Application for Admission to the Bar of Maryland by UBE

CHARACTER QUESTIONNAIRE FILING CHECKLIST & INSTRUCTIONS

Applicant Name: _____ NCBE Number**:** _____

1. **Attachments** - *For each document required to be attached to your Character Questionnaire indicate the status of that document. If any required document is marked "Not Available," you MUST explain the basis for the unavailability in the body of the application (if space is available) or in a signed separate statement.*

Question #	Required Attachment	Document status
N/A	Filing Fees Form *(place on top of all materials to be filed.)*	□ Attached
N/A	Check or money order for filing fees *(clip or staple to filing fees form)*	□ Attached
N/A	This checklist, completed by the applicant	□ Attached
□ 1(d)	A certified copy of any court order or other document changing your legal name.	□ Attached □ Not Applicable □ Not Available
□ 1(h)	A complete, certified driving history from the motor vehicle authority in each U.S. jurisdiction where you have held a driver's license in the last three years.	□ Attached □ Not Applicable □ Not Available
□ 1(h)	A complete, certified driving history from the motor vehicle authority in each U.S. jurisdiction where you driving privileges have ever been suspended or revoked.	□ Attached □ Not Applicable □ Not Available
□ 2(c)	If you are not a U.S. citizen, a copy of the document(s) authorizing your presence in the United States.	□ Attached □ Not Applicable □ Not Available
□ 4(a)	An official undergraduate/college transcript** showing the conferral of your Bachelor's Degree in a sealed envelope from the issuing institution OR a copy of SBLE's email notification advising you that SBLE previously received your undergraduate transcript.	□ Attached
□ 5(b)	A Certificate of Good Standing from each jurisdiction where you are admitted to practice law issued within 3 months prior to the date you file your Maryland Bar application.	□ Attached □ Not Applicable □ Not Available
□ 5(c)	A certified copy of each written disciplinary decision and/or a certified copy of the transcribed record of any oral disciplinary decision issued by the relevant authority in each jurisdiction where you are admitted to practice law.	□ Attached □ Not Applicable □ Not Available
□ 6(a)	A copy of your U.S. Military discharge documents/DD214.	□ Attached □ Not Applicable □ Not Available
□ 6(b)	The initiating and final resolution documents in any Court Martial.	□ Attached □ Not Applicable □ Not Available
□ 7(a)	A credit report issued by www.annualcreditreport.com or by Equifax, Experian or Transunion within 3 months prior to the date you file your Maryland Bar application.	□ Attached □ Not Applicable □ Not Available
□ 8(b)	Certified copies all civil judgments.	□ Attached □ Not Applicable □ Not Available
□ 8(c)	Certified copies of all court orders for spousal and/or child support, including all separate court orders related to arrearages.	□ Attached □ Not Applicable □ Not Available
□ 8(d)	Certified copies of any court order or opinion or a certified copy of the transcribed record in any civil case wherein you were ruled, determined or adjudicated to have filed or maintained civil litigation in bad faith and/or without substantial justification.	□ Attached □ Not Applicable □ Not Available
□ 9(b)	Certified copies of all charging documents, judgment/disposition documents and docket entries for all criminal proceedings.	□ Attached □ Not Applicable □ Not Available
□ 14(a)-(c)	Statement(s) from your healthcare professionals describing your diagnosis and/or treatment for any impairment.	□ Attached □ Not Applicable □ Not Available

In addition to the documents listed above, I have attached a separate, signed statement containing explanatory information pertaining to the following questions (*list question number and subpart or state "none," if applicable*):

_____

_____

2. <u>Required Signatures</u> - the Application includes several Affirmation statements and an **Authorization and Release for character information, which must be signed** in the appropriate places by the applicant. 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.

Question #	Item to be signed
□ 17	Affirmations by Maryland Bar Applicant
□ None	Authorization and Release

3. <u>Filing Procedure</u> – Create your Character Questionnaire in eBar, submit it online, then print a hard copy using the printer icon on your "My Status" page, file the hard copy with your **official undergraduate (college) transcript(s) and Character Questionnaire fees. Contemporaneously or after filing your Character Questionnaire, create and submit online your Notice of Intent to Take the UBE in Maryland OR your Notice of Intent to Transfer a Qualifying UBE Score to Maryland; print, sign and file a hard copy of the Notice of Intent with the appropriate fee.**

- Applicants are directed to carefully read SBLE's Guidance for Certification of Pre-Legal Education for instructions on satisfying the requirements Md. Rule 19-201(a) and 19-202(b). http://www.mdcourts.gov/ble/pdfs/certificationofprelegaleducation.pdf.
- **You must file your official college transcript or other eligibility document before or together with your Character Questionnaire. **
- **Pay** the applicable fee ($350 for the Character Questionnaire plus $400 for the Notice of Intent, which may be paid in a single check or with separate checks.)
- **Further detailed instructions, along with a list of applicable deadlines, are linked on the front page of the Board's website www.mdcourts.gov/ble.**
- **PLEASE DO NOT STAPLE TOGETHER ANY OF THE PAGES OF YOUR APPLICATION OR ATTACHMENTS, EXCEPT TO STAPLE YOUR CHECK OR MONEY ORDER TO THE FILING FEES FORM.**