

# **ADMISSION BY UNIFORM BAR EXAMINATION**

## **INSTRUCTIONS AND INFORMATION**

Thank you for your interest in applying for admission by Uniform Bar Examination (UBE). Before you begin completing the application forms, you have an obligation to read the Rules and Procedures Governing Admission to the Practice of Law and this document. Do not leave this to others; it is up to you to file a complete application (incomplete applications will NOT be accepted).

### **THE BASICS**

The basic requirements for admission by UBE are graduation with a J.D. from an ABA-approved law school. That you achieve a scaled score of 270 or higher on the UBE and that you can either transfer or obtain a scaled score of 85 or higher on the Multistate Professional Responsibility Examination (MPRE). The MPRE is administered in March, August and November of each year. For more information about dates and registration, visit [www.ncbex.org](http://www.ncbex.org). And be of good moral character and fitness to practice law as evidenced by the National Conference of Bar Examiners (NCBE) report and review by Character and Fitness Committee (Committee).

The deadline for filing a complete application for the July exam is April 15th, with the exception of the Dean's Certificate. The deadline for filing a complete application for the February exam is November 15th with the exception of the Dean's Certificate. See the section, "Under Separate Cover" for more information.

Your completed application must be filed by the Clerk of the Wyoming Supreme Court on or before the deadline. Incomplete applications or applications received after the deadline (regardless of postmark or if deadline falls on a weekend) will be returned to you. There is no late filing deadline. In the event that you are submitting your application close to the deadline, please use either Federal Express or UPS delivery. USPS mail, even next day delivery, may take a week or more to be delivered to the Court and could result in your application being received by the Clerk of Court after the deadline.

The Wyoming Bar Examination consists of the UBE as developed by the NCBE. The Multistate Essay Examination (MEE) and Multistate Performance Test (MPT) are administered on the Tuesday prior to the last Wednesday of February and July. The Multistate Bar Examination (MBE) is always administered on the last Wednesday of February and July. For more information about subjects tested on the UBE, please consult the NCBE website at [www.ncbex.org](http://www.ncbex.org).

It is strongly recommended that you begin the application process early in order to allow ample time to obtain the required documents. Certified copies of court documents and military discharge forms (DD-214) often require several weeks to arrive.

You will pay a non-refundable \$600 fee to the Wyoming Supreme Court at the time your application is submitted for filing. The Court will accept payment by personal check or money

order. Because of internal accounting, it may take several weeks before your check clears your bank; please ensure there will be adequate funds to process the check until it clears.

There is an additional non-refundable fee for the background investigation that is paid directly to the NCBE. The NCBE form may be completed online at [www.ncbex.org](http://www.ncbex.org). Make a copy of the complete application with any additional forms and/or attachments to include with your Wyoming Bar application.

There is also a non-refundable fee to ExamSoft if you choose to take the written portions of the exam on your laptop. For more information, please see “Can I use my laptop to take the exam?” below in “Questions and Additional Information.”

Veterans may be eligible for partial reimbursement of testing costs. Please visit the Department of Veterans Affairs GI Bill website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill) or call the VA's Regional Process Office for Educational Benefits at 1-888-442-4551 to determine eligibility.

All forms are accessible on the Wyoming Judicial Branch website at [www.courts.state.wy.us](http://www.courts.state.wy.us). You may also send a written request to have an application packet mailed to you. You will receive the same forms which are available online, with the exception of the NCBE forms, which must be completed through its online process.

## FINALIZING YOUR PETITION AND APPLICATION FOR ADMISSION

The following is a checklist of everything that must be included with your application. Submit single-sided copies of all documents. Copies printed on both sides will not be accepted. Do not send photocopies with these exceptions: You may submit a color photocopy of your driver's license and a photocopy of the NCBE Request for Preparation of a Character Report. Please make certain all items are included; otherwise, your application will be returned to you.

