***This is a basic overview of the bar application process, bar review courses, and bar loan information. It is not to be used in place of instructions provided by the Board of Law Examiners in your respective state. The Office of Career and Professional Development does not endorse any particular bar review course, product, or bar loan.***
THE BAR EXAM

- Two-Day Exam in either July or February
- The Exam:
  - Multistate Bar Exam (MBE)
  - Multistate (MEE) or State-Specific Essay Exam
  - Multistate Performance Test (MPT) or State-Specific Performance Test
MULTISTATE BAR EXAM

- A six-hour, 200 question multiple-choice examination covering Civil Procedure, Constitutional Law, Contracts, Criminal Law and Procedure, Evidence, Real Property, and Torts
- Each jurisdiction determines its own policy with regard to the relative weight given to the MBE and other scores
- Many states accept transferred MBE if you have taken another state’s bar exam recently
- DC, Minnesota and North Dakota will admit SOLELY based on another state’s MBE score
- Used in ALL jurisdictions, EXCEPT: Louisiana & Puerto Rico
• All states have some essay portion, but the number of questions and topics vary by state.
• The questions and model answers are often written and graded by practitioners in that state.
• Multistate Essay Exam (MEE) administered in all UBE jurisdictions and in 37 jurisdictions total, including Colorado, Illinois, Iowa, Minnesota, Missouri, Nebraska, New York, and Washington.
MULTISTATE ESSAY EXAM

- The MEE consists of six 30-minute questions covering the following topics:
- States who use the MEE may also create their own essay questions.
  - BEWARE: Even though the MEE is a multistate test, some states use it to test your knowledge of state law. The instructions read:
    - “Answer all questions according to generally accepted fundamental legal principles unless your testing jurisdiction has instructed you to answer according to local case or statutory law.”
    - So know your jurisdiction!
You can purchase MEE and MBE questions and model answers from www.ncbex.org. Also check law libraries in that state.

Don’t just read the questions and answers!
  - Issue Spot
  - Draft your own answer and compare
  - Look for patterns of questions

Maryland, Puerto Rico, and Wisconsin – No MPRE required, so you can usually count on a separate or embedded ethics question
MULTISTATE PERFORMANCE TEST

- Two 90-minute skills questions covering:
  - Legal analysis, fact analysis, problem solving
  - Resolution of ethical dilemmas, communication
  - Organization and management of a lawyering task

- Administered in 45 jurisdictions, including Colorado, Iowa, Illinois, Minnesota, New York, and Ohio

- Series of practical exercises in which you must perform tasks common for attorneys (e.g. memo, brief, client letter, wills)

- The MPT requires examinees to (1) sort detailed factual materials and separate relevant from irrelevant facts; (2) analyze statutory, case, and administrative materials for applicable principles of law; (3) apply the relevant law to the relevant facts in a manner likely to resolve a client’s problem; (4) identify and resolve ethical dilemmas, when present; (5) communicate effectively in writing; and (6) complete a lawyering task within time constraints
• **Study tip:** Gain easy points by paying attention to the assigned task.
  • Is it a memo? Then put it in memo form. If it says lay it out for a client, put it in language as though you’re speaking to a client. If it says neutral memo, don’t overstate your case

• Each question includes a file and a library
  • The file contains a number of documents providing you with the relevant facts such as interviews, depositions, pleadings, correspondence, client documents, contracts, newspaper articles, medical records, police reports, and attorneys’ notes
  • The library provides legal materials such as statutes, rules, regulations, and case law. You must determine which legal principles are relevant, and apply those principles to the facts to resolve the client’s problem

• Each individual state grades the MPT. And if a state does not use the MPT, it may have its own version
UNIFORM BAR EXAM

- Alabama
- Alaska
- Arizona
- Colorado
- Connecticut
- DC
- Idaho
- Iowa
- Kansas
- Massachusetts
- Minnesota
- Missouri
- Montana
- Nebraska
- New Hampshire
- New Jersey
- New Mexico
- New York
- North Dakota
- Oregon
- South Carolina
- Utah
- Vermont
- Washington
- West Virginia
- Wyoming
**UNIFORM BAR EXAM**

- UBE consists of the MBE, the MEE, and the MPT
- Each state sets its own minimum passing score
- Score transfer deadlines vary by state
- Some states have supplemental requirements regarding state specific law
THE APPLICATION

- Where do you find it?
  - Most are online
  - For a few other states, you have to send in a written request and check w/fee.

