expires: _____