

**BOARD OF LAW EXAMINERS  
of the STATE OF NORTH CAROLINA**

**APPLICATION FOR ADMISSION TO THE NORTH CAROLINA BAR EXAMINATION**

**INSTRUCTIONS TO APPLICANTS**

You are responsible for reading the current RULES GOVERNING ADMISSION TO THE PRACTICE OF LAW in the STATE OF NORTH CAROLINA.

Read entire application and instructions carefully before making any entries.

Have answers **TYPEWRITTEN**, or legibly print in **BLACK** ink. (**TYPEWRITTEN** answers preferred)

Your application will not be considered filed and will be returned to you if:

- You fail to answer any question or subquestion;
- You do not send in all applicable fees in collected funds
- Any of your answers are indecipherable;
- 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.

**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 AN ANSWER (This does NOT apply to the online application). 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 ON A PREVIOUSLY SUBMITTED APPLICATION IN THIS OR ANY JURISDICTION.**

Applicants who have not been admitted to any jurisdiction must answer all questions in Section I and III.

Applicants who have been admitted to a bar in another jurisdiction must complete the answers to all questions in Section I, II and III.

**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, city and state. Include **ZIP CODE**. Make sure **addresses are current**.
3. Clearly identify clients, references, employers, associates, and partners as such, wherever their names are used.
4. When listing employers in question #38, if the employer is a corporation or company, also give the name and address of your immediate supervisor.

5. Avoid the use of abbreviations, particularly those which are not self-explanatory, or indicate proper explanation where they are used.
6. When giving references requested in questions 33, 34, 44, 45 do not list any two persons that are members of the same household, or are listed as employer or supervisor. Also, please indicate title (Mr. or Ms.)
7. When using additional paper to supplement answers, give the information in the same manner as is called for in the application.
8. The **Certificate of Moral Character** Forms should be completed in **DUPLICATE** by the four individuals listed under question #33 and mailed directly to the Board's office by those individuals within thirty (30) days. It is advisable to print your name on these forms before giving them to the named individuals. You should advise the persons completing the forms that they should be furnished to the Board as soon as possible as your application is deemed incomplete until the four Certificate of Moral Character Forms have been received. These forms must be **NOTARIZED**.
9. Be certain you have taken and passed, or arranged to take the Multistate Professional Responsibility Examination as provided for under Rule.O501(6) of the Board's rule.
10. **THE ORIGINAL APPLICATION MUST BE SUBMITTED IN DOUBLE-SIDED-FORMAT - (front/back)**. Print out your application, if needed; take it to Kinko's, Staples, or what have you, have it copied to **double sided** format, and have **2** copies made.
11. The application **MUST BE SIGNED AND PROPERLY NOTARIZED** and filed in duplicate, the original plus a good photocopy. **REPRODUCED COPIES OF THE APPLICATION FORM WILL NOT BE ACCEPTED AS THE ORIGINAL**. Attachments do not have to be filed in duplicate. The Notary must affix the **PROPER SEAL OR STAMP** on all documents requiring notarization. The following should be attached:
  - A copy of your birth certificate--State or County certified copy – Hospital/ Mother's copy is not acceptable.
  - An applicant type photograph, passport-sized, which was taken during the past six months stapled to the completed Summary Card.
  - Both sets of **completed fingerprint cards**. **DO NOT TAKE YOUR OWN FINGERPRINTS**. Contact a law enforcement official. Fill in ALL biographical information, including signature, on both fingerprint cards. **DO NOT FOLD CARDS**.
  - If applicable, one copy of your DD214 Form.
  - One copy of your application you have filed to take another bar examination or be admitted to another bar; and certificates of current standing from any bar or court from which you have been admitted. You may attach a copy of the letter requesting the jurisdiction or court to furnish the Board this material.
  - One copy of any litigation to which you are or have been a party. (bankruptcy, small claims, divorce proceedings – including complaint, answer agreement, final decree, judgment, etc.)
  - **TWO ORIGINALS OF PROPERLY EXECUTED AUTHORIZATION AND RELEASE FORMS.**

