

Admissions FAO's

1. How do I apply for admission in D.C.?

- a. The admission process has two components. Each applicant must create an account on the Committee on Admissions webpage ([dccourts.gov/court of appeals/committee on admissions](http://dccourts.gov/court-of-appeals/committee-on-admissions)), AND each applicant must complete a Character and Fitness Questionnaire at the National Conference of Bar Examiners (NCBE) website (The NCBE portion of the application must be uploaded onto the DC online portion of the application).
- b. Applicants are required to upload specific documents to their account to demonstrate that they meet eligibility requirements.

2. How long does it take to be admitted in D.C.?

- a. Exam Applicants: February Exam applicants are notified of results in May; July Exam applicants are notified of results in November. The character and fitness review is conducted for successful applicants following the notification of exam results. Most applicants are able to complete the swearing-in process in July and January respectively.
- b. Motion/Waive In Applicants: It can take 10 - 12 months to complete the admissions process for motion/waiver applications. **(The 10 - 12 months starts from the date you submitted your application)** Where the candidate has substantial international experience, the process may take up to 18 plus months. Once the background investigation is completed, the applications is queued for review. (Please contact us when you reach the 10 month window to inquire about the status of your application if you have not heard anything from our office)

3. When is admission to the practice of law in D.C. complete?

- a. Admission to the practice of law in the District of Columbia is under the jurisdiction of the D.C. Court of Appeals. You may hold out that you are entitled to practice law once you have received notice that the Committee on Admissions of the D.C. Court of Appeals has accepted your swear-in documents. You will receive a email once your swear in documents have be accepted. (Processing time is 5 to 7 business days.) You must also register with the D.C. Bar to receive your attorney license. All registration questions are answered by the DC Bar Membership Office 202-626-3475.

4. How do I apply by Exam?

- a. The Application for the February bar exam opens in November; application for the July exam opens in April. Please create an account once the application opens by visiting the Committee on Admissions website at <https://www.dccourts.gov/court-of-appeals/committee-on-admissions>. You will need an email address for your user ID. Please register with an email that will be accessible to you for the duration of the application.

5. How do I apply by Motion/Waive In?

- a. Please create an account by visiting the Committee on Admissions website at <https://www.dccourts.gov/court-of-appeals/committee-on-admissions>
Select “Other Applications for Admissions”. **Please read carefully and select the proper Motion Application.**

6. Are bar review courses available through the Committee on Admissions?

- a. No. This office does not provide bar review courses. In addition to commercial providers, the National Conference of Bar examiners offers some study aids:
www.ncbex.org

7. Is there a limit on how many times I can take the Exam?

- a. Yes, you are limited to 4 attempts on *any* component of the exam. See Rule 46 (c)(14)

8. Is there a limit on how many times I may take the UBE exam if I am transferring my score from another jurisdiction?

- a. Yes, you may not transfer a UBE score that was earned on the 5th (or more) attempt on the UBE in any jurisdiction. See Rule 46 (d)(3)(C).

9. What are the Bar Exam Fees?

- a. The application fee is \$110
- b. The UBE exam fee is \$122
- c. The MBE ONLY is \$68 (For applicants transferring a qualifying essay score earned within 25 months in D.C.)
- d. The ESSAY ONLY is \$54. (For applicants transferring a qualifying MBE/UBE score within 25 months This Rule is for Bar Exam Application Only. If you are applying by Motion/WaiveIn there is not time limit on submitting it) Please read question 12 on how to submit it by Motion..
- e. Late fee is \$200
- f. There is a credit card processing fee of \$10 for transactions
- g. Laptop fees are set by a third party and are variable. The cost is published approximately 2 to 4 weeks before the exam.

10. Are application fees refundable?

No, application fees are NOT refundable.

11. When is a Certificate of Good Standing required with an application?

- a. A Certificate of Good Standing is required when an applicant is admitted in another jurisdiction. If an applicant is licensed in multiple jurisdictions, only one certificate is required.
- b. A Certificate of Good Standing must be no more than 60 days old **at the time the application is submitted.**
- c. UBE Score Transfer applications do not require a certificate of good standing.

12. Do I have to provide official MBE / UBE score reports?

- a. If you are applying by MBE transfer score you must request that an official score report be sent to the Committee on Admissions. Please upload the request or the receipt from the request you made for your MBE score to be sent directly to us from your jurisdiction (or from NCBE).
- b. If you are applying by UBE transfer score you must request that an official score report be sent to the Committee on Admissions. Please upload the request or the receipt from the request you made for your UBE score to be sent directly to us from your jurisdiction (or from NCBE).

13. Do I have to provide an official copy of my MPRE score report?

- a. No, you may upload a copy of the unofficial score report you received from the NCBE. If you requested that your score be reported to DC, please provide a word document stating the date you sat for the MPRE exam.

14. Do UBE, MBE, ESSAY and MPRE scores expire?

- a. Exam Applicants: A UBE score (266) expires after 5 years after it was earned. See Rule 46(d)(3)(B)
- b. Exam Applicants: An MBE score of 133 or higher expires 25 months after it was earned See Rule 46(c)(8)(B)(ii)
- c. Exam Applicants: An ESSAY score (i.e. MEE/MPT) of 133 or higher expires 25 months after it was earned. See Rule 46(c)(8)(C)(ii)
- d. Motion/WaveIn Applicants Only: An MBE score of 133 or higher *used for an application by motion/waiver* **DOES NOT EXPIRE.**
- e. MPRE scores **DO NOT EXPIRE.**

15. When uploading documents, is it acceptable if the seal does not appear on the documents?

- a. Yes, however, please keep the original document. You may be asked to produce it.

