

ADMISSION ON MOTION APPLICATION CHECKLIST

Applicants to the State Bar of Montana will not be certified for admission without the appropriate application materials submitted and any other material requested by the State Bar of Montana. The following materials are required to be submitted directly to the State Bar of Montana Admissions Team at 33 S. Last Chance Gulch, STE 1B – Helena, MT 59601 or to PO Box 577 – Helena, MT 59624.

☐ Admission on Motion Application Cover Page
☐ A completed copy of your Character and Fitness Application to NCBE .
☐ Acknowledgement of Complete Application (notarized)
☐ 3 completed & notarized Authorization and Release Forms . – if you did not work for the Department of Defense, you may leave the serial number portion of these forms blank.
☐ Two colored photocopies of your current driver's license, valid US, Federal, or State issued photo ID that contains your name, date of birth, gender, expiration date, and a tamper-resistant feature.
☐ Your official final transcript, reflecting JD was awarded from an ABA accredited law school must be sent directly from the school to the State Bar of Montana. If you are opportune, you may electronically submit your final transcript to mhartze@montanabar.org
☐ Two completed fingerprint cards taken by a law enforcement official or authorized agency, mailed with a completed declaration form. (Fingerprint Form and Example)
☐ A completed DOJ Rights and Consent to Fingerprint
☐ One complete credit report dated within 30 days of the submission of the application. (Follow this link for a free credit report)
☐ A Certificate of Good Standing from every jurisdiction in which the applicant is admitted.
☐ A letter from the disciplinary entity of each state in which the applicant is admitted, indicating there are no disciplinary complaints or charges pending.
☐ As outlined on this Sample Affidavit , you must provide an affidavit providing a detailed description of the applicant's active practice of law for the required durational period in each applicable jurisdiction and how the practice satisfied the active practice requirement, to include the following verification that the applicant has never: <ul style="list-style-type: none"> • been denied admission to practice law in Montana or any other jurisdiction because of character or fitness deficiency. • taken and failed the Montana Uniform Bar Examination within the five years preceding application under this rule. • been admitted to the practice of law in Montana, unless the applicant voluntarily withdrew or resigned from the bar of Montana while in good standing or practiced under <i>pro hac vice</i> admission or an order of temporary admission issued by the Montana Supreme Court. • been previously denied admission to practice on application or motion to practice law in Montana or any other jurisdiction unless the applicant's motion was denied for the sole reason that he or she exceeded the number of allowed <i>pro hac vice</i> admissions. • engaged in the unauthorized practice of law in Montana or any other jurisdiction. • been disbarred or suspended for any reason from the practice of law in another jurisdiction.

ADDITIONAL INFORMATION

Application Fees:	<p>The price for Admission on Motion is \$2,475</p> <table border="1" data-bbox="456 243 1498 827"> <thead> <tr> <th data-bbox="456 243 834 310">Fees</th><th data-bbox="834 243 1498 310">Details</th></tr> </thead> <tbody> <tr> <td data-bbox="456 310 834 443">\$410 Attorney Application (base application fee)</td><td data-bbox="834 310 1498 443">At minimum, this fee must be submitted with your application and the remaining \$2,065 can be submitted upon approval of character and fitness.</td></tr> <tr> <td data-bbox="456 443 834 827">\$2,475 (full application fee)</td><td data-bbox="834 443 1498 827"> a. Please contact Mhartze@montanabar.org advising that you are applying by Admission on Motion and are requesting an invoice or payment link for payment. You will be emailed an invoice or payment link based on what you request. OR b. Please submit a check/money order in the amount of \$2,475 paid to the order of, "The Montana Bar Association" to PO Box 577 Helena, MT 59624 with the applicant's name listed on the memo portion. </td></tr> </tbody> </table> <p>A separate application fee is charged for the NCBE Character & Fitness Application which is required for all application types. The fee scale for your Character & Fitness Application through NCBE can be found at this link here.</p>	Fees	Details	\$410 Attorney Application (base application fee)	At minimum, this fee must be submitted with your application and the remaining \$2,065 can be submitted upon approval of character and fitness.	\$2,475 (full application fee)	a. Please contact Mhartze@montanabar.org advising that you are applying by Admission on Motion and are requesting an invoice or payment link for payment. You will be emailed an invoice or payment link based on what you request. OR b. Please submit a check/money order in the amount of \$2,475 paid to the order of, "The Montana Bar Association" to PO Box 577 Helena, MT 59624 with the applicant's name listed on the memo portion.
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Admission Rules:	Verify your eligibility for admission into Montana.						
Character & Fitness:	Rules of Procedure of the Commission on Character and Fitness of the Supreme Court of Montana						
Admission Contacts:	Melissa Dyess Hartze (Admissions Assistant) – mhartze@montanabar.org OR Kathie Lynch (Admissions Administrator) – klynch@montanabar.org (406) 447-2210						
Process:	<ol style="list-style-type: none"> 1.) Once your application is received, you will be promptly emailed (at the address provided on your Application Cover Page) advising your application was received and what further material is required, if applicable. 2.) Once all required fees and application materials are received, we will provide you (via email) with the Montana Law Seminar materials, so long as your character and fitness is approved. 3.) After you have advised that you have completed viewing this material, you will be certified (letter sent via email) to be sworn in. There will be directions provided to you that include how to set-up for swearing in, how to submit your applicable dues, and what you will need to provide to be sworn in. 						

PLEASE NOTE THE FOLLOWING:

The Montana Rules for Admission to the State Bar of Montana require that you are certified by the Commission on Character & Fitness before you may sit for the bar exam or be admitted to the Montana Bar. The National Conference of Bar Examiners (NCBE) performs a background investigation on behalf of the Commission but does not determine certification for admission to the Montana Bar. The Commission will not certify you for admission until receipt of the NCBE investigative summary, which takes at least 90 days after submission of your application. Therefore, it is critical you notify the NCBE and the Montana Bar Admissions Administrator of any change in information submitted on your application. Failure to provide complete information or notification to the Commission of changes since the time of application will delay processing and could result in denial of certification by the Commission on Character & Fitness. Incomplete applications will not be considered, and complete applications do not assume certification.

The Montana Rules for Admission, the Rules of the Commission on Character and Fitness, and the Rules of the Board of Bar Examiners control questions related to the information listed on this form or any other matters related to admission to the Montana Bar. Any variation from the Rules must be requested by petition and ordered by the Montana Supreme Court.

CONTACTS:

<u>State Bar Admissions Team:</u>	Melissa Dyess Hartze (Admissions Assistant) – mhartze@montanabar.org Kathie Lynch (Admissions Administrator) – klynch@montanabar.org (406) 447-2210
<u>Supreme Court:</u>	(406) 444-3858