



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

<https://www.dccourts.gov/court-of-appeals/committee-on-admissions>

OCTOBER 2020 BAR EXAM INFORMATION

UPDATED INSTRUCTION: Pursuant to the conditions for administering exam materials copyrighted by the National Conference of Bar Examiners, applicants who sit for a bar exam in *any* jurisdiction between July 2020 and October 5, 2020, are not allowed to sit for the October remote exam in the District of Columbia. Applicants who signed up for multiple jurisdictions to insure a seat for the exam request a refund through September 15, 2020, 5:00pm if they sit for an exam in July or September in another jurisdiction. Refunds are also available for any other reason through September 15, 2020, 5:00 pm.

**Final Application Period – Opens July 1, 10:00 am
Closes July 10, 5:00 pm**

Accommodations Requests – Deadline July 10, 5:00 pm

Fees - \$118 Application Fee & \$114 Remote exam Fee

Exam Dates - Standard and Non-standard Administration October 5, 6, 2020

Exam Schedule for the Standard Administration

10/5

12pm - 1:30pm 1 Multistate Performance Test

1:30 - 2:00pm BREAK

2pm - 3:30pm 3 Multistate Essay Tests

10/6

12pm - 1:30pm 50 Multiple Choice questions

1:30 - 2:00pm BREAK

2pm - 3:30pm 50 Multiple Choice questions

The District of Columbia Court of Appeals (“Court”) exercises jurisdiction over admission to the practice of law for the District of Columbia. The Court issued an order on May 4, 2020 rescheduling the July 2020 bar exam and indicated that alternatives to an in person exam—including a remotely administered exam-- were being considered in response to the Covid 19 pandemic. On June 8, 2020, the Court announced that in lieu of an in person exam, the D.C. bar exam will be administered *remotely*, on Oct. 5-6, 2020 with exam materials prepared by the National Conference of Bar Examiners. The Court’s

June 10th Order, (“Order”) provided that **all persons eligible for the exam pursuant to App. Ct. Rule 46** may take the exam. Applicants must provide their own location, computer, webcam and wi-fi for the exam.

Please read the full Order: https://www.dccourts.gov/sites/default/files/2020-06/DCCA_Remote_Bar_Exam_Order_6-10-2020.pdf

Throughout the exam application period, updates may be emailed and / or posted on the Committee on Admissions (“COA”) website: <https://www.dccourts.gov/court-of-appeals/committee-on-admissions>
Applicants are responsible for all information sent by email, and /or that is posted on the Committee on Admissions website.

CONTACTING COA

Applicants may send an email to the email addresses below regarding any difficulty in applying for the exam or about the exam itself. **Please do not send multiple emails to different email addresses as this will create a backlog and delays.** Please do not send emails to “double-check” if you have already received an acknowledgement email after submitting your application. **Please note that a Declaration of Graduation is accepted in lieu of a Law School Certificate.**

Questions related to eligibility, the Order or admission rules in connection the bar exam may be emailed to Fallbarexam2020@dcappeals.gov.

Questions related to technical problems on the application website may be emailed to: sparrish@dcappeals.gov

If you decide that you do not wish to take the exam you may request a refund at barexamrefund@dcappeals.gov through September 15, 2020 by 5:00pm EST. Requests received after this time will not be accepted.

EXAM CONTENT

The October exam will consist of 3 Multistate Essay questions, 1 Multistate Performance question and 100 multiple choice questions. Topics covered are the same as those on the Uniform Bar Exam and applicants should prepare accordingly. For more information about the bar exam content please see the information on the NCBE website: www.ncbex.org.

VENUES & REMOTE PROCTORING

This is a remotely administered exam. Applicants will take the exam at home or another location of their choice. The location must have wi-fi access to begin the exam and at the close of the exam. Additionally all applicants are required to have a built-in camera or a webcam for the check-in and proctoring video required for the exam.

THE APPLICATION PROCESS

The exam application for all applicants has *two parts*: setting up an account through the COA website after completing the priority registration screening form, and completing the character and fitness

questionnaire at the National Conference of Bar Examiners website. (Please note that fees are associated with *each part* of the process).

1. First time applicants may open an account by following the link on the COA website. In creating your account, please use the full name you wish to appear on your bar license. You will upload the following documents to this account: character and fitness questionnaire, law school certificate or declaration
2. Applicants who have previously applied may access their account either through their saved link or through the COA website.
3. If you have not already done so, complete and pay the fee for the Character and Fitness Questionnaire accessible on the website of the National Conference of Bar Examiners website: (<https://eapp.ncbex.org/wheretapply>) the appropriate bar exam application on the NCBE website will be labelled JULY/ SEPTEMBER/ OCTOBER.
4. Applicants who have previously completed a character and fitness application *after* June, 2017 *are not* required to complete a new application, and may simply amend the prior application on file with a WORD document with relevant updates including ALL exams taken since the application was initially completed. Applicants who are re-taking the exam in D.C., or who have taken the exam in another jurisdiction since a prior application must list the month, date and location of the exam.
5. Applicants who submitted an application to the District of Columbia prior to June 1, 2017, **must complete a new character and fitness application.**
6. Because of pandemic conditions, the COA is aware that students may not be able to obtain a law school certificate. Applicants may upload either a Law School Certificate, or a “Declaration of graduation/anticipated graduation”. **Either of these documents will fulfill the Law School Certificate requirement. An electronic signature is acceptable on both documents.**
7. If you do not have a law school certification form completed by your school you may create a “**Declaration of graduation/anticipated graduation**” by creating a Word document stating the following:

“I, (applicant’s name) declare under penalty of perjury under the laws of the District of Columbia that the foregoing is true and correct. Upon completing the credits necessary for the JD degree before September 9, 2020 at (name of school), an ABA approved law school, my degree was conferred/will be conferred on (date). I was/was not in violation of any honor codes or subject to discipline while in law school.

_____ (date) _____ (signature or electronic signature)
8. Once you have uploaded the required documents, you must “sign” (electronically) and make payment on-line.

Application fee: \$118.00
Remote exam fee: \$114.00
Character and Fitness Questionnaire fee: Please see the fee schedule on the NCBE website: <http://www.ncbex.org/character-and-fitness/jurisdiction/dc>
9. Additionally, applicants will be required to register a computer with the software vendor for the remote exam delivery, check-in and proctoring. This registration is at no additional cost to the applicant. Information regarding registering your computer for the exam registration will be emailed to applicants in late July, and will be posted on the COA website. The registration

period will be open for 7 to 10 days. *Applicants who do not register their computers will not be able to take the bar exam. Applicants are responsible for checking their email, email spam boxes and the COA website for information.*