- IMPORTANT: If required, did you submit your Law Student Registration as a 1L or 2L? If not, you MAY have to do it now. In some states you’ll pay a higher fee
  - Ohio
  - California
  - Texas
THE APPLICATION, CONT’D…

• **FEES**
  - Be aware of whether or not your state accepts personal checks. Some states require a bank cashier’s check or money order.
  - Some states now require a “Character and Fitness” investigation fee.
  - Laptop fees are common

• **Know your deadline date. Fees go up with later deadlines!**
APPLICATION ISSUES

- **NAME** – Must use legal name throughout process.
  - In some states, you must attach a copy of your Marriage Certificate (not license)
  - Other states, such as Oregon, have forms that you can fill out with updates
- Some states require your LSAC # (you received it when you took the LSAT). If you don’t have it, there’s a website on the application where you can locate it
APPLICATION ISSUES, CONT’D...

• **ADDRESSES**
  • Yes, include every address since age 18 or last 10 years, depending on the state, even if your permanent address was your parents’ house
  • Yes, include dorm addresses
  • Put in chronological order

• **TIPS**
  • Look at undergrad website, under Residence Life
  • Look at old mail in files
  • Call friends & family to look in their old address books
  • Look at old tax returns
• **EMPLOYMENT**
  • Yes, include *every* job since age 18 or last 10 years, whichever is required—all those “I just needed money” jobs
  • Don’t attach a resume unless requested.
  • Include volunteer positions and internships
  • For temp agency, include underlying jobs
  • You will need Employers’ Names & Addresses
    • Include most recent address
  • Give a reason for leaving (DON’T leave blank)
  • Explain employment gaps on application—“in school” or “unemployed”
CONFIDENTIAL QUESTIONS

TIP: DISCLOSE, DISCLOSE, DISCLOSE!!

Be honest, because serious repercussions if you are not, meaning delay in your Bar admission. If you disclosed something on your law school application, disclose it here, too

And if SHOULD have disclosed it on your law school application, the time to meet with Admissions is now!

Worried? Most states have published Character & Fitness Standards
Judicial & Administrative Proceedings, except criminal, bankruptcy and family issues (you’ll be asked about these later). These include, but are not limited to:

- Car Accidents that were adjudicated
- Small Claims, including landlord/tenant issues
- You may have to attach documents (petition, answer and dispository orders)

Includes child support/alimony, unsatisfied judgments and misconduct

Bad credit issues
• Lack of candor is more of a concern than the fact that you haven’t led a perfect life
  • “I didn’t think it was important enough.” Yes, it is.

• Nondisclosures follow you from jurisdiction to jurisdiction and from law school to bar authorities

• If you disclosed something to the law school, disclose it to the Bar, too
  • Many jurisdictions require you to submit a copy of your law school application. But you should disclose regardless!
Almost always, the state Bar wants you to disclose EVERYTHING but for parking tickets since the age of 18. This includes, but is not limited to:

- Seat belt violations, underage drinking, speeding, drug possession/sale, disorderly conduct, assault, domestic violence, disturbing the peace, EVERYTHING

Most states require that you disclose every occurrence, even if your record was sealed or expunged

***Most states want you to provide a detailed explanation, NOT just a printout.***

If you’re unsure, check with the State Bar

- OCPD CAN NOT tell you whether or not to include a specific item on your application
Wisconsin court cases and speeding tickets are online at http://wcca.wicourts.gov/simpleCaseSearch.xsl

After an exhaustive search, if you can’t find out-of-state tickets, explain the steps you took to locate them (checked online, called clerk of court, etc.)

