

FEBRUARY 2017 MARYLAND BAR EXAM

Exam Dates and Locations

- The standard administration of the **February 2017 Maryland General Bar Exam** will take place on **Tuesday, February 21, 2017** (Written/Essay Test) and **Wednesday, February 22, 2017** (Multistate Bar Exam/MBE) at **Martin's West, 6817 Dogwood Road, Baltimore, MD** and **Martin's Valley Mansion, 594 Cranbrook Road, Cockeysville, MD**.
- Applicants requiring **test accommodations under the ADA** will be tested at **the Conference Center at the Maritime Institute of Technology ("CCMIT")**** on schedules that may vary by individual accommodation. (**Expected location.)

Filing Deadlines and Fees

- Hard-copy Application and Petition materials must be filed with the **State Board of Law Examiners (SBLE) office**, located at **2011-F Commerce Park Drive, Annapolis, MD 21401**.
- The deadline for an early Bar Application is **Thursday, September 15, 2016**. The fee for an EARLY Bar Application is **\$225**.

The deadline for a timely Bar Application is **Tuesday, December 20, 2016**. The fee for a TIMELY Bar Application is **\$275**.

- The Deadline to file a Notice to Take a Scheduled General Bar Examination for the February 2017 General Bar Exam is **Tuesday, December 20, 2016**. The Petition fee is **\$250**.
- The deadline to file an application to use a laptop computer on the February 2017 General Bar Exam is **Tuesday, December 20, 2016**. There is no fee due with the laptop application; however, a separate \$125 laptop registration fee must be paid closer to the exam. Further details are available at <http://mdcourts.gov/ble/laptoprequirements.html>.
- Applicants taking the Maryland General Bar Exam concurrently with another state's Bar Exam and sitting for the Multistate Bar Exam in the other state are responsible for having their MBE results transferred to Maryland. In order to ensure a timely transfer, Applicants must file the transfer request (and the applicable fee) with the National Conference of Bar Examiners (NCBE) contemporaneously with the Petition for the February 2017 exam and submit a copy of the transfer request with the hard-copy of the Petition. The MBE transfer request form is available at <http://ncbex.org/multistate-tests/mbe/mbe-score-services/>, or by linking from the Board's web site.
- **Law School Transcript** - Applicants must request that their law school forward an official transcript to SBLE, which must be received by SBLE no later than **Wednesday, March 15, 2017**.

**ALL DEADLINES INCLUDED IN THIS DOCUMENT
ARE "RECEIVED-BY" DATES.**

Documents not received by SBLE on or before the applicable deadline are late.

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BAR APPLICATION AND PETITION PROCESS

STEP ONE: EBAR ELECTRONIC APPLICATION AND PETITION

- **Complete electronically and submit electronically** both the Application (Parts I and II) and the Petition to Take Maryland Bar Examination. Instructions on the eBar system and a link to the application may be found at: <http://www.mdcourts.gov/ble/generalbarexam.html>
- After submitting the documents electronically, **print hard copies** of both the Application (Part I and II) and Petition. Double-sided printing is NOT required.
- **Sign the hard copy documents** where indicated, **have the documents notarized** where indicated, and fill out and/or provide additional information as indicated.

STEP TWO: FILE THE PAPER APPLICATION FOR ADMISSION WITH APPLICATION FEE

- **File**, all together, the hard-copy Application form, which is in two parts:

Part I is the Certificate of College (Pre-Legal) Education (the applicant's bachelor's degree or undergraduate course work). Applicants are directed to carefully read SBLE's Guidance for Certification of Pre-Legal Education for instructions on satisfying the requirements of Part I. <http://www.mdcourts.gov/ble/pdfs/certificationofprelegaeducation.pdf>

Part II is the Character Questionnaire, which includes numerous **information request forms, which must be signed** in the appropriate place by the applicant, and an **Authorization and Release for character information, which must be signed and notarized**. These forms permit the Character Committee to initiate the required character and fitness investigation of each applicant. Incomplete reference forms will delay the start of your character investigation and may delay your eventual admission to the Bar.

- **Pay** the applicable Application fee (\$225 for timely filings/\$275 for late filings).

