

## MONTANA 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.

<b>Student Applicant:</b> You have not been sworn into any state in the U.S.	<input type="checkbox"/> <a href="#">Law School Dean Certificate</a> - This form from the Law School Dean is required to be submitted with a copy of your law school application. <i>The final transcript showing that the applicant has earned a JD is due within 30 days prior to the scheduled bar examination.</i>
<b>Attorney Applicant:</b> You <u>have been</u> sworn in through the courts in any state.	<input type="checkbox"/> A Certificate of Good Standing from every jurisdiction in which the applicant is admitted. <input type="checkbox"/> A letter from the disciplinary entity of each state in which the applicant is admitted, indicating there are no disciplinary complaints or charges pending.
<b>ALL APPLICANTS:</b>	<input type="checkbox"/> <a href="#">Montana Application Cover Page</a> – if you are applying for courtesy seating, please note such on the upper right corner of this form.
	<input type="checkbox"/> A completed copy of <a href="#">your Character and Fitness Application to NCBE</a> .
	<input type="checkbox"/> <a href="#">Acknowledgement of Complete Application</a> (notarized)
	<input type="checkbox"/> 3 completed & notarized <a href="#">Authorization and Release Forms</a> . – if you did not work for the Department of Defense you may leave the serial number portion of these forms blank.
	<input type="checkbox"/> 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 and/or Montana Law Seminar.
	<input type="checkbox"/> 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 <a href="mailto:mhartze@montanabar.org">mhartze@montanabar.org</a>
	<input type="checkbox"/> Two completed fingerprint cards taken by a law enforcement official or authorized agency, mailed with a completed declaration form. ( <a href="#">Fingerprint Form and Example</a> )
	<input type="checkbox"/> A completed <a href="#">DOJ Rights and Consent to Fingerprint</a>
	<input type="checkbox"/> One complete credit report dated within 30 days of the submission of the application. ( <a href="#">Follow this link for a free credit report</a> )
	<input type="checkbox"/> MPRE certified score obtained within the last three years of 80 or higher submitted to Montana through NCBE. ( <a href="#">Request Scores be sent directly from the NCBE</a> ) *The MRPE score may be obtained after applying for/taking the bar exam.

## ADDITIONAL MATERIAL BY APPLICATION TYPE

<b><u>Admission on Motion:</u></b>	<p><input type="checkbox"/> As outlined on this <a href="#">Sample Affidavit</a>, 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:</p> <ol style="list-style-type: none"> <li>1.) Verification that applicant has never been denied admission to practice law in Montana or any other jurisdiction because of character or fitness deficiency.</li> <li>2.) Verification that applicant has not taken and failed the Montana Uniform Bar Examination within the five years preceding application under this rule.</li> <li>3.) Verification that applicant has never 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.</li> <li>4.) Verification that applicant has never 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.</li> <li>5.) Verification that applicant has never engaged in the unauthorized practice of law in Montana or any other jurisdiction.</li> <li>6.) Verification that applicant has never been disbarred or suspended for any reason from the practice of law in another jurisdiction.</li> </ol>
<b><u>UBE Score Transfer:</u></b>	<p><input type="checkbox"/> Your Certified UBE score must be submitted to Montana directly from NCBE. <a href="#">Your score may be sent to Montana from here.</a></p>

## APPLICATION INFORMATION/FURTHER REQUEST FORMS

<b><u>Application Fees:</u></b>	Regardless of application type, at minimum, you must submit your student or attorney application fee in conjunction with your application materials. All application fee information may be found on the <a href="#">Application Fee Scale sheet</a> .
<b><u>Accommodations:</u></b>	<a href="#">Information regarding accommodations and forms required for consideration.</a>
<b><u>Defer or Reexamine</u></b>	<a href="#">Applicable fee and Addendum/Deferral Application.</a>
<b><u>Admission Rules:</u></b>	<a href="#">Verify your eligibility for admission into Montana.</a>
<b><u>Character &amp; Fitness:</u></b>	<a href="#">Rules of Procedure of the Commission on Character and Fitness of the Supreme Court of Montana</a>
<b><u>Admission Contacts:</u></b>	<p>Melissa Dyess Hartze (Admissions Assistant) – <a href="mailto:mhartze@montanabar.org">mhartze@montanabar.org</a>  OR  Kathie Lynch (Admissions Administrator) – <a href="mailto:klynch@montanabar.org">klynch@montanabar.org</a>  (406) 447-2210</p>

<b>Process:</b>	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3.) After you have advised you have completed viewing this material, you will be certified (letter sent via email) to be sworn in. There will be direction 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.</li> </ol>
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### **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:**

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