

COLORADO SUPREME COURT BOARD OF LAW EXAMINERS
1560 Broadway, Suite 1820, Denver Colorado 80202
(303) 866-6626
www.coloradosupremecourt.us

**INSTRUCTIONS FOR FILING AN APPLICATION TO TAKE THE COLORADO BAR EXAM
(WEB VERSION)**

These instructions (*retain for future reference*) apply to persons who wish to file an application to take the Colorado Bar Examination, using application forms obtained from the Board's web site.

- A. These instructions and forms are designed for individuals who are computer proficient. The Colorado Board of Law Examiners is unable to provide technical support for converting these documents to your word processing software.
1. **READ THESE INSTRUCTIONS**, the entire questionnaire and all supplementary forms thoroughly before proceeding.
 2. Your completed application **must be typewritten** and submitted in hard copy form. Applications completed in pen or pencil or submitted on diskette in lieu of a typewritten hard copy will not be accepted for processing and will not be deemed timely filed.
 3. **After downloading the application and supplementary forms, review the contents to ensure that you have obtained a complete set of required forms and information as listed below:**
 - a. **Application Questionnaire, including:**
 - 1) **Statement of Verification.** This document must be signed, dated and notarized no more than 30 days prior to the date your application is filed. It may be completed in pen. ***It must be filed with your completed application and fees.***
 - 2) **Authorization and Release.** This document must be signed, dated, and notarized no more than 30 days prior to the date your application is filed. It may be completed in pen. ***It must be filed with your completed application and fees.***
 - b. **Cover Page.** Complete this document and attach to the front of your completed application questionnaire. It may be completed in pen and ***must be filed with your application and fees.***
 - c. **Ethnic Survey.** Complete this document and submit with your application. It may be completed in pen. ***You will not be permitted to sit for the exam if this form is not completed and submitted prior to the exam.***
 - d. **Certificate of Law School Graduation (LX Form 5).** Submit this form without delay to your law school Dean or Registrar for completion. ***You will not be permitted to sit for the exam if this form is not completed and filed with the Board prior to the exam.***
 - e. **Change of Address Form** (*Retain this form to report changes in your mailing address.*)
 - f. **Application Amendment Form** (*Retain this document to report changes.*)

g. **Rules Governing Admission to the Bar of the State of Colorado.** (See our website: <http://www.coloradosupremecourt.com/BLE/Forms/Rules.pdf>)

4. **Absolute and complete candor is required. FAILURE TO BE COMPLETELY CANDID MAY RESULT IN DENIAL OF ADMISSION.** If you are uncertain whether your situation falls within the scope of a particular question, assume that it does.

B. APPLICATION AMENDMENTS.

1. This is a continuing application and all changes to the information provided in your application must be reported, *in writing, within thirty days of occurrence*. Refer to the applicable question number for which the change applies and provide all details relative to that question. You must continue to update your application until you are admitted to practice law in Colorado.
 - a. Use the **Change of Address Form** to report a change to your mailing address. (*Keep this form for use each time your address changes.*)
 - b. Use the **Application Amendment Form** to report changes to information or responses to your application. (*Keep the original as a master from which to make copies for reporting future changes as they occur.*) *This form may not be used to register for a future exam after withdrawing or failing the exam.*
2. All changes must be reported in writing, signed and dated. Be certain to make copies of all changes prior to submitting them to this Board. Address changes will not be accepted by telephone.
3. Your application is confidential. Therefore, if you wish the Board to communicate with someone other than yourself concerning questions which might arise during the course of the background investigation or concerning the current status of your application, you must submit a letter naming the individual with whom we may communicate.

C. MORAL CHARACTER. The Board will conduct a background investigation on every applicant for admission to the bar. Under Rule 201.6, C.R.C.P. all successful applicants must be certified to the Supreme Court as morally and ethically fit. Persons whose background investigations are not completed at the time the examination results are released will not be certified to take the oath of admission pursuant to Rule 201.14, C.R.C.P.

1. As part of the background investigation the Board will obtain a credit report for every applicant. *An additional fee has been added to the amount due when the application is filed to cover the Board's cost for this report.*
 - a. If you have never resided or established credit in the United States, you must submit a credit history from your country of residence.
2. To avoid delays in the completion of the investigation be certain to provide all information requested in the application, including:
 - a. Complete and accurate mailing addresses for employers and references.
 - b. Complete and detailed accounts of all circumstances where explanations are required, including dates, location and final outcome. All explanations must be substantiated by appropriate documentation, which if not readily available, may be submitted later.

3. Persons who file late applications will be given the lowest priority for completion of the background investigation and certification for admission.
4. The background investigation is completed independent of taking the Colorado Bar Exam. The Board's staff is not at liberty to engage in discussions relative to the status of an investigation; nor, will applicants be advised of satisfactory compliance with the character and fitness requirement of Rule 201.6, C.R.C.P. Applicants will be contacted, however, if explanations are inadequate, additional details are needed, or the Bar Committee for the Board of Law Examiners requests your appearance before an Inquiry Panel to discuss matters relative to your character and fitness for admission. For those individuals who are successful on the bar exam, but whose background investigations remain pending at the time the results are announced, the bar result notice will reflect a hold on your admission pending completion of the investigation.