Call the Bar for more instructions.

AVOID:
AFFIDAVIT OF DEAN

- See the Registrar, Amy Arntsen, on the 5th Floor
- Give Amy your form – not the Dean!

Amy – Yes;
Dean – No!
AFFIDAVIT OF INTENT

• Some states (not all) require a Statement of Intent by Applicant – examples:
  • Job in that state – Give Details
  • Clients in that state
  • Family or own a home in that state – Give Details

• Persons who can verify your intentions - examples:
  • Supervisors or co-workers
  • Family
  • Mortgage Lender

• Some states, like Illinois & New York, require references.
MORE APPLICATION ISSUES

- **Signatures** – Your signature must be notarized in almost every state

- **Non-Law Enforcement Record Check**
  - Be sure to sign WAIVERS and RELEASES

- **Fingerprint Cards**
  - Madison Police offers fingerprinting services
ADDITIONAL INFO

- **Transcripts** - Some states require official copies
- **Accommodations**
  - Each state has a form that you must complete and send in if you are requesting special accommodations
- **Typing the Exam**
  - Most states have a form or a box to check if you are requesting to type the exam. There’s usually a fee for using Examsoft software.
  - Most states have a laptop option.
  - Make sure your laptop works. If it crashes during the exam, you will be required to finish by hand writing
Disclaimer: All deadlines have been updated where the information was available, but you should not rely solely on this presentation when filing your applications!
• [http://admissions.calbar.ca.gov/](http://admissions.calbar.ca.gov/)
• Must register with State Bar
• Due April 3/November 1
• Late filing with fees, but no later than June 15 and January 17
• Law Student Registration Required
• $677, plus $551 for character and fitness
• $153Laptop Fee
• MBE / Essay / MPRE
• 6 locally developed essay questions and 2 locally developed performance tests
• [https://www.ilbaradmissions.org/home](https://www.ilbaradmissions.org/home)
• Due February 15/September 15
• Late filing with escalating fees, but no later than May 15 for July exam and December 15 for February exam
• $950 without 1L law student registration and on time/$500 with law student registration
• $105 Laptop Fee
• MBE / MEE / MPT / MPRE
• Illinois Essay Examination (IEE), consisting of 3 Illinois essay questions
• References required
MINNESOTA

- [http://www.ble.state.mn.us/bar-exam/](http://www.ble.state.mn.us/bar-exam/)
- Due March 15/October 15
- Late apps with added fee accepted until May 1 for July exam and December 1 for February exam
- Uniform Bar Exam
- $500 timely application fee/$100 laptop fee
- Signed passport photo
- Scaled MBE score of 145 or higher accepted upon proof of admission to another jurisdiction, if achieved as part of and at the same time as the written bar exam of another jurisdiction, the qualifying exam was within 2 years of application, and applicant passed the exam.
NEW YORK – JULY 2016 AND AFTER

- [http://www.nybarexam.org/TheBar/TheBar.htm](http://www.nybarexam.org/TheBar/TheBar.htm)
- Applications received between April 1 and April 30 for July exam. **No provision for late filing.**
- $250 U.S. ABA-accredited / $750 foreign law school study
- $100 Laptop Fee
- “50 Hour Rule” – Pro Bono Requirement
  - Clinics do count
  - Document NOW if you ever might want to be admitted in NYC
- Applicants must also take the online New York Law Course (NYLC), and an online open-book exam on NY specific law, known as the New York Law Exam (NYLE), to supplement the Uniform Bar Exam.
  - [https://www.nybarexam.org/ExamDates/ExamDates.html](https://www.nybarexam.org/ExamDates/ExamDates.html)
- Require references
- Character and fitness review conducted only once applicant has passed bar exam
SPECIFIC STATES

