



District of Columbia Court of Appeals  
Committee on Admissions  
430 E Street NW, Room 123  
Washington, DC 20001  
(202) 879-2710  
[www.dcappeals.gov](http://www.dcappeals.gov)

## **INSTRUCTIONS FOR COMPLETING THE JULY 2015 BAR EXAMINATION APPLICATION**

FILING DEADLINE: Monday, May 4, 2015, by 5:00 p.m.

LATE *and* FINAL DEADLINE: Tuesday, May 19, 2015, by 5:00 p.m.

The July 2015 District of Columbia Bar Examination will be administered on:

Tuesday, July 28, 2015 - MPT & MEE (essays) *and*  
Wednesday, July 29, 2015 - MBE (multiple-choice)

The typewritten application must be complete in every detail and accompanied by the required fees and supporting documents. Incomplete, handwritten, or double-sided applications will **not** be accepted for filing. Applications cannot be accepted after close of business on Tuesday, May 19, 2015 - see D.C. App. Rule 46 (b)(2)(iii).

If you mail the application, it must be received in the office of the Committee on Admissions ("Committee") at the address above on or before the fixed filing deadlines. The deadlines are fixed by court rule. A deficient application will be returned immediately. Receipt of exam applications will be acknowledged by mail or email in June. Please do not call or email to confirm receipt of your application.

ALL applicants must complete: (1) the D.C. Specific Forms; and (2) the electronic character and fitness application form supplied by the National Conference of Bar Examiners ("NCBE"). All applicants must file the original of these forms with the Committee at the address listed above. No prior version(s) of the application form will be accepted for filing. Again, hand-written applications will not be accepted - see Rule 46 (B)(2)(i).

If you have previously filed an application with the Committee and you completed that application using the NCBE's electronic application format, please follow the electronic application instructions for directions on how to transfer your data (e.g. residences, employment, education, etc.) to your current electronic application. Please be sure to carefully follow the NCBE's specific instructions in this regard.

**MAILING ADDRESS** (see page 1 of the NCBE application questionnaire): This is the address that the Committee will use for mailing the letter acknowledging receipt of your application, your exam admission ticket, and your exam results. If you have a change of address after your application has been filed, you must notify the Committee on Admissions directly by letter or e-mail ([coa@dcapeals.gov](mailto:coa@dcapeals.gov)).

**EXAMINATION FEES:** The fees must accompany your application and be in the form of **certified check, cashier's check, or money order**. (**DO NOT** submit cash, personal checks, or business/firm checks, as they cannot be accepted. Doing so may result in your application being rejected.) Also, your payment instruments must not have an expiration date of less than one (1) year.

**Submit separate certified checks, cashier's checks, or money orders** in the denominations specified below:

**\*\$ 100:** "Clerk, D.C. Court of Appeals" for filing the examination application.

**\$50:** "National Conference of Bar Examiners" for the MPT & MEE (essays).

**\$64:** "National Conference of Bar Examiners" for the MBE (multiple-choice).

**\*\*\$ - -** "National Conference of Bar Examiners" for the character report. (*see below*)

**\*If applicable:** Add an additional **\$200 certified check, cashier's check, or money order** payable to "Clerk, D.C. Court of Appeals" - for the late filing fee - see Rule 46(b)(2)(iii). You may tender one (1) payment for \$300 (\$100 filing fee + \$200 late fee).

**\*\* NCBE Character Report fee:** If you filed an application to take the February 2015 examination in D.C. **AND** paid the background investigation fee (i.e., NCBE's character report fee) with that application, you are not required to submit the background investigation fee with the July 2015 application. All other applicants must remit payment for the NCBE to conduct the background investigation/character report. Please refer to the fee schedule appearing on the NCBE's Request for Preparation of a Character Report form to determine the amount you will be required to submit. This form will appear after you have logged into the NCBE's online/electronic application. Questions about your eligibility for the NCBE's Character Reports must be directed to the NCBE at 608/280-8550.

Read the entire application packet before making any entries. In completing your application, care and attention to the following instructions may forego the possibilities of your application being returned for correction and you missing an applicable filing deadline. An application -- corrected and resubmitted -- is deemed filed as of the date it is accepted for processing by the Director of the Committee on Admissions; a deficient application will not be accepted at any time.

**ALL APPLICANTS** *must* provide the following items except where otherwise indicated.

## **I. BAR EXAM REGISTRATION QUESTIONNAIRE:**

You must answer Questions labeled A through E and your completed questionnaire must be submitted along with your completed application form.

