

Preparing Your Bar Exam Application

Presented by

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The Bar Exam and Your Career

- ❑ You *must* take the Bar to practice law!
- ❑ If you are seeking post-graduate employment:
 - It is incredibly important to take the July Bar Exam.
 - Where you take the Bar matters. Meet with your Career Advisor if you need help to determine which Bar is right for you.
 - Get to know your jurisdiction NOW!

Uniform Bar Examination

- ❑ The “UBE” is composed of the MEE, MPT, MBE and is uniformly administered, graded and scored with portable results to other jurisdictions.
 - <https://www.ncbex.org/exams/ube/registration/>
- ❑ Individual jurisdictions still:
 - decide who may sit for their bar
 - make all character and fitness determinations
 - assess candidate knowledge of jurisdiction-specific content through a separate test, etc.

UBE Passing Scores



<https://www.ncbex.org/exams/ube/score-portability/minimum-scores/>

The MPRE

- ❑ The Multi-State Professional Responsibility Exam
 - Two-hour, sixty question multiple choice exam
 - <http://www.ncbex.org/exams/mpre/>
 - “Passing” scores vary from state to state

- ❑ 2022 Dates
 - November 14 or 15 (Registration deadline closed Sep 14, 2022)

- ❑ 2023 Dates
 - March 28 or 29 (Registration deadline Jan 26, 2023)
 - August 9 or 10 (Registration not yet open)
 - November 2 or 3 (Registration not yet open)
 - <https://www.ncbex.org/exams/mpre/registration/>

- ❑ Commercial Prep Courses
 - 1 day prep course
 - You must study to pass!

Bar Exam Applications

- ❑ Be sure to check your specific state rules & deadlines using the “Jurisdiction Information” drop down menu at:
 - <http://www.ncbex.org/>
 - Application deadlines for the July 2023 exam start as early as January!
 - Illinois’s first deadline for July Bar filing is February 15
 - New York July Bar Application filing deadline is April 30
 - California July Bar Application filing deadline is April 1
- ❑ All application/process questions should be directed to the state examiners.
- **Your Graduation Date is June 16, 2023!**

Dean's Certification Forms

- ❑ You must print, complete, and sign your Dean's Certification form (found with the rest of your bar exam application materials).
- ❑ These forms have a separate deadline from your Bar Application.
 - ❑ You can find jurisdiction specific information about the forms at <http://www.law.northwestern.edu/registrar/forms/bar/>
- ❑ You must submit your completed form to the Office of the Registrar after **April 3, 2023** and before **June 1, 2023**. You may send the completed form via email to law-registrar@law.northwestern.edu.
- ❑ **Do NOT** submit the Dean's form to the Dean's Office.
- ❑ We will process and submit the form on your behalf *after* your degree is conferred on June 16, 2023. Once your form has been processed and placed in the mail, you will receive a confirmation email along with the FedEx tracking number.

Dean's Certification (cont'd)

□ A note about deadlines:

- We are aware that some states (e.g. New York) require submission of the Dean's Certificate (or comparable form) on a date earlier than our degree conferral date. We regularly communicate with NYBOLE about our date for degree conferral, and they are aware that we will be sending in our students' forms immediately after we confer degrees on June 16, 2023.
- If you are planning to sit the exam in another state that requires submission prior to June 16, please be sure to email the info to law-registrar@law.northwestern.edu!!

Dean's Certification (cont'd)

□ California and Pennsylvania Bar Takers

- There is no Dean's Certification Form in the CA or PA bar exam application packet.
- Those examiners will send us a list of all applicants. We will confirm the students on the list were conferred degrees as part of our certification process in June.

□ New York Bar Takers

- The Certification of Attendance form is an auto-populated form that pulls data from your electronic bar exam application.
- Once you receive this form from the NYBOLE (likely sometime in early May), please review the auto-populated fields, make any necessary edits, and email a copy of the completed form to our office.
- For New York applicants, there is a Skills Competency Requirement. For JD students, we will certify Pathway 1 through a form completed by the Registrar's Office. LLM students will need to use Pathway 4 or 5 which is not certified by the Law School. More information here:
<http://www.nycourts.gov/ctapps/news/skills.pdf>

Transcripts & Other Services

□ Transcripts

- Some states require a transcript as part of your application.
- You must order and pay for your official transcript online through CAESAR. Mark “hold for degree” to insure that you receive the final transcript required by the Bars.
- We will produce the transcript after degree conferral and submit it on your behalf.

□ Letter confirming attendance &/or graduation

- Some states require a letter confirming graduation.
- You can request this letter through CAESAR.
 - Academic Records > Enrollment Verification > Request Institution to Mail

□ Notary Public

- Note some jurisdictions may require notarization of part of your application.

Character and Fitness

- ❑ Give yourself PLENTY of time to complete this portion of the application.
 - You may need information about where you have lived, where you have worked and for whom you worked at any point during your life.
 - You may need references.
 - You may need disciplinary and/or law enforcement records.
 - You will need your driving record
- ❑ Remember that Character & Fitness is as much about honesty as it is about past acts; be sure to disclose all relevant information.
- ❑ A big concern for the examiners is patterns of behavior that aren't age-appropriate. Make sure to be reflective, contrite, accept responsibility, and share what steps you've taken to change problematic behavior.
- ❑ If you have questions about this portion of the bar exam application, please contact Dean Susie Spies Roth in Student Services.

Accommodations!

- ❑ If you need accommodations on the MPRE or the bar exam due to a disabling condition, you must go through a process within the jurisdiction to be eligible
- ❑ AccessibleNU manages these requests...you can reach out to your ANU advisor (if you're already working with them) or visit their website at <https://www.northwestern.edu/accessiblenu>

Bar Exam Prep Resources

❑ Commercial Prep Courses

- BAR/BRI: www.barbri.com
- PMBR: www.pnbr.com (MBE only!)
- Kaplan Bar Review: <https://www.kaptest.com/bar-exam>
- JD Advising: www.jdadvising.com
- Helix Bar Review: www.helixbarreview.org

❑ Additional resources vary by jurisdiction

- MLER: www.mler.org
- Themis Bar Review: www.themisbar.com

Contact Information

- ❑ ncbex.org (for resources about dates and requirements in your jurisdiction)

- ❑ www.lsac.org (login for a copy of your law school application, including any disclosures you made)

- ❑ **Office of the Registrar**
 - ❑ Via Email Mon – Fri, 9am – 4:30pm:
law-registrar@law.northwestern.edu

 - ❑ Via Zoom Wed 10pm – 2pm and Fri 10am – 2pm:
<https://northwestern.zoom.us/j/96160400800>

- ❑ **Dean Susie Spies Roth**
 - ❑ susan-roth@law.northwestern.edu