



District of Columbia Court of Appeals
Committee on Admissions
430 E Street N.W., Room 123
Washington, D.C. 20001
(202) 879-2710
www.dccourts.gov

**INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR ADMISSION
WITHOUT EXAMINATION UNDER RULE 46 (c) OF THE RULES OF THE DISTRICT
OF COLUMBIA COURT OF APPEALS**

(1) **Application.** An application of an applicant seeking admission to this Bar from another state or territory shall be TYPEWRITTEN and submitted on a form approved by the Committee and filed with the Director. The contents of the application shall be confidential except upon order of the court.

(2) **Fees.** The application shall be accompanied by (1) **certified check, cashier's check, or money order** in the amount of \$400 made payable to the Clerk, D.C. Court of Appeals, and (2) a **certified check, cashier's check, or money order** made payable to the National Conference of Bar Examiners¹, the amount of which shall be specified on the application form.

(3) **Admission requirements.** Any person may, upon proof of good moral character as it relates to the practice of law, be admitted to the Bar of this court without examination, provided that such person:

(i) Has been a member in good standing of a Bar of a court of general jurisdiction in any state or territory of the United States for a period of five years immediately preceding the filing of the application;

OR

(ii) (A) Has been awarded a J.D. or LL.B. degree by a law school which, at the time of the awarding of the degree, was approved by the American Bar Association; (B) Has been admitted to the practice of law in any state or territory of the United States upon the successful completion of a written bar examination and has received a scaled score of 133 or more on the Multistate Bar Examination which the state or territory deems to have been taken as a part of such examination; and (C) Has taken and passed -- with a scaled score of 75 or more - - the Multistate Professional Responsibility Examination (MPRE) given under the

¹ Please refer to the application questionnaire concerning NCBE's fee categories which are identified on the page titled, "Request for Preparation of Character Report."

auspices of the Multistate Bar Examination Committee of the National Conference of Bar Examiners.

Read the entire application packet before making any entries. Eligibility for admission without examination will be determined on the basis of the information contained in your application. **The application filing fees are non-refundable.**

In completing your application, care and attention to the following instructions may forego the possibilities of your application being returned for correction. An application is deemed “filed” as of the date it is accepted for processing by the Director of the Committee on Admissions; **an incomplete, deficient application will not be accepted at any time.**

PLEASE NOTE: All application materials must be submitted together. This includes the correct filing fees, the completed application, and any supplemental forms. The average processing time may be as long as **eight (8) months**, provided the application does not contain character and fitness issues that would require in depth Committee review.

ALL APPLICANTS are required to provide the following items, except where otherwise indicated, regardless of NCBE character report category (See item #4 below):

1. **FORMAL APPLICATION PAGE** (A single page reflecting the two provisions by which an applicant may be admitted without examination) -- Check either Block (I) or Block (ii). Sign and date the page in the spaces provided. *The date which appears on the Formal Application Page, the date reflected on the attestation page of the questionnaire portion of the application, and the date of notarization on the attestation page and Authorization and Release forms must be the same and must be within five days of the date on which your application is received and accepted for processing by the Director of Admissions.*
2. Applicants seeking admission under the provisions of Rule 46 (c)(3)(ii) are required to submit the following items. **NOTE: Items a, b, and c do not apply to applicants seeking admission pursuant to Rule 46 (c)(3)(i).**
 - (a) **LAW SCHOOL CERTIFICATION** -- This form is to be executed, under seal, by the Dean, Registrar, or other authorized official of the law school which awarded your J.D. or LL.B. degree. Certifications by an official other than the Dean or Registrar must be supported by a written explanation as to the unavailability of the Dean or Registrar. The executed Law School Certification form **must** accompany the application. **Do not** have the law school forward the certification to the Committee on Admissions. Where it is the school's policy not to release the certification to the student/applicant, the law school should provide you with the certification in a sealed envelope to be attached to your application.