**(A) MPRE** - This jurisdiction requires that you attain a minimum scaled score of 75 on the Multistate Professional Responsibility Examination (“MPRE”). If you have taken the District of Columbia bar examination within the past 25 months and filed a copy of your MPRE Score Report with a prior application, you do not need to provide an additional copy with this new application. If, however, you have *not*: (1) filed a copy of your MPRE score with a prior application; (2) previously filed an application to take the D.C. Bar exam; or (3) taken the MPRE, you have one year's time from the date of this examination's results to have your MPRE Score transferred. You cannot be admitted without having provided proof of an eligible MPRE score and it is the applicant's responsibility to submit the scores to the Committee. For instructions on how to request a transfer of your MPRE score please see <http://www.ncbex.org/multistate-tests/mpre/mpre-score-services/>.

**(B) ESSAY SCALED SCORE RELEASE FORM** - Execute this form only if you meet the requirements of Rule 46 (b)(8)(i)(B). Keep in mind that you must attain an MBE scaled score of at least 133 in order to be deemed successful in this examination.

**(C) TYPEWRITER** - Rule 46 (b)(8)(v) provides that you must supply your own *typewriter*. Rule 46 DOES NOT currently permit the use of computers or other electronic devices.

**(D) MBE SCALED SCORE TRANSFER** - Execute the bottom portion of the page titled “MBE Transfer Applicants Only” if you meet the requirements of Rule 46 (b)(8)(i)(A). If your MBE score has previously been transferred to, or attained in, this jurisdiction, and within the last 25 months you have: (1) taken the D.C. bar exam or; (2) filed an application to take the D.C. bar exam but did not sit (i.e., withdrew), you do not need to have your score transferred again.

**(E) TESTING ACCOMMODATIONS** – You must include *with* your application the fully executed Eligibility Questionnaire as well as all supporting documentation as described herein and in the Questionnaire -- current, original, and complete evidence of the disability itself from a qualified specialist; the specific impact of the disability on your ability to take the examination; the need for non-standard testing accommodation; previous accommodations requested, approved, or denied; and specific accommodation requested for this examination. Be sure to sign and date the last page of the Questionnaire. The Committee will determine what is appropriate on a case-by-case basis and where applicable, in consultation with outside experts. If an applicant submits adequate documentation from a qualified expert, the accommodation will be provided

unless, based upon the evaluation by the Committee's expert and any other documentation received by the Committee, the Committee determines otherwise; in which event, the applicant shall have an opportunity to review the expert's report relied upon. Notice of testing accommodations will be mailed with the admission ticket approximately ten days before the examination. Failure to comply with these instructions may result in the Committee's inability to fully evaluate your request for testing accommodations by the examination dates.

## II. LEGAL EDUCATION AND LAW DEGREE

### A. For a graduate of an ABA-approved Law School pursuant to Rule 46 (b)(3):

An applicant certified by the Dean as having successfully completed all requirements and eligible for graduation by the application late filing deadline (see Rule 46 (b)(3)), the Certificate A, or the modified Certificate A, is to be executed by the Dean or Registrar, affixed with school seal, and filed with your application. This form is absolutely essential to determine your eligibility to sit for the examination. The application must contain the **original** Certificate A, or the application will not be accepted for filing. Your transcript is not required. If the degree is conferred after the filing deadlines, the applicant must obtain another Certificate A confirming the award date of the degree to be filed prior to the examination. If you have taken the District of Columbia bar examination in the past year, you do not need to file another Certificate A with this application; however, you should provide an explanatory statement.

### B. For a graduate of a non-ABA-approved Law School pursuant to Rule 46 (b)(4):

**PLEASE READ CAREFULLY:** You must file with your application: (1) An executed Certificate A from the non-ABA-approved law school which awarded your law degree. [NOTE: It is permissible for the non-ABA-approved law school to amend the Certificate A form to accurately reflect its non-ABA status.]; (2) An executed Certificate A from the ABA-approved law school(s) in which you successfully completed your required 26 semester hours of study in the tested subjects (see Rule 46 (b)(8)(iii)); and (3) an OFFICIAL TRANSCRIPT, from the ABA-approved law school(s), containing the course titles, semester/credit hour values, and grades as well as a copy of the law school's course description for each such course. Items numbered (1), (2) and (3) MUST accompany your application at the time it is filed in the Committee's office as they are absolutely essential in determining your eligibility to sit for the examination. An application will not be accepted nor deemed filed if any one of these items is missing. If your eligibility to sit for the District of Columbia bar examination has already been determined and you have taken the DC bar exam within the last 25 months, you do not need to file another Certificate A or transcript(s) with this new application. If your eligibility has not been previously determined, you are strongly encouraged to file your application well in advance of the fixed filing deadlines.