- Official transcripts sent directly to the Board by all undergraduate schools. You may attach a copy of the letter requesting the schools to furnish the Board these transcripts.
- **Completed Form 12** if you answered “yes” to questions 19A and 19B. 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.**
- A check or money order made payable to **the BOARD OF LAW EXAMINERS** for applicable fees as follows:

Applicant who is not licensed attorney	\$ 600.00
Applicant who is or has been a licensed Attorney	\$1,200.00
LATE FEE FOR AN APPLICANT FILED AFTER FIRST APPLICATION DEADLINE	\$ 250.00

### **FILING DEADLINES**

- 1<sup>st</sup> Tuesday in October – February
- 1<sup>st</sup> Tuesday in November – February (late)
- 1<sup>st</sup> Tuesday in January – July
- 1<sup>st</sup> Tuesday in March – July (late)
- 1<sup>st</sup> Tuesday in May – July (only if filed for February of same year)

All filing deadlines are **POSTMARK** deadlines (i.e. if your envelope bears a postmark date on or before the deadline and has sufficient postage, it will be considered timely filed).

For your application to be considered filed, it must be received accompanied by the Authorization and Release forms and all applicable fees and collected funds.

Rule.0201(3) – As used in these rules, the word “filing” or “filed” shall mean received in the office of the Board of Law Examiners. Except that applications placed in the United States mail properly addressed to the Board of Law Examiners and bearing sufficient first class postage and postmarked by the United States Postal Service on or before a deadline date will be considered as having been timely filed if all required fees are included in the mailing. Mailings which are postmarked after a deadline or which if postmarked on or before a deadline and do not include required fees or which include a check in payment of required fees which is not honored due to insufficient funds will not be considered as timely filed.

After your application has been received and is being processed, you will be notified if there is any supporting documentation missing or if your answers to any of the questions are incomplete. The additional information should be furnished to the Board immediately, as the Board will take no action on incomplete applications.

**Special Testing Accommodations for Disabled Applicants.** The Board has adopted a Policy for Special Accommodations for Disabled Applicants. There are deadlines for the written request and supporting documentation to be filed in the Board’s offices. Request for the appropriate forms should be addressed to the Board’s Executive Director.

#### **SPECIAL ACCOMMODATIONS FILING DEADLINES**

- February Exam – First Tuesday in December
- July Exam – First Tuesday in May

## **INFORMATION FOR APPLICANTS**

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### **MULTISTATE PROFESSIONAL RESPONSIBILITY EXAMINATION**

National Conference of Bar Examiners  
MPRE Application Department  
PO Box 4001  
Iowa City, IA 52243  
Phone: (319) 337-1287

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### **BAR REVIEW COURSES**

BAR/BRI  
Ms. T. Leigh Hearn, Director  
3510 University Dr., Suite C  
Durham, NC 27707  
Phone: 1-800-300-1822

The Study Group  
Mr. Stan Hamrick, Director  
5622-G Ox Road, Suite 300  
Fairfax Station, VA 22039-1018  
Phone: 1-800-239-2349

MICRO MASH BAR REVIEW  
6402 South Troy Circle  
Englewood, CO 80111-6424  
1-800-BAR-EXAM Ext. 6118  
(303) 799-0099

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### **PRELIMINARY MULTISTATE BAR REVIEW**

Ms. Donna Zimmerman  
211 Bainbridge St  
Philadelphia, PA 19147  
Phone: 1-800-523-0777  
(Course offered in Durham, NC )

Reed's Multistate Bar Review, Inc  
360 W. Illinois  
Suite 509  
Chicago, IL 60610  
Phone: 1-800-852-3926 or (312) 527-0651  
(Course offered as video and audio home study)