16. What are Motion/Waive In Application Fees For 2019?

- a. The D.C. Application fee is \$400.
- b. There is a credit card processing fee of \$18
- c. The character and fitness questionnaire hosted on the NCBE website varies from \$450 to \$875, please consult the NCBE website fee schedule.

17. I Was Unsuccessful on the Bar Exam. When I Reapply Do I have to fill out a new NCBE application?

- a. Exam re-takers, from the immediate previous exam are required to update their prior D.C. application with an amendment form.
- b. Exam re-takers, from other than the immediate past exam must complete a supplemental questionnaire.

18. The Character and Fitness Questionnaire asks for a lot of information. I am not sure how to answer some of the questions. What if I don't remember past job or residential information?

- a. The Committee on Admissions cannot advise you on your disclosures. Please answer all questions based on your understanding of the question to the best of your ability.

19. Question 2 & 8 on the Character and Fitness application asks about prior applications and admissions. Do I need to record every time I took the bar exam even if I wasn't admitted?

- a. Yes. If you applied for admission *at any time* and whether you passed or failed the bar exam, in any jurisdiction, you must record each time and all required information.

20. What document must I provide from my law school?

- a. Rule 46(c)(3) requires that applicants have a J.D. or L.L.B from an ABA approved law school,

OR

a J.D. or L.L.B. from a non-ABA approved law school and 26 additional credit hours from an ABA approved law school. These credits must be in single subject courses that are in areas of law that are substantially tested on the UBE. See Rule 46 (c)(4) **Applicants should submit transcripts for evaluation by the Committee on Admissions prior to applying. Application Fees Are Non-Refundable.**

- b. Applicants who earned a J.D. or L.L.B. from an ABA approved law school must upload a Law School Certificate that has been completed by the school with the date of graduation.

- c. Applicants who are required to earn 26 additional credits must also provide copies of their transcripts from the ABA approved schools.
- d. Proof of graduation from the Non-ABA approved law school must be provided.
- e. Applicants must provide one or more of the following;
 - Law School Certification Form (Final) - ABA Law School
 - Law School Certification Form - Non-ABA Law School
 - Law School Certification Form - 26 Credit Hours
 - Transcripts

21. What are the approved 26 credit hour courses?

- a. Please refer to the memo “Guidance for Graduates of non-ABA Approved Law Schools:
https://www.dccourts.gov/sites/default/files/divisionspdfs/committee%20on%20admissions%20pdf/Guidance_For_Graduates_Of_Non-ABA_Approved_Law_Schools.pdf

22. Multistate Professional Responsibility Exam (MPRE) Requirements?

- a. The Committee requires a minimum-scaled score of 75 on the MPRE. The unofficial score is available from the NCBE website, MPRE Score Services section.

23. Can I take the bar exam without a passing MPRE score?

- a. Yes, you may take the bar exam, however you will not be admitted to the bar without having earned a passing score of 75 or higher.

24. What are the filing deadlines?

- a. The filing deadline for the February exam is December 15; the filing deadline for the July exam is May 3.
- b. There is a late filing period that ends December 30 for the February exam, and May 18 for the July exam.

25. When is the Special Accommodation Request deadline?

- a. Special Accommodations requests and all supporting documents must be submitted at the same time as the application is submitted, and no later than the **FINAL DEADLINE. THERE ARE NO EXCEPTIONS.**
- b. Guidance and forms for Special Accommodations may be found on the Committee on Admissions webpage: <https://www.dccourts.gov/court-of-appeals/committee-on-admissions>

26. Can I use my laptop to take the Bar Exam?

- a. Yes, you may use a laptop for the essay portion of the exam.
- b. Software for the exam is provided by a third party and applicants must register and pay during the registration period which is approximately 3 to 6 weeks before the exam.
- c. The District of Columbia is not responsible for any electrical failure/software failure or any other occurrence that interferes with the functioning of the laptop at the exam.

27. Do you supply laptops?

- a. No, Applicants must provide their own laptop computers.

28. How do I withdraw an application?

- a. To withdraw your application, please email or mail a letter with an unequivocal statement indicating that you are withdrawing your application and a brief explanation.

29. How do I apply for verification for Virginia Reciprocity and North Carolina Last Resort Form?

- a. Please print out the form from the jurisdiction. Mail in the form to our office with a self-addressed stamped return envelope. The fee is \$10.00.

30. How do I request a Wall Certificate Request?

- a. Wall Certificate requests should be emailed to coa@dcapeals.gov

31. What is DC Court of Appeals Address?

- a. Committee on Admissions
DC Court of Appeals, Room 123
430 E Street, NW
Washington, DC 20001

32. How do I update my contact information?

- a. Login to your account, “click update profile” and make edits.

33. How much are DC Bar Dues?

- a. Please contact bar membership at 202-626-3475 or email memberservices@dcb.org

34. How do I request a Certificate of Good Standing?

- a. Please contact DC Bar Membership Office at 202-626-3475 or email memberservices@dcb.org

35. To Request a Pro Hac Vice by Mail:

- a. Please prepare the application. Application must have a case number and it must include either an actual signature, or a verifiable unique electronic signature of the attorney requesting the Pro Hac.
- b. Please include a CASHIER'S CHECK OR MONEY ORDER, in the amount of \$100.00 made payable to Clerk, DC Court of Appeals.
- c. Please mail to:
COA/CUPL
430 E. Street NW Room 123
Washington, DC 20001
- d. **Include a Self-Addressed Stamped Envelope** to have your receipt returned to the proper address.
- e. ****If this is a rush delivery, we can receive Fed Ex deliveries; however, please include a PRIORITY Self Addressed Stamped Envelope. (We are not able to send copies via Fed Ex)**
- f. Include an email address if you would like a copy emailed to you and or any one else.