**III. PRIOR APPLICATIONS FOR ADMISSION** - Question 6: Include with your application an original, current Certificate of Good Standing no more than sixty (60) days old, from the highest state court of each jurisdiction of which you are a member.

**IV. APPLICATION FORM (NCBE QUESTIONNAIRE)** - Each applicant must file with the Committee on Admissions the original of these forms. Also, pursuant to court rule, the application must be typewritten. Where a YES or NO answer is required, you may click on the appropriate box to record your response. Answer all the questions to the best of your ability and comply with the instructions contained in the application. If not applicable, indicate N/A.

- \* QUESTION 7 B- Employment/non-employment. Account for the entire time period (no gaps) since age 21.
- \* QUESTIONS 21 and 22 B- Include, either as an adult or a juvenile, any violation of any law.
- \* QUESTIONS 23 and 24 B- If you answered yes to either of these questions, you must submit along with your application a current (dated within the past 60 days) credit report from one of the three major credit reporting agencies.

**V. ATTESTATION PAGE & AUTHORIZATION AND RELEASE FORMS:** Sign where indicated and have all forms **NOTARIZED with a current date** within five (5) days of the date on which you submit or resubmit the application. You must submit 3 original and notarized Authorization and Release Forms.

Before you file your application with the Director of the Committee on Admissions, review your responses to ensure that you have answered all questions and have included the required and applicable documentation, notarized pages, and the fees. Again, note that the examination admission ticket will be sent via first-class mail approximately ten days before the examination to the mailing address you have provided. If you have a change of address after your application has been filed, you must notify the Committee on Admissions directly by letter or e-mail. Failure to do so may result in your not receiving notification of the bar examination and/or results thereof. If you have a change in employment or other circumstances, you are under a continuing obligation to notify the Committee in writing. Your correspondence should include your five-digit examination identification number.

#### **USEFUL INFORMATION ABOUT THE EXAMINATION:**

Information booklets for each test component are available at [www.ncbex.org](http://www.ncbex.org). There are two three-hour sessions on Tuesday for the written examination. The first session consist of 2 Multistate Performance Tests (MPT) that are worth 45 raw points each. The second session consist of 6 Multistate Essay Examination questions (MEE), each

worth 15 raw points. The combined essay portion of the examination is worth 180 raw points. The multiple-choice MBE is administered on Wednesday in two three-hour sessions. The total raw essay score will be converted to a scaled score using the standard deviation method, based on the distribution of MBE scaled scores of the applicants taking the essay portion of the examination. An applicant, taking both the essay portion and the MBE portion of the bar examination, is required to achieve a combined scaled score of 266 (essay scaled score + MBE scaled score) to pass the examination. An applicant, who has achieved a scaled score of 133 or more on a prior DC essay or MBE examination and whose score transfer has been accepted by the Committee, is required to achieve a 133 scaled score on the portion of the examination being taken. See Rule 46 (b)(10).

**PLEASE NOTE:** An applicant who does not appear for the morning session of either the essays (Tues) or MBE (Wed) will NOT be allowed to participate in that afternoon's session.

**EXAMINATION DAY** - Except where otherwise noted, there is no dress code (however, applicants are prohibited from wearing jackets or sweaters with pockets, any apparel with hoods or hoodies of any kind). Plan to report by 8:30 AM; departure is expected by approximately 5:30 PM. You must bring a valid photo-ID to be admitted into the examination room; e.g., current valid driver's license, employment identification card or passport.

- **Items allowed in the examination rooms:**

Each examinee should bring their admission ticket letter, admission ticket and a small sealable clear plastic bag, maximum size one quart (0.946 liters), into the examination room. It must remain stored under your chair and may only be accessed with permission by and in the presence of a proctor or the Committee's staff. The sealable bag may contain only the following items: your admission ticket; valid ID; wallet; keys; car key fob (provided it does not feature a data port); hygiene/medical products; tissues; blue or black ink pens on Tuesday; and No. 2 lead pencils on Wednesday (mechanical pencils are NOT permitted).