- ✓ Original Petition and Application for Admission to the Wyoming State Bar by Examination.
- ✓ A \$600.00 check or money order made payable to the Clerk of the Wyoming Supreme Court. This fee is separate from the fee paid to the NCBE.
- ✓ A copy of the National Conference of Bar Examiners Request for Preparation of a Character Report along with any supplemental forms and/or attachments.
- ✓ Color photocopy of your current driver's license or a passport-style photograph no smaller than 2" x 2".
- ✓ Original Wyoming Authorization and Release form.
- ✓ If you are admitted in another jurisdiction, you must submit an original certificate of good standing from the highest court of a State, Commonwealth, Territory or Possession, or of the District of Columbia for each jurisdiction in which you are or have been

admitted. Certificates must have been issued no more than 90 days before filing your application. Do not submit a Bar Association certificate in place of the court's certificate, your application will be returned.

## **OPTIONAL FORM**

A Request Form for Non-Standard Testing Accommodations is to be completed only if you are requesting nonstandard testing accommodations. This form must be complete and submitted with your application when filed with the Court. Incomplete or late applications for testing accommodations will be automatically rejected. If you are requesting testing accommodations, plan ahead as some sections of that application must be completed by others on your behalf and then included in your complete application when filed with the Supreme Court.

## **SEND YOUR COMPLETE APPLICATION TO:**

Clerk, Wyoming Supreme Court  
2301 Capitol Avenue  
Cheyenne, WY 82001

## **UNDER SEPARATE COVER:**

The Dean of your law school must certify that you have received a J.D. from an ABA-accredited law school. Certificates that appear to have been sent by an applicant will not be accepted. The original must be mailed directly to the Wyoming State Bar's Admissions Director from the Dean of your law school. Therefore, please do not provide a self-addressed envelope to your law school when requesting your Dean's Certificate.

## **YOUR UBE and MPRE SCORES**

A scaled score of 85 or higher is required on the MPRE. If you previously obtained a passing score, you must request a score transfer from the NCBE. If you have not taken or did not receive a scaled score of 85 on the MPRE, then you must sit for the MPRE and obtain a passing score before you may be recommended for admission. UBE and MPRE score transfers must be sent directly from the NCBE and cannot be accepted from the applicant. Official score report transfer requests and applications to sit for the MPRE are available on the NCBE website at [www.ncbex.org](http://www.ncbex.org).

## **ONCE YOUR APPLICATION HAS BEEN FILED**

When your application has been filed, you will receive a receipt from the Clerk's office. It is very important to use a mailing address where you regularly and reliably receive mail. Periodic e-mails will also be sent to the e-mail address on file for you.

Once your application is filed, you have a continuing obligation to notify the Director of Admissions at the Wyoming State Bar of any changes to your application. This includes, but is not limited to: any change in name, residence, business address, telephone number, e-mail address, employment, or attorney membership status in any other jurisdiction. You are also obligated to inform the Admissions Director of any denial of admission in another jurisdiction,

disciplinary action, involvement in any civil or criminal proceeding (including traffic violations), or the recurrence or development of any illness or condition which would have a bearing on your fitness to practice law. Report these changes on the Amendment to Application form (available at [www.courts.state.wy.us](http://www.courts.state.wy.us)), and submit it to the Wyoming State Bar. You may also be required to submit an amendment to the NCBE character report; that form is available at [www.ncbex.org](http://www.ncbex.org).

## **QUESTIONS AND ADDITIONAL INFORMATION**

### **I want my application to be filed, what are some common mistakes that prevent filing?**

Number one, by far, is the failure to submit a Certificate of Good Standing from your jurisdiction's highest court. Letters of Discipline from a State Bar are not substitutes. Photocopies cannot be accepted.

Submitting an incomplete NCBE Request for Preparation of a Character Report. A complete report will be all pages and any supplemental forms required by your responses are included along with any supporting documents.

Submitting photocopies of forms instead of the originals.

Not using the Checklist provided to assure a complete application is being submitted.