D. COVER PAGE

1. The Cover Page may be completed in pen. It must accompany your completed application and fees.
2. The Cover Page identifies the appropriate routing of your application, thus ensuring fewer processing delays. It is also the means by which your seating preferences for the exam will be determined. Your application will not be deemed timely filed should you fail to submit this document with your application.
3. Print your name legibly in the space provided.
4. Indicate on the cover page the **exam month and year** for which you are applying; indicate ***right or left hand seating*** and whether you will complete the Essay/PT exam by **writing or laptop computer**. **Computer test takers add \$100 to applicable filing fee.**
5. Indicate if you are requesting **test accommodations** for a temporary or permanent disability, which will require non-standard testing or medically prescribed equipment or devices during the exam. A Petition for Test Accommodations must be filed and approved by the Board of Law Examiners for any non-standard accommodation. Do not assume an accommodation has been granted until you are otherwise advised in writing. *Refer to Section E. Petition for Test Accommodations for details regarding filing a petition, forms, and required documentation.*
6. Indicate whether you have taken the Multistate Professional Responsibility Examination (MPRE), the date of the exam, and your scaled score. You must arrange to have an official notice of your MPRE scores sent directly to this Board from ACT in order to meet the MPRE requirement. See Section W. MPRE, for additional information. ***If you have not yet taken the MPRE you should do so at the next scheduled administration.***
7. Indicate whether the law school from which you received your first professional law degree (JD or LLB) was accredited by the American Bar Association. If your school was not ABA accredited at the time of your graduation, you are subject to added requirements of Rule 201.5(2)(a)(ii) or (iii), C.R.C.P.

E. PETITION FOR TEST ACCOMMODATIONS. If you are temporarily or permanently disabled, and require testing accommodations and/or special seating, or if you have a condition which necessitates the use of medically prescribed devices or aids, (i.e., orthopedic chair; neck, wrist, or leg braces; wheelchair, crutches, etc.), you must file a ***Petition For Test Accommodations*** using the Board's forms.

1. The forms required for requesting accommodations are ***not included*** in this packet, but may be obtained

from the forms section of this web site.

2. Indicate on the Cover page of your application that you are requesting accommodations and submit the completed forms no later than the last filing deadline of the exam for which you are making such request. Petitions submitted at the last minute may not allow sufficient time for Board review and may result in the denial of your request.
3. **Written requests for testing accommodations should be submitted no later than DECEMBER 1 for the February exam, or MAY 1 for the July exam to allow sufficient time for the Board to review your request.** All requests must be accompanied by current, supporting medical documentation. Requests submitted after the official filing deadline will be deemed late application and will be assessed late filing penalty fees as set forth in Section S. Late Filing Penalty Fees. *In no case will requests submitted after December 31 for the February exam or May 31 for the July exam be granted. Petitions for accommodations filed at the last minute must be accompanied by all supporting medical documentation. Incomplete petitions filed at the last minute will be denied.*

F. STATEMENT OF VERIFICATION. This is your sworn verification that all statements and representations in your application are true and correct. It is also your sworn statement that no alterations have been made to the text of the application questions. See Section H.1. for penalties related to the submission of altered questionnaires. This form must accompany your application and fees when filed. Signature and date of notary execution must be no more than 30 days prior to the date of application filing.

G. AUTHORIZATION AND RELEASE. This document authorizes the Board to conduct a background investigation relative to your character and fitness for admission to practice law. Date of signature and notary execution must be no more than 30 days prior to the date your application is filed. It must be filed with your application and fees.

H. FORMATTING AND COMPLETING THE APPLICATION.

1. **Do not** alter the text or wording of the questions contained in this application questionnaire. Should such alterations be noted in your submissions, your application will be denied and your fees forfeited. Should you then still wish to pursue admission in Colorado, you will be required to complete the Board's standard forms and pay the full fees in force at that time. If questions arise concerning the specific language of a question, deference will be given to the Board's official printed application forms.
2. Enter your response to each question immediately following the item to which your response pertains.
3. Please note that the questionnaire is divided into SECTIONS I. through V. Each section is delineated with a HARD PAGE-BREAK. Do not delete these page-breaks, as they are intended to ensure that each of the five sections begins at the top of a new page. When printing a hard copy of your completed questionnaire, use as many pages as necessary to print your responses, but be certain that each of the five sections begins on a new page, regardless of where on the previous page your last response ended.
4. Printed applications will not be accepted in script or italics. A font of 12 is preferable but should be no smaller than 10. Applications not conforming to these standards will not be accepted and will not be deemed timely filed for purposes of meeting filing deadlines.
5. Once your application is complete, number your pages, print a HARD COPY and thoroughly PROOFREAD your responses. **Make a photocopy of your completed application and all supplementary documents; retain for future reference. Photocopies of completed applications are not available at any time following submission, and become the property of the Board once filed.**

6. **Assemble the documents as follows:**

- a. **Application Fee** (*Attach to the front of your application, followed by*)
- b. Cover Page;
- c. Ethnic Survey;
- d. Application Questionnaire;
- e. Statement of Verification (signed and notarized);
- f. Authorization and Release (signed and notarized); and
- g. Applicable supplementary documentation.

