OSA PETITIONER'S CHECKLIST OF REQUIRED FILINGS

Petitioner's Name: _____ NCBE Number: _____

FILE THESE ITEMS:

☐	1. **PETITION OF OUT OF STATE ATTORNEY FOR ADMISSION WITHOUT EXAMINATION** A signed hard copy of the Petition. (Generate, submit online, and print from the eBar system).
☐	2. **STATEMENT OF PROFESSIONAL QUALIFICATIONS** A hard copy, signed statement detailing their professional qualifications and averring that those qualifications meet the requirements of Maryland Rules 19-215(b), (c), and (d). *Tips for drafting a Statement of Professional Qualifications:* • *To facilitate the Board's determination of eligibility pursuant to Maryland Rule 19-216(b) and (e), the Statement of Professional Qualifications should be organized in chronological order beginning with the date of the applicant's first Bar admission and first qualifying professional experience and ending with the most recent qualifying professional experience.* • *The Statement should aver whether each admission to a State Bar was by examination, by motion, or by diploma privilege.* • *If averring professional experience as a "practitioner of law," as to each period of legal employment include sufficient detail pursuant to Maryland Rule 19-215(c)(2) on the requirements and duties of the position to allow the Board to determine that such employment constituted the "authorized practice of law."* • *If averring professional experience as a practitioner of law while physically working in a State where the applicant was or is not admitted to practice law, the Statement should provide details on the legal authority allowing the applicant to claim that experience as the "authorized practice of law."* • *For purposes of calculating the duration of professional experience, the applicant must demonstrate full-time employment in 36 months (3 years) out of the most-recent 60 months (5 years) OR for a total of 120 months (10 years) irrespective of recency.* • *With regard to judicial clerkships and other employment commencing after graduation from law school but prior to the applicant becoming admitted to any State Bar and continuing after admission to the Bar, only the portion of the employment occurring after the first Bar admission may be counted as qualifying professional experience even if the job duties did not change following Bar admission. (E.g., judicial clerkship begins in September, first Bar admission occurs in November, judicial clerkship ends the following August; 10 months of qualifying professional experience are counted.)* • *The applicant's statement should conclude with a brief description of his/her intended practice if admitted in Maryland.*
☐	3. **CERTIFICATE(S) OF GOOD STANDING** An original Certificate of Good Standing issued by the highest state court in each jurisdiction where admitted. Each Certificate of Good Standing shall have been issued within three (3) months immediately preceding the date on which the applicant files the Petition packet.
☐	4. **NATIONAL CONFERENCE OF BAR EXAMINERS CHARACTER QUESTIONNAIRE** An NCBE Character Report Application. The character report application is accessed by navigating to www.ncbex.org. Click on the "NCBE Account" button and create an account. Navigate to "Character & Fitness Applications" and complete the questionnaire. Print and sign the Character Report Application and 3 original copies of the Authorization and Release pages. File the signed hard copies with your Petition.
☐	5. **THE APPLICABLE FEES** • By an applicant filing their first Petition for Admission Without Examination or who has previously withdrawn a Petition pursuant to Rule 19-216(e)(3) or former Rule 19-213(g) - **$700.00** by check or money order payable to "State Board of Law Examiners" **AND $500.00** payable to "National Conference of Bar Examiners." (The $500.00 fee to NCBE can alternatively be paid online.) • By an applicant who previously filed an OSA Petition, but who withdrew from or failed an attorney exam given before March 1, 2019 - $250.00 by check money order to "State Board of Law Examiners."