- **Items prohibited from the examination rooms:**

The following items will not be permitted inside the examination rooms: cell phones, smart phones, text messaging devices, personal digital assistants, or any other electronic device, earplugs, earphones, headphones or headsets, watches of any kind, books, notes, briefcases, purses, backpacks, luggage, packages, alarm clocks, highlighters, correction fluid/tape, sticky tabs, hats and/or hoods (except religious apparel), food or beverages (unless pre-authorized for medical reasons), or such other items deemed by testing personnel as non-essential. If you do bring any prohibited items, you must leave them in your vehicle or place them in the designated area. Once the items have been placed in the designated area access to these items are strictly prohibited. The Committee on Admissions or its agents are not responsible for damage to, or theft of, your belongings.

Once seated in the examination room, you should not leave the room. Smoking, eating or drinking is not permitted at any time during the testing sessions (***unless an applicant has been granted a special accommodation***). If an emergency arises during the test, please notify the proctors immediately.

Examinees are not allowed to use cell phones or any other electronic devices in the testing room or during the testing sessions. Using such items while in the testing room or during a testing session is strictly prohibited. If the Committee's staff or proctors observe you using or attempting to use any prohibited item during the testing sessions, or if a prohibited item is brought into the testing room and makes any noise, the item(s) will be immediately confiscated for a period of time to be determined by the Committee.



<b>NCBE Paid:</b> \$90 \$200 \$315 \$450 \$350 \$825 <b>N/A Paid:</b> ____/____ exam.	<b>LS</b> _____ <b>Future:</b> Cert A Transcript <b>26 sh:</b> FN _____ US _____ <b>Status:</b> F R (times) _____ <b>MPRE</b> _____ <b>EO EO (typ) TYP MO BOTH TA D</b>
---	--

-----  
 DO NOT write above this line. For Office use ONLY.

## BAR EXAM REGISTRATION QUESTIONNAIRE: July 2015

Name: First Middle Last (type or print clearly)	*Have you previously filed an application for the D.C. bar examination?	
_____	Yes	M/Yr of most recent exam
Signature	No	
Date		

**A.** Have you attained a scaled score of 75 or more on the Multistate Professional Responsibility Exam?

**YES.** Attached is a copy of my MPRE score, or I will provide it at a later date  
**NO.** I plan to sit for the MPRE.

**B.** Do you plan to take the written examination on Tuesday?

**YES.** Attached is the **\$50** fee, payable to "National Conference of Bar Examiners," for the MEE & MPT. **Certified check, cashier's check or money order ONLY.**  
**NO.** Attached is my ESSAY SCALED SCORE RELEASE FORM.

**C.** Do you plan to use a typewriter for the essay examination? [See item "(C)" on page 3 of these instructions.]

**YES** or **NO**

**D.** Do you plan to take the Multistate Bar Examination on Wednesday?

**YES.** Attached is the **\$64** fee, payable to "National Conference of Bar Examiners," for the MBE. **Certified check, cashier's check or money order ONLY.**  
**NO.** Attached is my MBE TRANSFER page.

**E.** Are you filing a request for testing accommodations for taking the bar examination?

**YES** or **NO**

If YES to item E, attach the Testing Accommodations Eligibility Questionnaire and all relevant documentation necessary for the Committee's evaluation of your situation. Carefully follow the instructions accompanying this application.

**THIS EXECUTED PAGE MUST BE SUBMITTED WITH YOUR APPLICATION**

**DISTRICT OF COLUMBIA COURT OF APPEALS  
COMMITTEE ON ADMISSIONS**

Application of \_\_\_\_\_

\_\_\_\_\_ *for the District of Columbia Bar Examination*

**CERTIFICATE A**

I, \_\_\_\_\_, of \_\_\_\_\_ which  
*Registrar/Dean* *Law School*

was approved by the American Bar Association on \_\_\_\_\_, certify  
*Date*

that the above-named student entered this school as a student of law on  
\_\_\_\_\_ and continued as a student until \_\_\_\_\_, having  
*Date* *Date*

successfully completed \_\_\_\_\_ semester or term hours of study.

During this period, the student took the courses prescribed for the  
degree of \_\_\_\_\_ and on \_\_\_\_\_, having met the scholarship  
*Date*

requirements, was awarded the degree. The student's record \_\_\_\_ DOES or  
\_\_\_\_ DOES NOT reflect any Honor Code violations or disciplinary matters; if it  
does reflect a matter which should be brought to the attention of the  
Committee on Admissions, please explain fully.