- (b) **MPRE SCORE REPORT** -- An applicant must have attained a minimum scaled score of 75 on the MPRE at the time this application is filed with the Committee. There is no time restriction on the use of an MPRE score and you may submit your “UNOFFICIAL” copy.
- (c) **MBE SCORE** -- PLEASE CAREFULLY REVIEW PAGE 6 OF THESE INSTRUCTIONS: An applicant must be admitted in the jurisdiction where he was successful in the bar examination, having achieved a scaled score of 133 or greater on the MBE test taken as part of the examination on which the applicant was deemed successful and admitted in the jurisdiction.
3. **CERTIFICATE OF GOOD STANDING** -- All applicants must submit current **original** certificates of good standing from the **highest state court** in each jurisdiction, not from the state bar or attorney grievance office, where admitted. Generally, the Clerk of your state's Supreme Court prepares the certificate for a nominal fee. A certificate of good standing is considered current if it has been issued within **60 days** of the date on which your application is accepted for processing. If you are not a member of your state's Supreme Court, provide an explanation and submit the comparable certificate reflecting your good standing with the bar. Certificate(s) of good standing **must accompany the application**; do not have jurisdictions forward certificates to the Committee on Admissions.
4. **APPLICATION (NCBE'S CHARACTER REPORT FORM)** -- Must, pursuant to court rule, be typewritten. Answer all questions to the best of your ability and comply with the instructions contained in the application. Please pay special attention to the following questions:
- **QUESTION 7-** Employment/non-employment. Account for the entire time period (no gaps) since age 21.
 - **QUESTIONS 21 and 22** - Include, either as an adult or a juvenile, any violation of any law.
 - **QUESTIONS 23 and 24** - If you answered “Yes” to either of these questions, you must submit along with your application a current (dated within the past 60 days) credit report from one of the three major credit reporting agencies.
5. **ATTESTATION PAGE & AUTHORIZATION AND RELEASE FORMS:** Sign where indicated and have all forms **NOTARIZED with a current date** within five (5) days of the date on which you submit, or resubmit the application to the Committee on Admissions (this is not the date printed on the application itself.) You must submit 3 original and notarized Authorization and Release Forms. **(These forms will print with your completed NCBE application.)**

6. **REQUEST FOR PREPARATION OF A CHARACTER REPORT FORM.** The National Conference of Bar Examiners prepares the confidential character report for this jurisdiction. Check the applicable box and attach the required fee. **Questions concerning your eligibility for a particular report must be directed to the NCBE in Wisconsin, 608/280-8550.** All applicants must submit a complete, current, original application/questionnaire form (see No. 4 above).
7. **FEES** -- Pursuant to D.C. App. Rule 46, the fees **must** be in the form of **CERTIFIED CHECKS, CASHIER'S CHECKS, or MONEY ORDERS:**² \$400 payable to "Clerk, D.C. Court of Appeals" for the application filing fee and the appropriate fee payable to "National Conference of Bar Examiners" for the character investigation.

Use one binder clip to keep together all application papers and the fees. Place all of your supplemental documents at the back of the application. ** Be sure your application submissions are printed as **single-sided pages**. Double-sided submissions will NOT be accepted. Before tendering your application for filing with the Director of Admissions, please review your responses to ensure that you have answered all questions and have included the required documentation. After the application has been filed, **it is your obligation to promptly inform the Committee by letter of any changes in address, employment, circumstances, etc.** The application should be mailed or delivered to:

**District of Columbia Court of Appeals
Committee on Admissions
430 E Street NW, Room 123
Washington, DC 20001**

The application may be delivered or sent to the Committee on Admissions via postal service or any other carrier. You may enclose a self-addressed, postage-paid postcard or envelope which will be date-stamped and mailed back to you. If your application materials are hand-delivered (either by you or a designated representative) and you need immediate proof of filing, your submission **MUST also include a photocopy of the entire completed application (not just the first page) to be date-stamped as "Received"**.

To reach the Committee: Office Hours: 9:00 a.m. to 4:00 p.m.
 Telephone: (202) 879-2710
 E-mail: coa@dcapeals.gov

² **Certified checks, cashier's checks, and money orders** are the **ONLY** acceptable forms of payment. Any other forms of payment, e.g. firm/business/personal checks or cash, cannot be accepted. Submitting unacceptable fees will result in your application being returned via standard U.S. mail which may substantially delay your admission.

No applicant shall be certified for admission by the members of the Committee on Admissions until the applicant demonstrates good moral character and general fitness to practice law in the District of Columbia. After the Committee completes the character and fitness study, you will receive a letter of certification from the Director of Admissions or you may receive a letter requesting additional information. Pursuant to court rule, you will have 90 days from the date of certification within which to appear to be administered the oath of admission and to sign the roll of attorneys. The oath is administered formally before a panel of the District of Columbia Court of Appeals monthly on specific calendar dates. You will be provided with a choice of two court dates and, where applicable, with alternate instructions.

FAQs:

How long will it take to process my application?

At least eight (8) months.

When can I request the transfer of my MBE score?

After receiving your Acknowledgment letter.

Will I be able to check the status of my application?

Yes, provided you keep your Application ID which will be located on your Acknowledgment letter. We **will not** give you any information on your application unless that number is provided.

Can I pay the fees with a firm or business check?