- **REST OF THE USA**
  - Check out Comprehensive Guide to Bar Admission Requirements
    - Includes links to every jurisdictions’ bar admission websites
  - See Emily with questions!
MPRE

- Many states require an MPRE score before you can file to take the Bar.
- All jurisdictions require the MPRE for bar admission except: Wisconsin, Maryland, and Puerto Rico.
- Next Test Date: March 18, 2017
  - Regular Registration Deadline (Fee: $95): January 26th
  - Late Registration Deadline (Fee: $190) February 2nd
- What if you can’t remember your score and can’t remember if you sent your score to the Bar?
  - [https://secure.ncbex2.org/php/ncbe_number/views/home.php](https://secure.ncbex2.org/php/ncbe_number/views/home.php)
A FEW NOTES ON DIPLOMA PRIVILEGE

- **Absolute Deadline**: Pursuant to Wisconsin Supreme Court Rules, May 2017 graduates must file (NOT mail) a bar admission application with the WI Board of Bar Examiners (BBE) no later than **July 1, 2017**

- Typically the deadline for December grads is July 15th.

- Instructions must be read and exactly followed for an application to be considered filed

- See Diploma Privilege Information & Filing Instructions:
  - [http://www.wicourts.gov/formdisplay/BE-270.pdf?formNumber=BE-270&formType=Form&formatId=2&language=en](http://www.wicourts.gov/formdisplay/BE-270.pdf?formNumber=BE-270&formType=Form&formatId=2&language=en)
A FEW NOTES ON DIPLOMA PRIVILEGE

- Do you have an issue that you think may affect your bar application?
  - The Wisconsin Board of Bar Examiners is good at answering application questions quickly.

  (608) 266-9760

- The Wisconsin Lawyers Assistance Program (WisLAP) is a member service of the State Bar of Wisconsin which provides confidential assistance to lawyers, judges, law students, and their families.

  (800) 543-2625

Some other jurisdictions offer similar services, so check out their state bar websites.
BAR REVIEW COURSES

- AEP offers (6) classes to help with essential skills set that you need to perform well on the bar exam.
- Spring classes: January 30 to March 7, 2017
- Meets once a week for 2 hours: Mondays 1 to 3 p.m. OR Tuesdays 12 noon to 2 p.m.
- Note: The AEP bar prep class does not replace the need to take BarBri or other commercial courses. The prep classes will equip you with underlining test-skills. Go to: http://law.wisc.edu/academicenhancement/index.html#3lbarexam for additional info.
- Email AEP if you would like to participate: aep@law.wisc.edu
BAR REVIEW COURSES

- Adaptibar [www.adaptibar.com](http://www.adaptibar.com)
- BarBri [www.barbri.com](http://www.barbri.com)
- MicroMash – Multistate Exams [www.micromash.net](http://www.micromash.net)
- Practising Law Institute – Multistate Exams - [www.pli.edu/barreview](http://www.pli.edu/barreview)
• Compare interest rates and shop around
• Bar loans are private loans, so they may have higher interest rates.
LIFE CONSIDERATIONS

• Work vs. No Work
  • How did you do on law exams?
  • How are your time management skills?

• Give yourself some free time

• Don’t think about bar passage rates

• If allowed, come prepared to the exam with:
  • Earplugs, watch, aspirin/Tylenol, pens, pencils, Kleenex, mints, water, granola bar
  • Some jurisdictions (e.g., NY) only allow you to bring in what you can fit in a small Ziploc bag
  • Don’t eat anything for lunch that would give you an upset stomach
  • Wear layers. It may be hot outside, but freezing inside the building

• July v. February
FINAL WORDS OF ADVICE

• DON’T GIVE UP! You could well be on the road to passing the exam. DON’T LEAVE!
  • They’ve checked tests of people who gave up and left in the middle. Many had been passing up to the point they left.

• Give your best!