\_\_\_\_\_  
*Today's Date*

\_\_\_\_\_  
*Registrar/Dean's Signature*  
*(in blue ink)*

*Seal:*

*Note: To assist a law student's meeting the application filing deadline, the Dean may MODIFY this form to reflect that the student has successfully completed/is expected to successfully complete all requirements for graduation and is/will be eligible for graduation (by the application late filing deadline) to be awarded the degree on the scheduled date.*

**THIS ORIGINAL, SIGNED FORM MUST ACCOMPANY THE APPLICATION  
PHOTOCOPIED/FAXED COPIES OF THE SIGNED FORM WILL NOT BE ACCEPTED**



**DISTRICT OF COLUMBIA COURT OF APPEALS  
COMMITTEE ON ADMISSIONS**

**ESSAY SCALED SCORE RELEASE FORM**

I, \_\_\_\_\_, hereby authorize the Committee on  
*(Name as it appears on application)*  
Admissions of the District of Columbia Court of Appeals to substitute the essay scaled  
score I attained in the District of Columbia Bar Examination administered in \_\_\_\_\_  
*(m/yy)*  
in lieu of sitting for the essay section of this examination.

*Today's Date*

*Signature of Applicant*

---

(FOR OFFICE USE ONLY)

**CERTIFICATION OF SCORE**

The above-named applicant, No. \_\_\_\_\_, attained an essay scaled score of \_\_\_\_\_  
in the D.C. bar examination administered in \_\_\_\_\_.

*Today's Date*

*Signature of Certifying Official*



## MBE TRANSFER APPLICANTS *ONLY*

See D.C. App. Rule 46 (b)(8)(i)(A)

You must submit a request for transfer directly to the jurisdiction wherein you sat for the MBE you wish to transfer or, where applicable, the National Conference of Bar Examiners (“NCBE”). *If* your score has previously been transferred to, or attained in, this jurisdiction you do not need to have your score transferred again provided that within the last 25 months you have: (1) taken the D.C. bar exam or; (2) filed an application to take the D.C. bar exam but subsequently withdrew.

NCBE is authorized to perform MBE score services for only *some* jurisdictions. Before submitting a transfer request, carefully review all of the information on the NCBE’s “MBE Score Services” page at [www.ncbex.org/multistate-tests/mbe/mbe-score-services/](http://www.ncbex.org/multistate-tests/mbe/mbe-score-services/) to ensure jurisdiction authorization for the service you are requesting. Since rules and policies of jurisdictions change, you are strongly advised to consult the jurisdiction directly for the most accurate and current information. Contact information for **ALL** jurisdictions can be found on the NCBE’s “Bar Admission Services” page at [www.ncbex.org/bar-admissions/](http://www.ncbex.org/bar-admissions/). In all instances, the MBE score report/letter/verification etc. must arrive to the Committee’s office directly from the testing jurisdiction or NCBE as the case may be. The Committee’s address is: Committee on Admissions, MBE Score Transfer, 430 E Street NW, Room 123, Washington, D.C. 20001.

### ***PLEASE NOTE:***

- ▶ An MBE score will not be accepted if submitted from an applicant.
- ▶ An applicant whose MBE score has not been received in advance of the first day of the exam administration will not be permitted to sit for the exam.
- ▶ A minimum scaled score of 133 on the MBE is required.
- ▶ An MBE score is valid for 25 months from the date of the exam on which it was taken.

***Complete the following and include this page with your completed application materials.***

I hereby certify that (please check one box):

I have requested my \_\_\_\_\_ (m/yy) MBE score to be transferred from my testing jurisdiction, or the NCBE, directly to the Committee on Admissions; *or*

My \_\_\_\_\_ (m/yy) MBE score has previously been transferred to the Committee on Admissions and I have filed an application to take the D.C. Bar exam within the last 25 months; *or*

I attained an eligible scaled score on the \_\_\_\_\_ (m/yy) MBE taken as part of the D.C. bar exam and that I have filed an application to take the D.C. Bar exam within the last 25 months.

\_\_\_\_\_  
Full Name (type or print clearly)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ELIGIBILITY QUESTIONNAIRE  
BAR EXAMINATION TESTING ACCOMMODATIONS**

Please fill out each item as completely as possible to assist the Committee on Admissions in considering/evaluating your situation.