Under no circumstances will your application be accepted for processing or deemed timely filed if submitted in hand written form or if a diskette is submitted in lieu of the hard copy.

7. **ALL QUESTIONS MUST BE FULLY ANSWERED.** Provide specific answers to each part of all questions. ***Leave no questions blank.*** (If the application is not substantially completed, it will not be accepted.) If a particular question does not apply or the answer is "none," so state.
8. **DETAILED EXPLANATIONS.** If the question calls for an explanation, provide a detailed narrative of all circumstances and events leading up to and surrounding the incident(s) described in your response.
9. **DATES.** Unless otherwise noted in the application, all dates must include ***month*** and ***year***.
10. **ADDRESSES.** All addresses must be complete. All reference and employer addresses must be current and include zip codes.

**** SECTION I ****

I. IDENTIFYING DATA

1. Provide your **full name, including middle name** (no abbreviations). Your full name will be used for application processing only. You may register any variation of your full name with the Office of Attorney Registration at the time you are admitted to practice law in this state.
2. Complete all personal data in Section I.

J. ADMISSION TO PRACTICE LAW

1. Include all information called for in each part of each question, including your attorney registration number for each jurisdiction in which you are admitted to practice law.
2. If you are admitted to practice law in one or more state courts, obtain an original Certificate of Good Standing from each jurisdiction, issued by the appropriate court agency(ies), reflecting your date of admission, current status and standing. Certificates may be dated and submitted after the date your application is filed, but may not be dated more than 30 days prior to the date of application filing.
3. Obtain a letter from the appropriate disciplinary agency stating that there are no pending complaints against you, and that in the past you have not been the subject of any disciplinary actions or sanctions. If there have been actions for which discipline has been imposed, the letter must set forth the date, complainant, nature and final disposition of each.

**** SECTION II ****

3. If you answered "YES" to Questions 2, 3, or 5, provide a detailed narrative of all circumstances surrounding your response. Also include applicable documentation substantiating your explanations.
4. If you answered "Yes" to Question 5, you must provide the beginning and ending dates during which your license to practice law was "inactive," "non-resident," or "limited," in addition to the information referenced in the paragraph above.

K. EMPLOYMENT. *All employers will be contacted in writing directly by this office.*

1. **All employment** information must reflect both **the complete mailing address** of the business and the **full name and complete mailing address** of your **supervisor or employer**. All employers will be contacted in writing by this office. To avoid delays in the application process make certain that all addresses are current and include zip codes.
2. Account for each time period. If you were unemployed during a particular time frame, so state.
3. Periods of **private or solo practice** during which you may not have had a supervisor or associate, provide the name and address of a judge or other professional colleague who is familiar with and will verify your legal activities during the time in question.
4. **Legal Internships** should be included under Non-Legal Employment (*Question 9*), even though you may not have been monetarily compensated for your activities.
5. For periods of **self-employment** (*which are not specifically private or solo practice*) provide a detailed narrative of the exact nature of the business and provide the name and complete mailing address of at least one individual for whom services were rendered.
6. **DO NOT** include, as individuals who will verify your employment, the names of persons related to you by blood or marriage, or persons whom you have employed.
7. For employment terminated under adverse circumstances, provide a detailed narrative of the circumstances under which you left.
8. If you were employed under a name other than that provided in Section I of the application, include that name in () parentheses for each listing to which it applies.
9. If your employment includes periods of military active duty, provide copies of your evaluation reports for each period listed.

L. REFERENCES. All references listed in questions 10 and 11 will be contacted, in writing, directly by this office.

1. **DO NOT** solicit letters of reference from individuals listed in this section for submission with your application.
2. **DO NOT** include persons whom you have employed, who are related to you by blood or marriage, or who have been listed in the employment section, Question 8 or 9.
3. **DO** include current and complete mailing addresses for each reference listed.

4. Locality in question 11 refers to general geographic region. One may assume that clusters of cities and/or suburbs within an approximate radius of 300 miles constitute one locality. However, the Board may request additional references from various localities if deemed appropriate.

M. CITIZENSHIP. If you are not a U.S. Citizen, include your Alien Registration or Visa number in response to question 21 and include a photocopy of both sides of your Alien Registration Receipt Card (green card) or Visa.

**** SECTION III ****

N. QUESTIONS 23-43. If you answer, "YES" to any of questions 23 through 43, describe the events in a detailed narrative, including all circumstances leading up to and surrounding the incident(s) and submit any relevant documentation related to each.

O. LITIGATION. If you answer "YES" to question 41 (*named as either a plaintiff or defendant in a civil lawsuit*) complete Section IV. **Record of Civil Actions**, providing all information requested.

1. Duplicate Section IV, as needed, detailing each lawsuit in which you have been named.
2. Include a copy of the original complaint and final executed order of disposition filed in connection with each proceeding.

