

## **Application Types and Fees**

1. **On Motion (*admission without examination*)**. Those who have been admitted in a United States jurisdiction or territory through examination and primarily engaged in the active practice of law for at least three of the five years immediately preceding the date upon which the application is submitted.
2. **UBE (*Uniform Bar Exam*) Score Transfer**. Those who have achieved a uniform bar exam score at least equal to the passing score required for the Colorado Bar Examination. A UBE score may be transferred for a period of three years from the date the UBE score was achieved. UBE scores achieved more than three but less than five years preceding application to Colorado may qualify with additional law practice.
3. **Bar Examination**: Those persons applying to take the Colorado Bar Exam.
4. All application types must be submitted within two (2) years. After two years, all entered data will be deleted and you will have to start the process again from the beginning.
5. **Application fees** are subject to change without notice. Current fees are:

<b>Application Type</b>	<b>Application Fee*</b>
On Motion	\$1800
UBE Score Transfer	\$810
Bar Exam	\$710
Bar Exam Late Fee	\$200

### **\*ALL FEES ARE NONREFUNDABLE**

Unsuccessful applicants will be assessed the current full fee. Reduced fees apply **ONLY** to applicants who withdrew from the previous exam (refer to the Bar Exam Application Withdrawal Policy below).

## **Bar Examination Application Filing Deadlines**

1. Exam applicants can start filling out their online application for a specific exam on the following dates:

February Exam – June 1st of the previous year.

July Exam – November 1st of the previous year.

\*Be mindful of documentation that has a designated timeframe – i.e. “dated no earlier than 30 days prior to the application submission date.”

2. Exam applicants can submit their application beginning on the following dates:

February Exam – September 1st of the previous year.

July Exam – February 1st of the same year.

3. Exam application filing deadlines are as follows:

Timely Filing - February Exam - November 1st of the previous year.

July Exam – April 1st of the same year.

Late Filing (Additional \$200 fee) –  
February Exam – December 1st of the previous year.  
July Exam – May 1st of the same year.

4. All application fees must be paid when the electronic application is submitted. All fees, including the late fee, are assessed according to the date the application is submitted. In no case will the electronic application and fees be accepted if filed later than December 1 for February examinations and May 1 for July examinations.
5. Bar exam application fees submitted electronically and rejected as unpaid for **“insufficient funds, closed account, or stop payment”** will be deemed not timely filed. If declined or dishonored payments are resubmitted after the application filing deadline but no later than the late application filing deadline a \$200 late fee (in addition to a service charge) will be added to the amount due. Fees that are declined or dishonored and not resubmitted by the last day of the late application filing period will not be accepted and the application will be denied as not timely filed.

Your online bar exam application will be deemed timely filed only if you electronically submit your application by the applicable **application filing deadlines**. **In order to submit your application, you must upload** the completed Fingerprint Requirement Form, your photo, completed sworn and notarized Statement of Verification (SOV) and Authorization and Release (A&R) Forms and all Forms associated with affirmative answers to character and fitness questions.

### **Bar Exam Application Late Filing Fees**

1. If the bar exam application and fees are electronically submitted after the application filing deadline but no later than the late application filing deadline December 1 (*for February exams*) or May 1 (*for July exams*), **add \$200**.
2. No applications or payments will be accepted after December 1 for the February examinations and May 1 for July examinations.
3. Late fees will not be waived in the event an application is filed late as a result of technical problems.

### **Document Requirements**

1. Upload documents **only** in Word (DOC or DOCX) or PDF format. **Do NOT** upload documents in JPG, IFF, GIF, PNG or other file formats, with the exception of the photograph **required for Exam applicants**. **See Photo Requirements discussed later in this document**.
2. Do not upload photographs of required documents. Submitting a photograph of a document taken with a cell phone or other photographic device **will NOT** be accepted.
3. Document placeholders are intended only for the document described in the placeholder. These placeholders should not be used for blank documents. If the document is not yet available, leave the placeholder empty until you have access to the document required. Extra document placeholders that may have been added inadvertently will be deleted once your application is reviewed.
4. Applications and supporting documentation **will NOT** be accepted by facsimile (FAX) machine.

5. Detailed instructions and information for specific documents is available under the “**Doc Info**” button located in the Documents Required section of the online application.
6. Documents will be reviewed and flagged with a status once your application is submitted and application fees have been paid. You will **NOT** incur late application filing fees if a document is marked “Insufficient.”
7. Hard copies of documents are **NOT** required to be submitted. You only need to upload all required documents to your online application portal.

### **Certificates of Standing**

1. If you are currently, or in the past have been, admitted to practice law in one or more jurisdictions (including foreign) you must submit a Certificate of Standing issued by the highest court(s) in which you are or have been admitted to practice law.
2. This document must reflect your full name, date of admission to practice law, current status and standing and dates for any periods you may have been registered as “inactive” or the equivalent thereof.
3. This document may be dated NO MORE THAN 30 days prior to the date your application is submitted.
4. DO NOT upload Photographs of required documents. They will not be approved.