**I. Disability Status (check all that apply)**

A. Are you:

- deaf?                       hard of hearing?  
 blind?                       visually impaired?  
 other (describe) \_\_\_\_\_

B. Do you have a:

- physical disability?  
Please explain \_\_\_\_\_  
 specific learning disability?  
Please explain \_\_\_\_\_  
 psychological disability?  
Please explain \_\_\_\_\_

C. How long have you had your disability?      Since (date) \_\_\_\_\_

- 1 year    2 years    3 years    4 years    5 years or more  
 Most of my life

*You are required to provide the original current documentation from a doctor, psychologist, psychiatrist or other appropriate professionals certifying your disability. Current documentation is in the nature of a psychological evaluation/assessment, timed reading/writing testing results (including all testing data), medical diagnosis/prognosis, or other supporting records. Certification from a specialist(s) should include the specialist's qualifications and information identifying license authority (ID number, entity, jurisdiction, etc.), a description of the disability including date of onset, methodology for diagnosis, and the date(s) of testing and results/interpretations. The certification(s) **MUST detail the specific impact(s) of such disability on your ability to take the examination, your need for accommodations, and the specific recommendations concerning the accommodations requested for the bar examination.***

**II. Past Accommodations Made for Your Disability**

A. In high school:

- Were you in a special school or program?       Yes    No  
Did you get non-standard accommodations for classroom tests?       Yes    No  
Did you generally get extra time for tests?       Yes    No  
If yes, how much extra time? \_\_\_\_\_

B. Did you have accommodations for taking the SAT or ACT examinations for admission to college?       Yes    No

C. In college:

- Did you use disabled student services?       Yes    No  
Did you get testing accommodations?       Yes    No  
Did you generally get extra time for exams?       Yes    No

If yes, how much extra time? \_\_\_\_\_

D. Did you have testing accommodations for the LSAT? \_\_\_ Yes \_\_\_ No

If yes, what accommodations? (Check all that apply)

Formats:

\_\_\_ Braille                      \_\_\_ Tape                      \_\_\_ Large type

Help:

\_\_\_ Reader                      \_\_\_ Recorder \_\_\_ Dictating machine

\_\_\_ Extra breaks/rest periods

\_\_\_ Extra testing time - how much extra time? \_\_\_\_\_

\_\_\_ Other

Please explain \_\_\_\_\_

E. In law school: ***(Identify each school and include with this application supporting documentation as identified below.)\****

Did you use disabled student services?                      \_\_\_ Yes \_\_\_ No

Did you get other testing accommodations?                      \_\_\_ Yes \_\_\_ No

If yes, explain \_\_\_\_\_

\_\_\_\_\_

Did you generally get extra time for exams?                      \_\_\_ Yes \_\_\_ No

If yes, how much extra time? \_\_\_\_\_

F. On other Bar Examinations: ***(Identify each jurisdiction and include with this application supporting documentation as identified below.)\****

Did you **request** non-standard accommodations?                      \_\_\_ Yes \_\_\_ No

If yes, what did you request?

Explain \_\_\_\_\_

\_\_\_\_\_

Did you **receive** non-standard testing accommodations?                      \_\_\_ Yes \_\_\_ No

If no, why not? If yes, what were the accommodations?

Explain \_\_\_\_\_

\_\_\_\_\_

***\* Include current, original documentation from the Dean or Registrar of your law school and all national or state testing agencies detailing all non-standard accommodations granted/denied.***

III. Accommodations Requested for the District of Columbia Bar Examination.

(Check all that apply)

Formats:

\_\_\_\_ Braille    \_\_\_\_ Audio CD    \_\_\_\_ Large Font

Assistance:

\_\_\_\_ Reader    \_\_\_\_ Recorder/dictating machine    \_\_\_\_ Typewriter

\_\_\_\_ Extra testing time. How much testing time per three-hour session?

a) Essay portion: \_\_\_\_\_

\_\_\_\_\_

b) Multiple choice portion: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_ Other. Please explain \_\_\_\_\_

\_\_\_\_\_

IV. I certify the above statements to be true.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\* This Eligibility Questionnaire and all supporting documentation must be submitted with your application by the application filing deadlines.**

# DISTRICT OF COLUMBIA COURT OF APPEALS

## **Rule 46. Admission to the Bar.**

(as amended 3/1/2007)

**(a) Committee on Admissions.** The court shall appoint a standing committee known as the Committee on Admissions (hereafter the Committee) consisting of seven members of the Bar of this court, one of whom shall serve as counsel to the Committee. Each appointment shall be for a term of three years. In case of a vacancy caused by death, resignation or otherwise, a successor appointed shall serve the unexpired term of the predecessor member. When a member holds over after the expiration of the term for which that member was appointed, the time served after the expiration of that term shall be part of a new term. No member shall be appointed to serve longer than two consecutive regular three-year terms, unless an exception is made by the court.