P. SUPPLEMENTARY DOCUMENTATION. Supplementary documentation not available at the time the application is filed may be submitted under separate cover and will not be subject to late filing fees. However, supplementary documentation submitted after the filing deadline may result in a delay of admission if such documentation is required for completion of the background investigation. Those documents not subject to timely filing are designated by an asterisk (*). Request for test accommodations must be complete and timely filed with the application and fees. *Include your name and application number on all supplementary documents submitted under separate cover to ensure inclusion to your file.*

1. * **CERTIFICATE OF LAW SCHOOL GRADUATION (LX Form 5).** Submit this form to the Registrar or Dean of the law school from which you received or will receive your J. D. for completion and certification of your law school graduation.
 - a. If you **will complete all** law school academic requirements **prior** to the bar exam; but your law degree (J. D.) **will be conferred after the application filing deadline**:
 - 1) your completed LX Form 5 should be submitted to the Board no later than 15 days after degree completion. All law degree requirements must be met, your degree conferred and graduation certified by the law school prior to the bar exam.
 - b. If you **will complete all** law school academic requirements **prior** to the bar exam; but, your law degree (J. D.) **will not be conferred until after the bar exam** as a result of law school policies relative to timing of graduation ceremonies, you must obtain authorization from this Board to sit for the exam, even though you have not yet received your law degree. Follow the procedures outlined below:
 - 1) Include with your application (*when filed with the Board*), a formal written request seeking relief from the educational requirements of Rule 201.5, C.R.C.P. Requests must be accompanied by written verification from the law school dean or registrar that **all academic**

requirements will be completed prior to the date the bar exam is to be administered, and stating the **date certain** upon which your degree will be conferred.

2) Following your successful completion of all academic requirements for graduation **and prior to the bar exam**, arrange for the law school registrar or dean to certify, **in writing**, that you have indeed completed all degree requirements and indicating the **date certain** that your degree **will be conferred**. *The certification must be received by the Board prior to the bar exam. Failure to submit this document prior to the exam will preclude your eligibility to sit for the exam.*

3) **After** your degree has been formally conferred, arrange for the registrar or dean to complete the Certificate of Law School Graduation (LX-Form 5) reflecting your official date of graduation. The LX-Form 5 must not be executed until **after the date your degree is conferred**. *Failure to submit the final Certification of Graduation will result in nullification of your bar exam scores.*

c. **Foreign Law School Graduates:** If your law degree was received from a law school located in a common law, English-speaking nation other than the U.S.

1) You must submit to this Board, a Petition for Determination of Eligibility under Rule 201.5(2)(a)(iii) C.R.C.P. accompanied by a personal check or money order in the amount of \$100.00. If your petition is granted, this fee will be credited to your application-filing fee. *Your petition must be approved prior to filing an application and applicable filing fees.*

2) Your law degree will be substantiated by the documentation, which must accompany your Petition for Determination of Eligibility; therefore in this instance, a Certificate of Law School Graduation (LX Form 5) is **not** required.

2. * **DRIVING RECORD.** Obtain an **official** copy of your driving record from the Department of Motor Vehicles or Public Safety in each jurisdiction where you have been licensed to drive in the last three years. Driving records must be currently dated (*no more than 30 days prior to the date your application is filed*).

3. * **MILITARY SERVICE.** If you served in the armed forces and are now separated from such service, provide a copy of Separation from Active Duty (DD214), which may be obtained by contacting: Military Personnel Records Center, 9700 Page Blvd., St. Louis, MO 63132.

The DD214 must reflect both the “**Character of Service**” and “**Reason for Discharge.**” If your copy of this document does not reflect this information, you must obtain from the above referenced address a copy of your DD214, which does reflect this information. If you are advised by the Military Personnel Records Center that no such document exists, furnish a copy of that letter. If you are currently serving on active duty in the armed forces, provide a copy of your most recent evaluation and current orders.

Persons who served in the National Guard, provide a copy of Separation and Record of Service, NGB Form 22.

4. ***DIVORCE DECREE.** If you have been separated or divorced obtain a photocopy of the separation agreement and final decree of divorce for each instance. If you are obligated to pay support or maintenance pursuant to Court order, provide a notarized statement of compliance from the person to whom payments are made which includes the recipient's full name, address, telephone number and relationship to the applicant or a record of payment from the Court Registry through which payments are made.

5. **NAME CHANGE.** If you have had your name changed, provide a copy of the petition for name change and the final executed court order for such change.

Q. FILING DEADLINES.

FEBRUARY EXAM: Application filing deadline date – December 1

Applications for the February exam will not be accepted for filing until after September 1.

JULY EXAM: Application filing deadline date – May 1

Applications for the July exam will not be accepted for filing until after February 1.

