



District of Columbia Court of Appeals
Committee on Admissions
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UNIFORM BAR EXAM INFORMATION

Filing deadline –December 15, 2018
Late Filing Deadline – December 31, 2018
(\$210 late fee attaches 12/16 through 12/31)
Applications will not be accepted after 12/31
Accommodations Requests – Due when application is filed
Exam Dates – February 26th and February 27th

FEES ASSOCIATED WITH THE BAR EXAM ARE NOT REFUNDABLE.

The District of Columbia Court of Appeals (“Court”) exercises jurisdiction over admission to the practice of law for the District of Columbia. The Court established the Committee on Admissions (“Committee”) to implement the provisions of the Rule on Admission to the Bar, D.C. App. R. 46. The Committee oversees character and fitness review for all applicants and the twice yearly administration of the Uniform Bar Exam (“UBE”) for admission by examination. Applicants may apply for admission by waiver/motion if already licensed in another jurisdiction by meeting additional criteria. See D.C. App. R. 46(d). **Applicants are strongly encouraged to read the rules governing admission so they may determine before applying whether they meet the threshold eligibility requirements. All fees associated with applying for admission are NON-REFUNDABLE.**

Please see the Admission FAQs for more information.

https://www.dccourts.gov/sites/default/files/divisionspdfs/committee%20on%20admissions%20pdf/Admissions_FAQs.pdf

Throughout the exam application period, to the date of the exam, updates may be emailed and / or posted on the Committee on Admissions 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.

The February 2019 Uniform Bar Exam will take place on February 26th and 27th. The standard administration of the exam will be given at the District of Columbia Armory, located at 2001 East Capitol Street, SE, Washington, D.C. 20003. The closest Metro stop is on the Blue/Orange

line: Stadium Armory. There will be parking available for a fee, payable to the venue. (Information will be available on the COA website, 2 to 3 weeks before the exam.)

Individuals who have been granted ADA accommodations will be tested in a location at Judiciary Square. Details will be provided once the accommodations have been granted. Judiciary Square is located near the Yellow, Green or Red lines at the Chinatown/Gallery Metro stop, and the Red line Judiciary Square Metro stop.

Attorneys who are admitted in other jurisdictions and are otherwise eligible to apply for admission to the District of Columbia ARE NOT eligible to take the bar exam.

Applications for Testing Accommodations must be filed at the same time the application is filed.

Applicants will be notified of eligibility to sit for the Bar exam by email on a rolling basis. **Information regarding laptop registration will be available in late January / early February.** 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.*

The burden is on the applicant to provide *all information and supplementary documentation and pay fees as required to complete the application by the stated deadline.*

The application process for all applicants has two parts. (Please note that fees associated with each part of the process).

To apply applicants must:

1. Complete and pay the fee for the Character and Fitness Application accessible on the website of the National Conference of Bar Examiners website: (<https://eapp.ncbex.org/wheretooapply>)
2. Applicants who have previously completed a character and fitness application *after* May 15, 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 any exams taken since the application was initially completed. Applicants who submitted an application to the District of Columbia between January 1, 2016 and May 14, 2017 may complete a Supplemental Application (found on the NCBE website). Applicants who submitted an application to D.C. prior to January 1, 2016 must complete a new application.
3. Open an account and upload required documents through the portal accessible on the Committee on Admissions webpage: <https://www.dccourts.gov/court-of-appeals/committee-on-admissions>
 - a. All bar exam applicants must upload a copy of the Character and Fitness application that was completed on the NCBE website.
 - b. Applicants from ABA approved law schools who have not earned a J.D. or LL.B. prior to submitting an application may upload a WORD document stating the name of the law school and the date that he or she anticipates graduating. It is not necessary to obtain a provisional Law School Certificate from your law school.

- c. Upon graduation with a J.D. or LL.B. from an ABA approved law school, and not less than 14 days before the bar exam, applicants **must** upload a “**Final ABA Approved Law School Certification**”.
 - d. Applicants who earned law degrees at non-ABA approved law schools (this includes foreign law schools) are required to earn an additional 26 credit hours at an ABA-approved law school. Please note that an LLM does not qualify as a law degree from an ABA approved law school. All 26 credits must be earned in courses that are “substantially concentrated on a single subject tested on the Uniform Bar Examination”. See **Guidance to Graduates of Non-ABA approved Law Schools**. The following documents must be uploaded by graduates of Non-ABA approved law schools under “Law School Certificate” in their account:
 - i. transcripts and proof of a JD or LL.B. degree awarded from the non-ABA approved school. Applicants may use the **Final NON-ABA Approved Law School Certification**” for proof of their degree; AND
 - ii. transcripts, course descriptions AND a “**Law School Certificate – 26 Credit Hour Requirement**”, from the ABA approved school. (It is advisable for graduates of non-ABA approved law schools to submit transcripts from the 26 credit hours to the Committee on Admissions for evaluation before applying by email: coa@dcapeals.gov .)
 - e. Applicants who are applying with an MBE score earned within 25 months of the exam must upload documentation showing they have requested that an official MBE score report be submitted to the D.C. Committee on Admissions. Applicants who took the exam in D.C. may upload a copy of their notification letter with their score. Any applicant who does not provide proof of a qualifying MBE score of 133 or higher within 14 days of the exam will not be permitted to sit for the exam.
 - f. Applicants who have earned a minimum of a 75 on the MPRE *may* upload an *unofficial* score report to their application account. If an applicant requested a score report for D.C. at the time of registering for the exam, the applicant may upload a WORD document stating “My MPRE score was requested for the MPRE exam administered on date/year.” Please note that an MPRE score is not required to apply for the bar exam.
 - g. **Requests for Accommodations** and supporting documentation must be made when the application is submitted and before payment is made.
4. Once applicants have uploaded the required documents applicants must “sign” and make payment on-line. See **FAQs** for fees.
 5. Admission tickets, a security memo and other information related to the bar exam will be emailed to applicants between February 11 – 15th.
 6. Questions related to applications or the bar exam may be emailed to: coa@dcapeals.gov
 7. 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 .