

## MONTANA APPLICATION CHECKLIST

Applicants to the Montana Bar will not be certified for admission without the appropriate attachments or submissions listed below and all other requested materials.

### **MAIL THE FOLLOWING TO MONTANA (ALL applicants)**

- Application Fee: A check or money order made payable to the State Bar of Montana or by Credit/Debit card at [www.montanabar.org](http://www.montanabar.org). (Application fee varies for students, attorneys and admission on motion.)
- Montana Application Cover Page. ([Follow link to Application Coverpage.](#))
- A completed and original of the application with a notarized [Acknowledgement of Complete Application](#). (A separate application and fee are required to be submitted simultaneously to the NCBE and to Montana Bar Admissions.)
- [Three Montana Release Forms - original and notarized, mandatory after 04/09/2018.](#)
- Two color photocopies of your current driver's license. A valid U.S. Federal or State-issued photo ID that contains your name, date of birth, gender, expiration date and a tamper-resistant feature will be accepted in lieu of a driver's license. This should be the same ID you will use to register for the bar exam and/or the Montana Law Seminar.
- Official law school transcript verifying that you hold a JD degree from an ABA accredited law school must be sent directly to the Bar Admissions Administrator.
- Two completed fingerprint cards taken by a law enforcement official or authorized agency, mailed with a completed declaration form. ([Follow Link to Fingerprint Declaration Form](#))
- A completed [DOJ Applicant Rights and Consent to Fingerprint Form. \(mandatory after 05/25/2017\)](#)
- One complete credit report dated within 30 days of the submission of the application. ([Follow link to free credit report site.](#))
- An NCBE certified MPRE score report obtained within the last three years of 80 or higher. ([Request scores be sent directly from the NCBE](#)). The score may be obtained after applying/taking the bar exam.

### **STUDENT APPLICANTS (additional documents):**

- [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 FOR EXAM or UBE SCORE TRANSFER (additional documents):**

- 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 that there are no pending disciplinary complaints or charges.

**ATTORNEY APPLICANTS FOR ADMISSION ON MOTION (additional documents):**

- A certificate of good standing from every jurisdiction in which the applicant is admitted.
- Verification from at least one jurisdiction that applicant was admitted by bar examination to practice law.
- A letter from the disciplinary entity of each state in which the applicant is admitted indicating that there are no pending disciplinary complaints or charges.
- Verification from at least one jurisdiction that applicant engaged in the active practice of law for at least five of the seven years preceding application to Montana in one or more states, territories, or protectorates of the United States or the District of Columbia.
- 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 of this Rule including the following verifications. [Sample Affidavit](#)
  - Verification that applicant has never been denied admission to practice law in Montana or any other jurisdiction because of character or fitness deficiency;
  - Verification that applicant has not taken and failed the Montana Uniform Bar Examination within the five years preceding application under this Rule.
  - 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 *pro hac vice* admission or an order of temporary admission issued by the Montana Supreme Court.
  - 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 *pro hac vice* admissions.
  - Verification that applicant has never engaged in the unauthorized practice of law in Montana or any other jurisdiction.
  - Verification that applicant has never been disbarred or suspended for any reason from the practice of law in another jurisdiction.

| ADMISSION BY EXAM  | ADMISSION BY UBE TRANSFER SCORE  | ADMISSION ON MOTION   |
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| <p>Applications for admission by examination must be postmarked by the application filing deadline: March 15<sup>th</sup> for the July exam cycle and October 1<sup>st</sup> for the February exam cycle.</p> <p>Requests for testing accommodations must accompany application (<a href="#">Link to forms</a>).</p> <p>Applicants for re-examination or seeking to defer to the next exam cycle must submit a completed <a href="#">Addendum/Deferral Form</a> and pay the \$20.00 fee.</p> | <p>Applicants seeking to transfer their UBE score from another jurisdiction must <a href="#">request the NCBE to send a score directly to us</a>. Scores listed on the Application Cover Page are only informational and are unofficial.</p> | <p>Applicants for Admission on Motion must comply with the requirements set forth in the <a href="#">Rules for Admission to State Bar of Montana</a>.</p> <p>Upon completion of the eligibility requirements certification letters will be mailed to the applicant and the Clerk of the Montana Supreme Court. An original motion and seven copies of the motion, including the certification letter, must be sent to the court (<a href="#">Sample Motion</a>). The motion and swearing-in process are overseen by the Supreme Court, so all should be directed to the <a href="#">Clerk of the Montana Supreme Court</a>.</p> |

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, 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. Links to the rules are available on the [Montana Bar Admissions](#) site, and additional information can be found on the [National Conference of Bar Examiners](#) website and the [Clerk of the Montana Supreme Court](#) website.

For information related to admissions:

Kathie Lynch  
 Bar Admissions Administrator  
 PO Box 577  
 Helena, MT 59624  
 Ph: (406) 447-2210  
 Fax: (406) 442-7763  
[klynch@montanabar.org](mailto:klynch@montanabar.org)

For information about swearing-in:

Clerk of the Montana Supreme Court  
 Room 323, Justice Building  
 215 N. Sanders  
 P.O. Box 203003  
 Helena, Montana 59620-3003  
 Phone: 406-444-3858  
 Fax: 406-444-5705