Your printed application with Cover Page, Statement of Verification, Authorization and Release, and appropriate payment must be filed with the Board of Law Examiners no later than close of business on the appropriate filing deadline. Applications received after close of business on the filing deadline and not **postmarked**** on or before the deadline date will be assessed a penalty for late filing as outlined in Section S. Late Filing Penalty Fees. If the application is not substantially completed, it will not be accepted as timely filed. *If the 1st falls on a Saturday, Sunday or holiday the deadline date will be the first business day thereafter.*

****POSTMARK.** Office meter tapes will not be recognized as U.S. Postmarks for determining whether an application has been timely filed. To ensure the deadline has been met, arrange for your application to be postmarked by the U.S. Postal Service.

R. APPLICATION FEES.

1. Application fees must accompany the completed application forms. **Applications submitted without fees will not be processed, will not be deemed timely filed, and late filing penalties will be assessed** in accordance with the date the fees are submitted. In no case will applications be accepted if filed later than December 31 for the February exam and May 31 for the July exam.
2. **Processing fees** are assessed to recover the cost of a credit report.
3. **Computer fees** are assessed to cover the costs associated with administration of the Essay/PT to those using a lap top computer.
4. **Application fees** (attorney and non-attorney) are noted below and are subject to change without notice.

Non-attorney. Those persons who have not been admitted to practice law in another jurisdiction or who have been licensed for one year or less from the official filing deadline (May 1 for the July exam; December 1 for the February exam).

Application fee: \$475.00
Add Credit Report fee: 10.00
AMOUNT DUE: \$485.00

Attorney. Those persons who have been licensed to practice law in another jurisdiction for more than one year from the official filing deadline (May 1 for the July exam; December 1 for the February exam).

Application fee: \$500.00
Add Credit Report fee: 10.00
AMOUNT DUE: \$510.00

Computer fee. Those persons who wish to take the Essay/PT using a lap top computer, **add \$100** to the applicable fee referenced above.

5. Make checks payable to Colorado Board of Law Examiners (*cash will not be accepted*).
6. Personal checks returned for "**nonsufficient funds**" will not be reprocessed. Fees must be resubmitted as guaranteed funds (**Money Order, Cashier's Check, or Certified Check**) and will be assessed a service charge according to the rate in effect at that time, in addition to any late penalty fees applicable to the date on which guaranteed funds are received.
 - a. Application fees paid by personal check that are returned by your bank "unpaid" and for which guaranteed funds have not been resubmitted prior to the last filing deadline will not be accepted as timely filed and the application will be denied.

S. LATE FILING PENALTY FEES.

1. If postmarked by – **December 31** (*for February exam*), or
May 31 (*for July exam*), and received
no later than 7 days following the postmark date – **Add \$200**
2. No applications will be accepted after December 31 for February exam and May 31 for July exam.
3. Late penalty fees will not be waived in the event an application is filed late as a result of technical problems or other delays in obtaining the appropriate application forms.

T. APPLICATION WITHDRAWAL AND REFUND POLICIES

1. If you wish to withdraw your application, you **must do so in writing**.
2. A partial refund of fees is available for applications withdrawn no later than January 31 for the February exam and June 30 for the July exam. **Absolutely no refunds will be available after these dates.**

3. Refunds must be **requested specifically, in writing**, at the time the application is withdrawn and will be processed in accordance with the date the refund request is **RECEIVED** in this office. Postmark dates are not applicable to this policy.
4. Partial refunds will be granted in accordance with the following schedule.

FEBRUARY Exam – if refund request received no later than December 31: **1/2 (50%)**
if refund request received before January 31: **1/4 (25%)**

JULY Exam – if refund request received no later than May 31: **1/2 (50%)**
if refund request received no later than June 30: **1/4 (25%)**

5. If an **application is withdrawn** (*by written notification prior to the date of the exam*) and reapplication is made within 12 months from the date the original application was filed, any application fees not previously refunded will be credited to reapplication. A \$250 update fee will be assessed for reapplication, in addition to any fees previously refunded. If reapplication is made after 12 months, the full application fee, in force at that time, will be assessed.
6. If you are **absent from the exam** and did not submit written notification to this Board of your anticipated absence (*prior to the date of the exam*) the full fee in force at that time will be assessed.
7. **Late filing, update reapplication and credit report fees are nonrefundable and will be forfeited if an application is withdrawn.**

U. APPLICATION FILING.

1. **MAKE A COPY** of each completed form and document before filing your application. ***Photocopies of completed applications are not available at any time following submission, and become the property of the Colorado Board of Law Examiners once they are filed.***
2. Send your completed application, fees and supplementary documents to:

**Colorado Supreme Court
Board of Law Examiners
1560 Broadway, Suite 1820
Denver, Colorado 80202**

3. If you mail your application, it is strongly recommended that you send it **RETURN RECEIPT REQUESTED**. If you deliver your application, bring a copy with you (*the Board will not make a copy for you*) and ask to have your copy **DATE STAMPED RECEIVED**. This will ensure that you have a record of timely filing should there be questions later. ***Photocopies of completed applications are not available at any time following submission, and become the property of the Colorado Board of Law Examiners once filed.***
4. **FACSIMILES**. Applications and supporting documentation will not be accepted by facsimile (FAX machine).
5. Shortly after the Board receives your application, an application number will be assigned to your file and you will be mailed a letter reflecting that number and confirming that your application was received. Included with the confirmation letter will be:

