MONTANA BAR EXAM APPLICATION CHECKLIST

Applicants will not be certified to take the exam 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.

Student Applicants: (you have not been sworn in through the courts in any state)	☐ Law School Dean Certificate- This form from the Law School Dean is required to be submitted with a copy of your law school application. *The final transcript showing that the applicant has earned a JD is due within 30 days prior to the scheduled bar examination*.
Attorney Applicants: (You have been sworn in through the courts in any state)	☐ 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.
All Applicants:	☐ Exam 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 can 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. This should be the same ID you will use during registration/check-in for the bar exam.
	☐ 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 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)
	☐ MPRE certified score obtained within the last three years of 80 or higher submitted to Montana through NCBE. (Request Scores be sent directly from the NCBE) *The MRPE score can be obtained after the bar exam, but it must be submitted prior to certification to be sworn in.

ADDITIONAL INFORMATION

<table>
<tr><td>Application Fees:</td><td>The price to take the exam is $620 for students or $875 for attorneys (not including the computer registration fee or the NCBE Character & Fitness Application fee).

<table><tr><th>Fees</th><th>Details</th></tr><tr><td>$155 Student Application</td><td>You have not been sworn in to practice law previously. This fee must be submitted with your application. You will submit either the Student or Attorney application fee based on your circumstance.</td></tr><tr><td>$410 Attorney Application</td><td>You have been sworn in through the courts in any state. This fee must be submitted with your application. You will submit either the Student or Attorney application fee based on your circumstance.</td></tr><tr><td>$310 Uniform Bar Exam Registration</td><td>This can be submitted with your application, or you can wait until you have been found certifiable to be seated for the exam.</td></tr><tr><td>$155 Montana Law Seminar Registration</td><td>This can be submitted with your application, or you can wait until you have been found certifiable to be seated for the exam. This fee is not required for Courtesy Seating examinees that do not intend to be admitted into MT.</td></tr><tr><td>$125 Laptop Registration</td><td>This fee will be collected a few weeks prior to the exam directly by ExamSoft (via email) to register your laptop for the exam. Do not submit this payment to the State Bar. This fee is not required for hand-writing examinees.</td></tr><tr><td colspan="2">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.</td></tr></table></td></tr>
<tr><td>Accommodations:</td><td>Information regarding accommodations and forms required for consideration.</td></tr>
<tr><td>Defer or Reexamine</td><td>Applicable fee and Addendum/Deferral Application.</td></tr>
<tr><td>Admission Rules:</td><td>Verify your eligibility for admission into Montana.</td></tr>
<tr><td>Character & Fitness:</td><td>Rules of Procedure of the Commission on Character and Fitness of the Supreme Court of Montana</td></tr>
<tr><td>Admission Contacts:</td><td>Melissa Dyess Hartze (Admissions Assistant) – mhartze@montanabar.org

OR

Kathie Lynch (Admissions Administrator) – klynch@montanabar.org</td></tr>
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Process:	1.) Once your application is received, you will be promptly emailed (at the address provided on your Exam Application Cover Page) advising that your application was received and what materials are outstanding. 2.) You will receive reminders/requests for any outstanding documents/fees as we get closer to the exam. 3.) You will receive your seating certification (if qualified) upon receipt of all application materials, payments, and approval of character and fitness. 4.) If you apply for an accommodation, you will receive a separate letter advising what accommodation will be provided when your seating is certified.

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) conducts 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 that you notify the NCBE and the Montana Bar Admissions Administrator of any changes 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:

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