Subject to the approval of the court, the Committee shall adopt such rules and regulations as it deems necessary to implement the provisions of this rule. The members of the Committee shall receive such compensation and necessary expenses as the court may approve.

### **(b) Admission by Examination.**

**(1) Number and Dates of Examination.** Examinations for admission to the Bar shall be held on two successive days in February and July of each year in Washington, D.C., at a place and on the dates designated by the Committee. The Committee may extend the days for examination for an applicant upon good cause having been demonstrated to the Committee pursuant to a request for testing accommodations.

#### **(2) Time to Apply and Fees.**

**(i)** An application to take the bar examination shall be typewritten and submitted on a form approved by the Committee and filed with the Director of Admissions (hereafter Director) not later than December 15 for the February examination and May 3 for the July examination unless, for exceptional cause shown, the time is extended by the Committee. The contents of the application to take the examination shall be confidential except upon order of the court.

**(ii)** The application shall be accompanied by (1) a certified check, cashier's check, or money order in the amount of \$100, which shall be non-refundable, made payable to the Clerk, D.C. Court of Appeals, together with (2) the applicable certified checks, cashier's checks, or money orders made payable to the National Conference of Bar Examiners, the purposes and amount of which shall be specified on the application form.

**(iii)** Late applications may be filed within 15 days from the closing dates specified in subparagraph (i) and must be accompanied by an additional, non-refundable certified check, cashier's check, or money order in the amount of \$200 made payable to the Clerk, D.C. Court of Appeals.

#### **(3) Proof of Legal Education in a Law School Approved by the American Bar Association.**

An applicant who has graduated from a law school that at the time of graduation was approved by the American Bar Association or who is certified by the dean of such law school as being eligible for graduation shall be permitted to take the bar examination. Under no circumstances shall such an applicant be admitted to the Bar without first having submitted to the Director a certificate that the applicant has graduated from an approved law school with a J.D. or LL.B. degree.

**(4) Law Study in Law School Not Approved by the ABA.** An applicant who graduated from a law school not approved by the American Bar Association shall be permitted to take the bar examination only after successfully completing at least 26 semester hours of study in the subjects tested in the bar examination in a law school that at the time of such study was approved by the American Bar Association. All such 26 semester hours shall be earned in courses of study, each of which is substantially concentrated on a single tested subject.

**(5) Multistate Professional Responsibility Examination.** An applicant for admission by examination shall not be admitted to the Bar unless that applicant has also taken an examination on the Code of Professional Responsibility given under the auspices of the Multistate Bar Examination Committee of the National Conference of Bar Examiners and received thereon a minimum grade as determined by the Committee on Admissions. Arrangements to take said examination, including the payment of any fees therefor, shall be made directly with the Multistate Bar Examination Committee of the National Conference of Bar Examiners. The score received on the Multistate Professional Responsibility Examination (MPRE) shall not be used in connection with the scoring of the bar examination. There shall be no limit to the number of times an applicant may take the MPRE.

**(6) Examination of Applications.** The Director shall examine each application to determine the applicant's eligibility and to verify the completeness of the application. If eligibility is not demonstrated, the applicant shall be permitted to furnish additional information. If the application is not complete, either it shall be returned to the applicant for completion or the needed information shall be requested by letter.

**(7) Examination Identification Number.** The Director shall assign an examination number to each accepted applicant. Each applicant shall be notified by the Director of the applicant's examination number and shall be furnished an admission card and a list of instructions. Further disclosure of the examination number of any applicant is prohibited.

**(8) General Considerations Regarding the Examination.**

**(i)** Applicants shall be examined on both the essay and the Multistate Bar Examination (MBE) sections at the examination site designated by the Committee.

**(A)** An applicant may request the Committee to accept a prior MBE administration provided that:

1. The prior MBE scaled score is not less than 133;
2. The subjects of the prior MBE are identical to those comprising the present MBE section; and
3. The prior administration was within 25 months of the present administration.

**(B)** An applicant may request the Committee to accept a prior essay administration in the District of Columbia provided that:

1. The prior essay scaled score is not less than 133; and
2. The prior administration was within 25 months of the present administration.

**(ii)** Any prior section administration accepted pursuant to this rule shall be valued as set forth in (b)(10)(ii) below. An applicant requesting acceptance of a prior section administration shall submit with the application to sit for the bar examination either a duly executed MBE score and release form or an essay scaled score release form.

**(iii)** The bar examination may cover the following subjects: administrative law, contracts, agency, Uniform Commercial Code, equity, business associations, conflicts of laws, evidence, torts, wills, trusts, administration of estates, family law, real and personal property, civil and criminal procedure, constitutional law, criminal law, legal ethics and tax law. In its discretion, the Committee may change the subjects.