- a. Fingerprint Card and Declaration Verifying Your Identity. These documents must be completed by a local law enforcement agency and returned immediately. *Persons who fail to return these documents will not be permitted to sit for the exam.*
6. Several weeks following receipt of your application a review of your application for eligibility to sit for the exam will be accomplished. Correspondence will be mailed to you indicating that your application is either **complete or incomplete** for purposes of sitting for the bar exam. If your application is **incomplete**, the mailing will include a list of those documents needed to complete your file.
7. Admission badges will not be mailed to persons who have failed to submit a Certificate of Law School Graduation, appropriate fees, fingerprints, fingerprint Declaration Verifying Identity, or Ethnic survey.
8. Exam admission badges will be mailed to all preliminarily approved applicants approximately two weeks prior to the bar exam using the most recent address on file. Approximately four weeks prior to the exam a detailed and updated Exam Schedule and Instructions will be posted to the Board's website at: <http://coloradosupremecourt.com/BLE/ExamInfo.asp>
9. Provided you are determined eligible to sit for the exam, a background investigation will be initiated. You may or may not be contacted for additional information relative to the character and fitness investigation; the timing of which may occur at any phase of the application process. Should you receive such an inquiry; your prompt written response is required.
10. **Seat change requests for computer/writing** must be made in writing **no later than** the date determined for each respective exam and posted under "Seat Change Requests" on the Board's website at: <http://coloradosupremecourt.com/BLE/ExamInfo.asp> .

V. **MBE SCORE TRANSFER REQUESTS.** Requests for transfer of MBE scores must be processed through the National Conference of Bar Examiners if the exam was taken in the most recent 7 years from the date of the request. Please visit their website at www.ncbex.org for instructions and forms.

Candidates intending to sit for concurrent bar exams in two separate jurisdictions must sit for both days of the Colorado Bar Exam. If the secondary jurisdiction will be using the candidate's Colorado MBE scores to determine the bar results in the secondary jurisdiction; the applicant must submit a written request for transfer of MBE Scores to the National Conference of Bar Examiners at the address listed in the preceding paragraph. **Do not submit your request to the Colorado Board of Law Examiners.** Transfer requests may be submitted to the Conference anytime following administration of the MBE; however, the transfer will not be processed **until the date on which Colorado officially announces the results of that exam.** *Colorado does not accept the transfer of MBE scores from other jurisdictions.*

W. **MULTISTATE PROFESSIONAL RESPONSIBILITY EXAMINATION (MPRE).**
Rule 201.5(3), C. R.C.P.

1. All applicants are required to successfully complete the MPRE with a score of 85 scaled on an exam taken not more than two years prior to the date of acceptance of an application for admission to practice law in Colorado.
2. The MPRE need not have been taken prior to filing an application; however, the MPRE must be successfully completed prior to admission to the bar. (*See Rule 201.14 C.R.C.P. regarding time constraints for taking the Oath of Admission.*)

3. Information about the MultiState Professional Responsibility Exam (MPRE), registration and transfer of scores may be found by visiting the NCBE website at: <http://www.ncbex.org/multistate-tests/mpre/scores/services0/>
4. MPRE scores are deemed valid only if transferred to this Board directly from the MPRE testing authority.

X. GENERAL INFORMATION CONCERNING THE BAR EXAMINATION

1. Multistate Bar Exam (**MBE**), Multistate Essay Exam (**MEE**) and Multistate Performance Test (**MPT**) information may be obtained by visiting the National Conference of Bar Examiners website at: www.ncbex.org
 2. **EXAM ADMISSION BADGES** are required for entry to the test facility. Badges will be mailed approximately three weeks prior to the exam. Badges will not be available the day of the exam at the door. If you have not received your admission badges within a week preceding the exam, contact your staff representative to determine the delay.
 3. **PHOTO IDENTIFICATION**, currently dated, is also required during each exam session.
 4. **COMPUTERS.** Registration and pre-installation of SofTest™ software onto your laptop computer is required to take the exam using a computer. Shortly after the last filing deadline has passed, you will receive an email with instructions for completing the computer registration process online at Examsoft.com/cobar. You must maintain an active email account in order to complete the registration process. ExamSoft World Wide, Inc. will communicate important notices regarding laptop registration, deadlines and updates via email. **It is extremely important that you notify the Board of Law Examiners immediately, in writing, should your email address change after you have filed your application.** The most recent Colorado Bar Exam version of SofTest must be installed on your laptop, even though you may have previously taken law school or state bar exams using ExamSoft products. System requirements and/or registration procedures may have also been modified since your last experience. Please refer to www.examsoft.com/barfaq and www.examsoft.com/cobar for minimum system requirements and other important information.
 - a. The Board of Law Examiners assumes no responsibility for power or equipment failure. In the event of such a failure, be prepared to continue the exam by writing.
 - b. Requests for changes in seating relative to computer registration must be made no later than the deadlines stated in the “Computer Information Bulletin” posted on the Board’s website at: <http://coloradosupremecourt.com/BLE/ExamInfo.asp>
3. **RESTRICTION OF PERSONAL ITEMS**
 - a. Personal items, other than those necessary to take the exam, are prohibited from the testing area. Refer to the Board’s website at: <http://coloradosupremecourt.com/BLE/ExamInfo.asp> for detailed information regarding policies, procedures and restrictions. See the current Exam Schedules and Instructions.

