

UBE TRANSFER 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.

Student Applicants: (you <u>have not</u> 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.
Attorney Applicants: (You <u>have been</u> 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:	☐ UBE Transfer 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. ☐ 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) ☐ 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 may be obtained after applying for UBE Score Transfer, but it must prior to certification to be sworn in. ☐ Your Certified UBE score must be submitted to Montana directly from NCBE. Your score may be sent to Montana from here.

APPLICATION INFORMATION/FURTHER REQUEST FORMS

Application Fees:	<p>The price to transfer your UBE Score is \$310 for students or \$565 for attorneys</p> <table border="1" data-bbox="456 243 1495 785"> <thead> <tr> <th data-bbox="456 243 776 310">Fees</th><th data-bbox="776 243 1495 310">Details</th></tr> </thead> <tbody> <tr> <td data-bbox="456 310 776 478"><u>\$155 Student Application</u></td><td data-bbox="776 310 1495 478">You <u>have not</u> 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 data-bbox="456 478 776 646"><u>\$410 Attorney Application</u></td><td data-bbox="776 478 1495 646">You <u>have been</u> 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 data-bbox="456 646 776 785"><u>\$155 Montana Law Seminar Registration</u></td><td data-bbox="776 646 1495 785">This can be submitted with your application; or, you can wait until you have been found certifiable to submit this payment prior to viewing the seminar.</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 <u>can be found at this link here</u></p>	Fees	Details	<u>\$155 Student Application</u>	You <u>have not</u> 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.	<u>\$410 Attorney Application</u>	You <u>have been</u> 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.	<u>\$155 Montana Law Seminar Registration</u>	This can be submitted with your application; or, you can wait until you have been found certifiable to submit this payment prior to viewing the seminar.
Fees	Details								
<u>\$155 Student Application</u>	You <u>have not</u> 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.								
<u>\$410 Attorney Application</u>	You <u>have been</u> 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.								
<u>\$155 Montana Law Seminar Registration</u>	This can be submitted with your application; or, you can wait until you have been found certifiable to submit this payment prior to viewing the seminar.								
Admission Rules:	<u>Verify your eligibility for admission into Montana.</u>								
Character & Fitness:	<u>Rules of Procedure of the Commission on Character and Fitness of the Supreme Court of Montana</u>								
Admission Contacts:	<p>Melissa Dyess Hartze (Admissions Assistant) – <u>mhartze@montanabar.org</u> OR Kathie Lynch (Admissions Administrator) – <u>klynch@montanabar.org</u> (406) 447-2210</p>								
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 that your application was received and what materials are outstanding. 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 are found certifiable. 3.) After you advise 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 can 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 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
<u>Supreme Court:</u>	(406) 444-3858