**(iv)** Each day of the examination shall require six hours writing time unless modified by the Committee for an applicant pursuant to a request for testing accommodations. One day shall be devoted to essay

questions approved by the Committee; the other day shall be devoted to the MBE multiple-choice questions prepared by the National Conference of Bar Examiners.

(v) Examination booklets shall be furnished by the Committee. Typewriters furnished by the applicants may be used by prearrangement with the Director.

(vi) Except by permission of the Committee's representative, no applicant shall leave the examination room during the examination. Each applicant, upon leaving the examination room, shall turn in the examination booklets to the Committee's representative.

**(9) Computation of Essay Scaled Scores.** The essay scores on each examination shall be converted to scaled scores using the standard deviation method. The basis for this scaling shall be the distribution of MBE scaled scores of the applicants taking the essay portion of that examination.

**(10) Determining Pass/Fail Status.**

(i) An applicant taking the essay and MBE sections concurrently shall be successful if the sum of the applicant's essay and MBE scaled scores is 266 or greater (i.e., an average scaled score of 133 or greater).

(ii) Where a prior administration is accepted by the Committee under (b)(8)(ii) or (iii) above, an applicant shall be successful only if:

(A) Both the prior essay scaled score and the concurrent MBE scaled score are not less than 133; or

(B) Both the prior MBE scaled score and the concurrent essay scaled score are not less than 133, as the case may be.

For purposes of this subsection (ii) an applicant's passing status on a section will remain intact for 25 months from the date the section was administered even if the applicant fails the section on subsequent administrations.

(iii) Before notice and publication of the examination results, the Committee shall review the essay examination papers of all applicants who have attained an essay scaled score or a combined scaled score within five points below the passing grade.

**(11) Time of Notice and Publication of Results.** Applicants shall be notified in writing of the results of their examination. Successful applicants shall be notified in writing of the scaled score they attained in the MBE section of the examination. An alphabetical list of the successful applicants shall be published with the request that any information tending to affect the eligibility of an applicant on moral grounds be furnished to the Committee. The first publication shall be at least 30 days before the Committee reports to the court. A copy of this list shall be posted in the office of the Clerk for three weeks.

**(12) Post-examination Review.**

(i) The Director shall notify in writing each unsuccessful applicant of the applicant's score. The notification shall contain the applicant's score for each essay question, the scaled essay score, the MBE scaled score, and the combined score. Scores will not be rounded.

(ii) Each unsuccessful applicant may review the essay section of the examination by executing and returning the review request form to the Director within the time period specified by the Committee. The examiner's questions and comments thereto shall be made available to the unsuccessful applicant. A review of the MBE is not available. The Director shall advise the unsuccessful applicant of the date, time and place at which the essay papers may be reviewed. The review period shall not exceed three hours.

(iii) Within 10 days after review (excluding Saturdays, Sundays and legal holidays), the applicant may submit a petition for regrading setting forth the reasons in support of such petition. The petition shall be addressed to the appropriate examiner and delivered or mailed to the Director. The only identifying mark to be placed on the petition is the number assigned to the applicant for taking the examination, which number shall serve as identification. Any references to the applicant's combined score, economic status, social standing, employment, personal hardship, or other extraneous information is strictly prohibited. An applicant shall submit a separate petition to each examiner from whom the applicant seeks regrading. The petition for regrading shall be directed to the merits of the applicant's response to the examination questions.

(iv) Upon receipt of a petition for regrading, the Director shall forward to the appropriate examiner a file composed of the examiner's questions and comments with respect to such questions, the applicant's examination booklet, and the applicant's petition for regrading.

(v) Unless otherwise extended by the Chairman, the examiner shall, within 15 days (excluding Saturdays, Sundays, and legal holidays), return to the Director the applicant's file together with the examiner's disposition of the petition. The Director shall notify the applicant of the final decision.

**(13) Destruction of the Essay Examination Papers.** Destruction of the essay examination papers may commence 30 days from the date of publication of the examination results; but destruction of the essay examination papers of an unsuccessful applicant who takes advantage of the post-examination review procedure shall be delayed for not less than 30 days after notification of the final decision on the applicant's petition for review.

**(14) Previous Failures.** Previous failures in a bar examination shall not disqualify an applicant from taking the examination.

**(15) Communication With Committee Members and Graders.** No applicant shall communicate with Committee members or graders concerning any applicant's performance in the examination.