- b. Use of specially designed chairs, footstools, podiums or other types of personal equipment are restricted. If such equipment is necessary for the purpose of relieving some physical disability or impairment, a complete Petition for Test Accommodations must accompany your application and be filed no later than December 31 for the February exam or May 31 for the July exam. (See Section E, Petition for Test Accommodations for more instructions.)

Y. MANDATORY CONTINUING LEGAL EDUCATION REQUIREMENTS (CLE).

1. In accordance with Rule 260, C.R.C.P. Colorado is a mandatory CLE state. All actively registered Colorado attorneys must complete 45 general and 7 ethics CLE credits every three years.
2. In accordance with Rule 201.14(3) C.R.C.P., prior to taking the oath of admission, all bar exam applicants must attend a six-hour course on professionalism jointly sponsored by the Colorado Bar Association and the office of Attorney Regulation Counsel. Upon successful completion of the Colorado Bar Exam, six units of general CLE credit will apply toward the first three-year compliance period. *(See Rule 201.14 C.R.C.P. for details regarding time constraints for taking the oath of admission and expiration of bar exam results.)*

COLORADO BAR EXAM COVER PAGE – WEB VERSION

Complete and submit this form with full application fee no later than the applicable filing deadline.

APPLICANT NAME: _____
(Type or Print Legibly)

Telephone Number: _____ Email address: _____

Herewith filed is my application for the Colorado Bar Exam scheduled for FEBRUARY _____ JULY _____
(Year) (Year)

EXAM SEATING

1. I am RIGHTHANDED LEFTHANDED

2. I wish to complete the Essay/PT portion by WRITING COMPUTER (\$100 fee)*

*Add \$100 to applicable filing fee. Mandatory SofTest™ software installation and laptop registration must be completed by applicable deadlines. Computer notices and updates will be communication via email. Instructions and deadlines for software installation and registration are posted under “Computer Information Bulletin” at: <http://coloradosupremecourt.com/BLE/ExamInfo.asp>

TEST ACCOMMODATIONS

3. I have a DISABILITY for which I am requesting special test accommodations. Yes No

Test accommodations will not be granted to those who fail to file a Petition for Test Accommodations. (See Test Accommodation Forms at www.coloradosupremecourt.us/BLE/Application/AppForms.htm)

MULTISTATE PROFESSIONAL RESPONSIBILITY EXAM (MPRE) REQUIREMENT

4. Have you taken the MPRE within the last two years? Yes No
If YES, indicate: Date of exam _____ Scaled Score _____

c. Have you requested the transfer of your MPRE scores to Colorado? Yes No
(See MPRE section of Instructions for Filing an Application to Take the Colorado Bar Exam for MPRE requirements.)

EDUCATIONAL QUALIFICATIONS

5. Full name and location of the law school from which you received your first professional law degree* (JD or LLB)

Law School Name: _____

City: _____ State: _____

*Non-ABA law school graduates are subject to additional requirements of Rule 201.5, C.R.C.P.

PREVIOUS COLORADO APPLICATIONS

6. Prior to this application, have you ever filed an application for admission to practice law in Colorado?
No Yes If Yes, indicate Date (approximate) of application. _____

FOR OFFICE USE ONLY (Web Version)

DATE RECEIVED

APPLICATION NUMBER _____

Check No _____

POSTMARK _____ WALK-IN _____

Amount Paid _____ Late Fee ___Y ___N

ETHNIC SURVEY

The Colorado Board of Law Examiners is gathering ethnic and gender data to determine the impact of the bar exam on various groups of persons. Below is a questionnaire that seeks very basic information. This information will be treated in a confidential manner and will be used only for research purposes. The questionnaire and its answer will be separated during the initial processing of the application and will not be associated with an applicant's file or examination answers during grading of the exam. Individuals will not be identified by name and the Board will not retain this information as part of the application. This survey must be returned with your application. Thank you for answering the questions posted below.

1. What is your gender?

Male ___ **Female** ___ **Other (Please specify):** _____

2. Which one of the following racial or ethnic groups best describes you?
(Mark one choice only.)

_____ **Native American or Alaskan Native** (*Descended from any of the original people of North America.*)

_____ **Filipino**

_____ **Pacific Islander** (*Melanesian, Micronesian, Polynesian*)

_____ **Origins in Indian sub-continent** (*Pakistan, India, Bengal, etc.*)

_____ **Asian** (*Includes Chinese, Japanese, Korean and the peoples of Malaysia and Southeast Asia.*)

_____ **Hispanic** (*Mexican, Puerto Rican, Cuban, Central or South American, Spanish, but not Portuguese.*)

_____ **African-American** (*Excludes persons of Hispanic origin.*)

_____ **Caucasian** (*Includes persons having origins in any of the original peoples of Europe, Russia, North Africa and the Middle East – and generally corresponds to those persons not classified into one of the 7 specific minority categories.*)

_____ **Other**

(*Web Version*)

FOR OFFICE USE ONLY

APPLICATION NUMBER

EXPLANATION PAGE

APPLICANT NAME: _____ **APPLICATION NO:** _____

Leave the application number blank if you have not yet filed an application. One will be assigned to you when your application is processed.