### **If I am applying for admission to another state, can I get a copy of my application?**

Yes; you may request a copy of your original application. If the state requires a certified copy of your application to Wyoming, it will be sent directly to the other admissions office. Please contact Cathy Duncil, Admissions Director, at (307) 432-2105 or by e-mail at [cduncil@wyomingbar.org](mailto:cduncil@wyomingbar.org).

### **Can I use my laptop to take the exam?**

Yes; examinees have the option to use their laptops for the written portion of the UBE. To do so, you will check the appropriate box on the Wyoming application. Approximately one month prior to the examination, you will receive an e-mail from the Wyoming State Bar with registration instructions.

Wyoming uses SofTest, a secure laptop testing application provided by ExamSoft. Laptops which meet the required technical specifications (see below) can be used with SofTest to take the essay portion of the Wyoming Bar Exam. There is a non-refundable fee of \$85, payable to ExamSoft for this option. You will pay the fee when you download the unique exam file. For more information, watch the videos available at ExamSoft (<http://learn.examsoft.com/demosfor-exam-taker-demo-videos>) or visit ExamSoft's Knowledge Base)

ExamSoft maintains current minimum system requirements on its website at <http://go.examsoft.com/barexamsystemrequirements>.

### **Where can I obtain Wyoming Uniform Bar Examination study materials?**

The Wyoming State Bar does not publish study guides, release previous exam questions, or endorse any commercially available study guides. However, the following sources may be helpful in preparing for the exam:

- Uniform Bar Exam study program may be obtained through BAR/BRI at [www.barbri.com/home.html](http://www.barbri.com/home.html).
- MEE, MPT, MBE and MPRE study guides, and online practice exams may be obtained from the NCBE at [www.ncbex.org/](http://www.ncbex.org/).

### **What if I sign up for the exam, but then find I need to postpone?**

The rules allow an applicant to register for two consecutive examinations without additional application fees. For example, if you first register to sit for the July 2017 examination, but fail the exam or fail to sit for the exam, you may register for the February 2018 examination without an additional fee. After that, you must reapply with the Wyoming application fee and supplemental NCBE application before you can sit for the bar examination. If you signed up to use a laptop and have already paid for SofTest, you will forfeit the fee paid to ExamSoft. The laptop fee is required for each bar exam.

### **When will I find out my exam results?**

When your file is complete, UBE and MPRE scores have been reported, then your application will be reviewed by the Committee and then by the Board. The Board and Committee then make their recommendations to the Wyoming Supreme Court, who will notify you of your results. The Board and Committee expect to make their recommendations to the Supreme Court approximately eight to ten weeks after the bar exam. If you have not done so, you should not delay taking or transferring the MPRE; this will delay your exam results from being released.

### **What if I have a history of substance abuse/dependency, a diagnosed mental or physical impairment, or have neglected my financial affairs?**

Applicants who are engaged in a sustained and effective course of treatment or remediation of substance abuse or dependence; a diagnosed mental, behavioral or physical impairment that, should it reoccur, would likely impair the applicant's ability to practice law or pose a threat to the public; or a history of neglect of financial affairs, may qualify for conditional admission, a confidential status that allows the applicant to practice so long as he or she is complying with post-admission requirements designed to assure the applicant's continuing fitness to practice. See Rule 401 et seq. for more information.

### **If Character and Fitness recommends denial of admission, do I have any recourse?**

Once the Committee submits its recommendation and the record to the Court, the applicant may file a brief setting forth objections to the Committee's recommendation. The Court will review the same materials the Committee relied upon to make its decision. See Rule 404 for more information.

### **What if I have questions not addressed in the Questions and Additional Information?**

The staff at the Wyoming Supreme Court and the Wyoming State Bar is on hand to answer any questions you may have.

- Questions regarding application documents and filing the application? Please contact Clerk of the Wyoming Supreme Court at (307) 777-7316.
- Questions regarding the administration of the exam or admission process? Please contact Cathy Duncil, Admissions Director, Wyoming State Bar, at (307) 432-2105 or by e-mail at [cduncil@wyomingbar.org](mailto:cduncil@wyomingbar.org).