

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

APPLICATION FOR ADMISSION TO THE NORTH CAROLINA BAR EXAMINATION

**INSTRUCTIONS TO APPLICANTS FILING
A SUPPLEMENTAL APPLICATION**

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)

An applicant who has aptly filed a complete APPLICATION FOR ADMISSION TO TAKE THE NORTH CAROLINA BAR EXAMINATION for a particular bar examination may file a SUPPLEMENTAL APPLICATION on forms supplied by the board, along with the applicable fee for the next subsequent bar examination. An applicant who has filed a SUPPLEMENTAL APPLICATION as provided by this rule immediately preceding the filing deadline specified in Rule .0403 of this chapter may file a subsequent SUPPLEMENTAL APPLICATION along with the applicable fees for the next examination. The SUPPLEMENTAL APPLICATION will update the information previously submitted to the Board by the applicant. Said SUPPLEMENTAL APPLICATION must be filed by the deadline set out in Rule .0403 of this chapter.

**PLEASE NOTE THAT YOUR ANSWERS UPDATE YOUR FIRST
ORIGINAL APPLICATION TO TAKE THE NORTH CAROLINA BAR
EXAMINATION.**

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
- You have not included two (2) Authorization and Release Forms
- Any of your answers are indecipherable;
- You have altered the language of the application;
- You have failed to sign any document requiring you signature
- Your signatures have not been attested by a notary public
- **YOUR APPLICATION IS NOT SUBMITTED IN THE REQUIRED DOUBLE-SIDED FORMAT.**

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 ON A PREVIOUSLY SUBMITTED APPLICATION IN THIS OR ANY JURISDICTION.**

PLEASE DO NOT LIST ANY REFERENCE THAT HAVE BEEN LISTED ON A PREVIOUS APPLICATION TO TAKE THE NORTH CAROLINA BAR EXAMINATION.

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**. Complete addresses are essential for a thorough and timely investigation!
3. Clearly identify clients, references, employers, associates, and partners as such, wherever their names are used.
4. When listing employers in question #30, 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 question 29 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. **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.**
9. **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. **A SUPPLEMENTAL APPLICATION RECEIVED UNSIGNED, WITHOUT THE PROPER NOTARY STAMP OR SEAL, WITHOUT ALL NECESSARY FORMS, AND/OR WITHOUT THE APPLICABLE FEES IN COLLECTED FUNDS IS NOT CONSIDERED FILED. 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:
 - An applicant type **photograph, passport-sized**, which was taken during the past six months **stapled to the completed Summary Card**.
 - If applicable, 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 ARE REQUIRED**

TO SUBMIT A CURRENT CERTIFICATE OF GOOD STANDING FOR EACH APPLICATION. You may attach a copy of the letter requesting the jurisdiction or court to furnish the Board this material.

- **2 SINGLE SIDED AND NOTARIZED AUTHORIZATION AND RELEASE FORMS.**
- **Completed Form 12** if you answered “yes” to questions 13 (a) and 13B. 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:

SUPPLEMENTAL APPLICATION FEE	\$400.00
LATE FEE FOR AN APPLICATION FILED AFTER FIRST DEADLINE	\$250.00

FILING DEADLINES

- 1st Tuesday in October – February
- 1st Tuesday in November – February (late)
- 1st Tuesday in January – July
- 1st Tuesday in March – July (late)
- 1st 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