

**BOARD of LAW EXAMNINERS
of the STATE of NORTH CAROLINA**

ADMISSION WITHOUT EXAMINATION

INSTRUCTIONS TO APPLICANTS

In order to be eligible for admission by comity you must be able to substantiate that you have been engaged in the full-time practice of law as your principal means of livelihood in a reciprocal jurisdiction for at least four out of the past six years; a minimum of 48 months. You must be or have been physically practicing in this jurisdiction. You may be required to submit supporting documentation, including time-sheets. In the event you cannot meet this requirement, you are not eligible for comity admission.

Legal employment prior to admission in the reciprocal state does not fulfill the practice requirement.

You are responsible for reading the current RULES GOVERNING ADMISSION TO THE PRACTICE OF LAW in the STATE OF NORTH CAROLINA (found on www.ncble.org), Guidelines for Attorneys Licensed in Other Jurisdictions but Seeking to Work in North Carolina (link on our home page), and RULES OF PROFESSIONAL CONDUCT (found on the State Bar's website, www.ncbar.com).

Read the entire application and instructions carefully before making any entries.

ALL ANSWERS MUST BE TYPEWRITTEN. The application can be printed & you can type your responses or the application can be downloaded into a Word document. The form can be found under the “Comity forms” section. Include supplemental pages only if additional space is needed. Give the information in the same manner as is called for in the application. Be sure to submit and original and one copy of the application in double-sided format.

YOUR APPLICATION WILL NOT BE CONSIDERED FILED AND WILL BE RETURNED TO YOU IF:

- You fail to submit your application on the proper forms;
- You fail to answer any questions or subquestion;
- You fail to provide typewritten answers;
- You do not send in all applicable fees in collected funds;
- You have altered the language of the application;
- You have failed to sign any document requiring your signature;
- Your signatures have not been attested by a notary public;
- Your original application and one copy are not two-sided;
- You have not provided two signed and notarized Authorization and Release Forms

Before you send in your application, check to see that you have fully answered all questions, leaving no blanks. Every item, or part thereof, should be completed on your application as fully and accurately as possible. N/A is not considered as an answer. Whenever the word “none” is applicable, please so indicate. Unless otherwise indicated, every question and every part of each question must be answered, even though the answer is negative. Do not refer to an answer given somewhere else in the application. Answer each question fully, even if it means repeating information given elsewhere.

Please request that all transcripts, driving records, Certificates of Good Standing, etc. be forwarded to the NC Board of Law Examiners, attention Janice Davies.

FULL DISCLOSURE: It is **crucial** that you honestly and fully answer all questions. Your responses on your application are indicators of your candor and honesty. An honest “yes” answer to a question on your application is not definitive as to the Board’s assessment of your present moral character and fitness, but a dishonest “no” answer may be definitive.

1. Give complete dates, i.e. month, day and year whenever possible.
2. Complete all addresses, giving street name and number, suite or floor, city and state. Include postal **zip code**. Make sure **addresses are current**. If the address is a business, please include the business’ name in the address.
3. Clearly identify clients, references, employers, associates and partners as such wherever their names are used. Please indicate the title as “Mr.” or “Ms.”
4. In response to question number 37 of the application, give references for the state in which you are licensed, as well as any other states where you have practiced law. You may use extra pages for other states. Make certain that no two persons listed are members of the same household, and no persons are related to you.
5. If you are unable to comply with any of the requirements, please state in detail the efforts made to comply, and why you cannot.
6. The Certificate of Moral Character Forms should be completed by the four individuals listed under question #34 and mailed directly to the Board’s office by those individuals. It is advisable to type your name on these forms before giving them to the individuals. It is up to the applicant to send these forms to their references.
7. Please note Rule 0502(9) regarding the Multistate Professional Responsibility Examination. For information contact the National Conference of Bar Examiners, MPRE Application Department, PO Box 4001, Iowa City, IOWA 52243; or Phone (319) 337-1287.
8. **THE ORIGINAL APPLICATION MUST BE SUBMITTED IN DOUBLE-SIDED FORMAT.** Please copy the application to double-sided prior to signing and notarizing.
9. Your application must be signed and notarized, **filed in duplicate (the original and a good photocopy)**. **Attachments do not have to be filed in duplicate** Please use the following as a checklist to help you **determine what you have and what is needed**. The following should be attached to your application:

_____ A copy of your birth certificate

_____ An passport type photograph, size 2 ½ “ x 2 ½ “, which was taken during the past six months. **ONLY ONE** photograph is necessary.

_____ Both sets of **completed fingerprint cards**. Do not take your own fingerprints. Type **ALL** biographical information, social security number, and date of birth on the cards and sign. **DO NOT FOLD CARDS**. The proper cards may be obtained by e-mailing a request to info@ncble.org.

_____ If applicable, one copy of Form DD -214 or report of separation showing a complete record of your military activities for each period of your active duty. If active in the military, please provide proof of your service and disciplinary record.

_____ **A Certificate of Good Standing** from each state where you are licensed, including all Circuit Courts and Federal District Courts where you have been admitted to practice. Please request that the courts use their seal. You may attach a copy of the letter requesting the Court to furnish the Board these requestes so we know they have been requested.

- _____ The completed Certificate of Court of Last Resort Form from the reciprocal jurisdiction. **You must still provide the Certificate of Good Standing from the reciprocal jurisdiction.**
- _____ One Copy of any application you have filed to take another bar examination or be admitted to another bar.
- _____ One copy of any litigation to which you have been a party (bankruptcy, small claims, divorce proceedings- including complaint, answer, agreement, final decree, judgment, etc.)
- _____ Two signed and notarized Authorization and Release Forms. Your application will be returned if these are not forwarded with your application.
- _____ **Official** transcripts sent directly to the Board by all undergraduate schools and an official transcript from your law school. You may attach a copy of the letter requesting the schools furnish the Board these transcripts so we know that they have been requested.
- _____ **Completed Form 12** if you answered “yes” to questions 20A or 20B. Complete one form per incident, attach appropriate documentation and return with your application. Make additional copies as needed. Do not attach the form to the application.
- _____ **Completed form 14.** Please complete this form even though you have provided this information elsewhere. All applicants must fill out this form and send it with their application.
- _____ If you have not enclosed required material which you must obtain from third parties (e.g., court records etc.) include a letter detailing the items and the estimated date which they will be provided.
- _____ A copy of your driving record from all states where you have ever held a license.
- _____ Your application fee.
- _____ Certificate of Moral Character Forms need to be forwarded to your four references requesting that they return the form to my attention.
- _____ Request that your MPRE scores be certified to North Carolina. If you have not taken the exam, please let me know your testing date.

The application itself may also ask for additional items not listed in these instructions.

10. The total application fee is \$1,500.00. Please attach to the application, a check made payable to the Board of Law Examiners in this amount. Fees form an integral and essential part of the application. For your application to be considered filed, it must be received accompanied by the Authorization and Release forms and the applicable fee in collected funds.
11. The Board’s comity rule provides that your application cannot be considered by a panel of the Board until it has been on file for **at least six months**. After that time, **provided your application is complete**, you will be given notice when to appear before a Panel of the Board that will act on your application.