NO! Certified checks, cashier's checks, and money orders are the **ONLY** acceptable forms of payment.

When is my application considered "pending" and how can I provide proof?

Your application is considered pending once it has been received in our office. If you need proof of this, please submit/bring a complete copy of your application as well as a self-addressed, stamped envelope for return if submitting by mail. You can also use your acknowledgment letter once it's received.

Do you provide receipts for payment of application fees?

No. We advise that you make a copy of your checks and their receipts/stubs for your personal reference.

Should I attach any supplemental documents to the questions they reference?

No. Please place all supplemental documents at the back of the application. Please **do not** create any holes in the application or include tabs, exhibits, cover pages, post-its, clips, ribbons etc...



MBE TRANSFER APPLICANTS ONLY

See D.C. App. Rule 46(c)(3)(ii)(B)

ALL MBE TRANSFER APPLICANTS must submit a transfer request directly to the jurisdiction wherein you sat for the MBE or, where applicable, the National Conference of Bar Examiners (“NCBE”).

Please **do not** request the MBE score transfer until *after* you have filed your application for admission *and* received a letter from this office acknowledging its receipt. Acknowledgment letters are typically mailed within 4 to 6 weeks from the date your application is received in the Committee’s office.

NCBE is authorized to perform MBE score services for only **some** jurisdictions. Before submitting a transfer request, carefully review all of the information on the NCBE’s “[MBE Score Services](http://www.ncbex.org/multistate-tests/mbe/mbe-score-services/)” page at www.ncbex.org/multistate-tests/mbe/mbe-score-services/ to ensure jurisdiction authorization for the service you are requesting. Since rules and policies of jurisdictions change, you are strongly advised to consult the jurisdiction directly for the most accurate and current information.

Contact information for **ALL** jurisdictions can be found on the NCBE’s “[Bar Admission Services](http://www.ncbex.org/bar-admissions/)” page at www.ncbex.org/bar-admissions/.

In all instances, the MBE score report/letter/verification etc. must arrive to the Committee’s office **directly from the testing jurisdiction or NCBE** as the case may be. The Committee’s address is:

**Committee on Admissions
MBE Score Transfer
430 E Street NW, Room 123
Washington, DC 20001**

PLEASE NOTE:

- A minimum scaled score of 133 on the MBE is required.
- An MBE score **will not** be accepted if submitted from the applicant.
- An applicant whose MBE score has not been received **cannot** be certified for admission.

Please do not call, e-mail, or write to confirm if your score has been received.



District of Columbia Court of Appeals
Committee on Admissions
430 E Street, N.W. - Room 123
Washington, D.C. 20001
202 / 879-2710

FORMAL APPLICATION of _____

for admission to the Bar of the District of Columbia
Court of Appeals.

THE HONORABLE DISTRICT OF COLUMBIA COURT OF APPEALS:

The undersigned hereby makes application for admission to
the Bar of the District of Columbia Court of Appeals pursuant
to D.C. App. Rule 46 (c) (3) pursuant to the provision identified
below:

_____ (i) I have been a member in good standing of the Bar
of a state or territory of the United States
for a period of five years immediately preceding
the date of this application;

or

_____ (ii) (A) I have been awarded a J.D. or LL.B. degree
by a law school which, at the time of the awarding
of the degree, was approved by the American Bar
Association;

(B) I have been admitted to the practice of law
in a state or territory of the United States as a
result of successful completion of a written bar
examination on which I received a scaled score of 133
or more on the Multistate Bar Examination; and

(C) I have taken and passed with a scaled score
of 75 or more the Multistate Professional
Responsibility Examination given under the auspices of
the Multistate Bar Examination Committee of the
National Conference of Bar Examiners.

Date

Signature of Applicant

DISTRICT OF COLUMBIA COURT OF APPEALS

COMMITTEE ON ADMISSIONS

Application of

*for Admission to the Bar of the
District of Columbia Court of Appeals*

LAW SCHOOL CERTIFICATION

I, _____, of _____ which
Registrar/Dean Law School

was approved by the American Bar Association on _____, certify
Date

that the above-named student entered this school as a student of law on
_____ and continued as a student until _____, having
Date Date

successfully completed _____ semester or term hours of study.

During this period, the student took the courses prescribed for the
degree of _____, and on _____, having met the scholarship
Date

requirements, was awarded the degree. The student's record ____ DOES or
____ DOES NOT reflect any Honor Code violations or disciplinary matters. If it
does reflect a matter which should be brought to the attention of the
Committee on Admissions, please explain fully.

Today's Date

Registrar/Dean's Signature

Seal:

THIS FORM MUST ACCOMPANY THE APPLICATION