STEP THREE: FILE THE PAPER PETITION WITH PETITION FEE

- **If you are a first time taker, eBar will generate an Original Petition** to take the Bar Examination. The Original Petition certifies that you will have graduated from a law school approved by the American Bar Association or that you will be unqualifiedly eligible to graduate prior to the first day of the bar examination you take. The Original Petition must be **signed and notarized**.
- The **Application (Parts I and II)** must be filed **before** the **Original Petition** unless the Original Petition is filed simultaneously with the Application.
- **If you are taking the Bar exam for the second time or more, eBar will generate a Retake Petition or Retake Order Petition**. Retake Petitions and Retake Order Petitions must be signed but do not need to be notarized.
- **Pay the \$250 Petition fee**.

STEP FOUR: REQUEST A LAW SCHOOL TRANSCRIPT

- Pursuant to Bar Admission Rule 6(d), you must request that your law school submit an official transcript directly to the State Board of Law Examiners reflecting the award of, or your unqualified eligibility for award of, a Juris Doctor degree on or before the day before the first day of the Bar Exam. The transcript due date appears on Page 1 of this document.

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CONFIRMATION OF RECEIPT OF EXAMINATION FILINGS

- If you wish for SBLE to confirm receipt of any filing you submit by mail, you must provide a stamped, self-addressed postcard for that purpose; or, alternatively, use a commercial delivery service (i.e., UPS, FedEx), which provides confirmation of delivery; or, personally deliver your documents to SBLE's offices.

Applicants are strongly cautioned that tracked packages sent by express or priority mail (U.S. Postal Service) will show "delivered" when they arrive in the Judiciary's central mailroom. The "received by" signature for packages delivered by U.S. Postal Service is NOT an employee of SBLE, and SBLE cannot guarantee that your package has arrived in its offices until it is stamped "received" or "filed" in our office.

- View your "My Status" page in the eBar electronic filing system. Once your hard copy submission is received in SBLE's Office and processed, your statuses will change to either "received" or "accepted."
 - "Received" means that the Board has received your application, but has not reviewed your application for completeness and/or has not deposited your examination fees. You are not yet assured a seat at the Bar exam.
 - Applications that are "received" on or before the filing deadline, but that are not processed until after the deadline are considered timely if they were complete when received by SBLE.
 - Applications that are "received" on or before the filing deadline, but that are found upon review to be deficient are not marked "accepted" until all deficiencies are corrected. SBLE notifies applicants of deficiencies in their submissions by email on the date they are reviewed. Unless all deficiencies are corrected by the filing deadline, the submission is NOT timely.
 - "Accepted" means that the Board has accepted your filing, deposited your appropriate examination fee(s), and you will receive a seat for the Bar Exam.
- This office will NOT confirm receipt of a filing in response to a telephone call or e-mail.

LATE FILING AND GOOD CAUSE REQUESTS

If your Application, Petition and/or fees are received after the applicable deadline, or if any of your eligibility-related submissions are deficient and not corrected by the deadline, you must demonstrate good cause why SBLE should permit you to sit for the Bar Exam. In order to show good cause, you must file a good cause request, in letter form, addressed to: "Secretary, State Board of Law Examiners." (See *Rules Governing Admission to the Bar of Maryland 2(c)(3), 6(c) and 9(c)*). A good cause request **must** address the four mandated factors listed in Board Rule 2, be signed with an original signature, and be supported with documentation. The Secretary will issue a written decision on your good cause request. Denials may be appealed to the Maryland Court of Appeals within five (5) days of the date of the denial letter.

LAPTOP COMPUTER USE

SBLE encourages the use of laptop computers for the essay portion of the Bar Exam. In order to use a laptop computer for the written test, you must indicate electronically through eBar that you intend to use a laptop computer. Also, you must register and pay (credit card to vendor) to use the computer software (SofTest by Examsoft). The current fee is \$125.00, but is subject to change. The laptop registration period opens 3-4 weeks before the exam and remains open for 2 weeks. Further information on laptop use is available at <http://www.mdcourts.gov/ble/laptoprequirements.html>