



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>

## SEPTEMBER 2020 UNIFORM BAR EXAM INFORMATION

**Priority Registration – May 18 – May 28, 2019**  
**Accommodations Requests – Deadline June 12, 2020**

Exam Dates:

Standard Administration – September 9, 10, 2020

Non-standard administration – September 9-12 (depending upon accommodation)

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 (“Order”) rescheduling the July 2020 bar exam in response to the Covid 19 pandemic. As stated in the Order, although the exam will be administered at multiple venues, social distancing and other measures will be taken, which will restrict the availability of seats. **Priority Registrants are encouraged to apply early during priority registration. An application is considered complete once all required documents are submitted and payment is made.**

**Information for registrants who are not eligible to apply during the priority registration will be available AFTER May 28, 2020.**

**Please read the full Order:** [https://www.dccourts.gov/sites/default/files/2020-05/DCCA\\_Ord\\_5\\_4\\_20-Regarding\\_rescheduling\\_the\\_Bar\\_Exam.pdf](https://www.dccourts.gov/sites/default/files/2020-05/DCCA_Ord_5_4_20-Regarding_rescheduling_the_Bar_Exam.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. Your cooperation is appreciated.**

1. Questions related to eligibility, the Order or admission rules in connection the bar exam may be emailed to [Fallbarexam2020@dcappeals.gov](mailto:Fallbarexam2020@dcappeals.gov).

2. Questions related to technical problems on the application website may be emailed to: [sparrish@dcappeals.gov](mailto:sparrish@dcappeals.gov)
3. For information regarding the format and structure of the Uniform Bar Exam, please go to the National Conference of Bar Examiner's website: [www.ncbex.org](http://www.ncbex.org) .

### **PRIORITY REGISTRATION**

Before creating an account to apply for the bar exam, applicants must demonstrate eligibility as a priority registrant by completing a pre-screening form. (See Order) A priority registrant is an applicant who:

1. graduated or will graduate with a JD degree from an ABA approved law school;  
And
2. completed or will complete all credits for the JD degree by September 9, 2020  
And
3. graduated in 2019 or will be awarded a JD *no later than* November 9, 2020  
And
4. is a **first time** bar exam taker who has not sat for an exam in *any* jurisdiction and *will not sit* for another bar exam *before* sitting for the District of Columbia September exam.

An application is not valid unless the pre-screening form has been completed. Applicants who complete an application for the exam during priority registration who *are not* priority registrants may be barred from sitting for future bar exams. **PLEASE READ THE INSTRUCTIONS CAREFULLY ON THE SCREENING FORM AND ANSWER ALL QUESTIONS AS DIRECTED.**

### **SEPTEMBER 2020 BAR EXAM APPLICATION FEES ARE NOT REFUNDABLE.**

Pursuant to the Order:

“Registration fees paid during either registration period will be non-refundable. In the event that circumstances require cancellation of the scheduled September 9- 10 UBE, the registration fee will be credited toward the fee payable for the next scheduled bar examination, the UBE score transfer fee payable under D.C. App. Rule 46(d), or the fee payable for admission to the Bar of this court under another provision of Rule 46.”

*The burden is on the applicant to provide all information and supplementary documentation and pay fees as required to complete the application for consideration as a priority registrant.*

### **THE APPLICATION**

The application process 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).

To apply applicants must:

1. Complete the Priority Registration Screening Form located on the COA webpage by selecting **APPLICATION FOR ADMISSION BY EXAMINATION**: <https://www.dccourts.gov/court-of-appeals/committee-on-admissions>
2. Applicants who are eligible as priority registrants will be re-directed to a link to open an account for their application. 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
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/wheretosapply>) the appropriate bar exam application on the NCBE website will be labelled JULY/ SEPTEMBER/ OCTOBER.
  - a. All bar exam applicants must upload a copy of the Character and Fitness application that was completed on the NCBE website.
  - b. 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.
  - c. 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)
4. Once you have uploaded the required documents, you must “sign” (electronically) and make payment on-line.

Application fee: \$110.00  
UBE fee: \$122.00 (includes MPT/MEE @\$54.00 and MBE @\$68.00)  
Character and Fitness Questionnaire fee: \$355.00 (payable to NCBE)  
Laptop fee: variable and paid directly to software vendor in July/August.
5. Admission tickets, a security memo and other information related to the bar exam will be emailed to applicants in early August.

### **LAPTOP REGISTRATION INFORMATION**

Information regarding laptop registration will be emailed to applicants in late July, and will be posted on the COA website. The laptop registration period will be open for 7 to 10 days. ***Once the laptop***

*registration period closes, you will not be permitted to register to use a laptop at the exam. There are no exceptions. Applicants are responsible for checking their email, email spam boxes and the COA website for information.*

## **VENUES**

There will be multiple venues for the exam. Applicants will be assigned to a venue four to six weeks before the exam.