Instructions: Use this page if you answered affirmatively (*checked Yes*) to any of Questions 23 through 43, or any other question calling for a detailed explanation. Include all information such as dates, a narrative description of events before, during and after each matter, incident or issue described below.

Note: If the same explanation applies to more than one question provide only one explanation page indicating all questions to which the explanation applies.

Indicate the **Question Number** _____ to which this explanation applies. My full explanation for this question is stated below in detail and is hereby incorporated into my application for admission.

Signature: _____ **Date:** _____

STATE OF COLORADO SUPREME COURT
BOARD OF LAW EXAMINERS
1560 Broadway Street, Suite 1820
Denver, Colorado 80202

CERTIFICATE OF LAW SCHOOL GRADUATION

Application for Admission to the Bar of _____

(Student's Full Name)

I hereby certify that

A. The applicant named above studied law at : _____

(School Name)

B. Applicant completed all requirements for _____ on _____

(Degree type)

(Date completed)

C. Applicant received said degree on _____

(Date conferred)

D. Applicant's record **does not reflect adversely on his/her fitness to practice law;** and during his/her attendance at this law school, he/she has not been subject to any disciplinary action, except:

E. Said law school **WAS ACCREDITED BY THE AMERICAN BAR ASSOCIATION** on or before the date on which applicant received said degree; and

F. At said law school I hold the title of _____

Certified by: _____

(Print name)

Signature: _____

(Original Signature Required)

Date of Certification: _____

(SCHOOL OR NOTARY SEAL)

DO NOT EXECUTE THIS CERTIFICATE UNTIL AFTER the student's degree has been conferred. If school has no official seal, a notary execution must reflect the official and verified status of this certificate.

***** SECTION IV *****
RECORD OF CIVIL ACTIONS

If you answered "Yes" to Question 41, duplicate this blank page and complete the information requested below for each civil action in which you have been named as either a defendant or plaintiff.

Applicant Name:

Applicant Number:

1. Complete Title of Action:
2. Court File Number:
3. Describe nature and circumstances of this proceeding:
4. Full name and address for each Plaintiff, Defendant and Attorney:
5. Name and address of court:
6. Trial date:
7. Final disposition ruling:
8. Was a judgment entered against you? If so, state the amount, whether satisfied and date of satisfaction. If unsatisfied, describe the reason and steps you are taking to comply with this court order.

NOTE: A SEPARATE RECORD OF CIVIL ACTIONS MUST BE COMPLETED FOR EACH CIVIL MATTER DISCLOSED .

**STATE OF COLORADO SUPREME COURT
BOARD OF LAW EXAMINERS
1560 Broadway, Suite 1820
Denver, Colorado 80202**

AMENDMENT TO APPLICATION FOR ADMISSION TO COLORADO

Report changes to your application within 30 days of occurrence using this form; continue on additional pages, if necessary. Use separate form for each question. Information must be typewritten, signed and dated.

Application Number: _____

Application Type (*check one*): **On Motion** _____ **Exam** _____

I, _____, understand my continuing obligation to report changes to my application, in writing, within 30 days of occurrence. For this reason, the following additional information is provided to amend the application currently pending with the Colorado Board of Law Examiners. This amendment applies to Question number _____ of my application questionnaire.

Applicant Signature: _____ **Date:** _____

THIS FORM MAY NOT BE USED FOR PURPOSES OF FILING FOR A NEW EXAMINATION DATE.

COLORADO SUPREME COURT BOARD OF LAW EXAMINERS

CHANGE OF ADDRESS FORM

If your mailing address changes, it must be reported in writing. A new notice of address change must be filed with the Board for each change in your mailing address (*even if a reported change is temporary and you are returning to a previous address*). Address changes will not be accepted by telephone, email or fax.

Important information will be mailed to the most recent address on file with this Board concerning your eligibility to sit for the bar exam, exam schedules and admission badges, character and fitness inquiries; as well as, your bar exam results. Don't miss these important mailings by failing to inform the Board of changes to your mailing address.

Use of this form to report address changes will help to ensure that such changes are appropriately noted and promptly recorded.

TO: Supreme Court Board of Law Examiners
1560 Broadway, Suite 1820
Denver, CO 80202

I am an applicant for the Colorado Bar Exam for *(check one)*

FEB _____
(year)

JUL _____
(year)

Please record my new mailing address effective on: _____

APPLICATION NO: _____ **SSN:** _____

NAME (print): _____

NEW ADDRESS: _____

(city) (state) (zip code)

NEW TELEPHONE: _____
(area code)

Signature: _____