### **Letters of Disciplinary History**

1. If you are currently, or in the past have been, admitted to practice law in one or more jurisdictions (including foreign and federal courts) you must submit a letter from every attorney/judicial disciplinary agency(ies) in which you are or have been admitted to practice law.
2. If there is no disciplinary history, the certificate or letter must so indicate.
3. This document may be dated NO MORE THAN 30 days prior to the date your application is submitted.
4. DO NOT upload Photographs of required documents. They will not be approved.

### **Requirements for References**

#### **Employment**

The Office of Attorney Admissions has an obligation to ascertain the character and fitness of all applicants seeking admission to practice law in this state. This is required of all application types; Bar Examination, On Motion by Qualified Out-of-State Attorneys and upon UBE Score Transfer. Current and former employers are two of the most important sources of that information. Therefore, **ALL EMPLOYERS WILL BE CONTACTED.**

While required for all application types, for those seeking admission On Motion by Qualified Out-of-State Attorneys pursuant to C.R.C.P. 203.2 or upon UBE Score Transfer pursuant to C.R.C.P. 203.3, employment verification is a necessary part of determining eligibility for admission. Because eligibility must often be

based upon the actual position responsibilities, contacting an employer takes on even greater importance.

Employment must be verified by an immediate supervisor or in the case of legal positions, a supervising attorney, even if that person no longer works for the law firm or company. The character and fitness aspect of such verification cannot adequately be addressed by a colleague or subordinate. Neither are such individuals acceptable contacts for purposes of evaluating duties and responsibilities of legal positions.

The Office of Attorney Admissions is frequently requested to refrain from contacting an applicant's CURRENT employer for reasons relating to job security. Unfortunately, our Office is unable to grant such requests indefinitely.

If requested, the Office of Attorney Admissions will do all that is reasonable to refrain from contacting a CURRENT employer until the rest of the background investigation is nearly completed. This is to be requested of CURRENT employers ONLY. Additionally, this office will make reasonable efforts to coordinate the timing of contacting the CURRENT employer with you. However, with the hundreds of applications in process at any given time, a guarantee cannot be made that an employer will not learn of a pending Colorado application, either through a third party or through inadvertence.

If you have submitted such a request, you must further advise this office in writing, once the CURRENT employer may be contacted. Application processing will not proceed to the next phase until such written authorization has been received. After you authorize contact, additional time will be required to evaluate the verification once received.

Additionally, it should be noted that if there is a delay in contacting an employer it may also delay your admission to practice law in Colorado.

Beginning with your current or most recent, you are required to list in chronological order, all periods of employment or self-employment, within the last ten (10) years or since you were first admitted to practice law in any jurisdiction (whichever is longer but in no case prior to your 18th birthday). Employment encompasses all part-time and full-time employment, including self-employment, externships, internships (paid and unpaid), clerkships, military service, volunteer work and temporary employment. Account for any unemployment period of more than three months (i.e., attending law school, studying for the bar examination, seeking employment, etc.) **ALL EMPLOYERS WILL BE CONTACTED. DO NOT** include any person related to you by blood or marriage, under your supervision, anyone who resides at your current residential address or any individuals already referred to in your application (Questions 9 or 10).

1. All employment information must reflect both the complete mailing address of the business and the full name and complete mailing address and email of your supervisor or employer. To avoid delays in the application process make certain that all addresses, including zip codes are complete and accurate. Employers or employment supervisors will be, whenever feasible, contacted by email, or alternatively in writing by this office. **DO NOT** list yourself as a supervisor or reference for any period of self-employment.
2. For persons admitted in another jurisdiction(s) and who have engaged in private or solo law practice during which there was no supervisor or partner, provide the name, mailing address and email address of a judge or other professional colleague who is familiar with and able to verify your legal activities during the time in question.

In addition, once you have submitted your application, provide an Application Amendment Form for Question 8. List the state or jurisdiction of law practice, the exact dates that you were engaged in private or solo law practice, and description of your law practice activities.

You can find the Application Amendment Form on your Candidate Home Page where it says, "Click here to AMEND your application." You will then need to go to the Documents Required section of your application, click on the Doc Info button, and download the form for completion.

3. Legal internships should be included under Employment even though you may not have been monetarily compensated for your activities.
4. For periods of self-employment (which are not specifically the private or solo practice of law) provide a detailed narrative of the exact nature of the business in which you were engaged and provide the name and complete mailing address and email address of at least one individual for whom services were rendered by submitting an Application Amendment Form for Question 8. Once your application has been submitted, you can find the Application Amendment Form on your Candidate Home page where it says, "Click here to AMEND your application." You will then need to go to the Documents Required section of your application, click on the Doc Info button, and download the form for completion.
5. Do not include, as individuals who will verify your employment, persons related to you by blood or marriage, persons who are employees or who work under your supervision, anyone who resides at your current residential address or anyone listed in your answers to Questions 9 or 10.
6. For employment ending under adverse circumstances, including being terminated, suspended, disciplined, or permitted to resign in lieu of termination, complete a separate Form 26 for EACH incident and include a detailed explanation of the circumstances surrounding each termination.
7. If you were employed under a name other than that provided in this application, include that name in the field, "Your name at the time of leaving if different" for each listing to which it applies.
8. If your employment includes periods of military active duty, provide copies of your evaluation reports for each period listed. These may be submitted as supplementary documents.

### **Attorney References**

Provide the names and addresses of three (3) attorneys who know you. If you are not admitted to practice law and you do not know three (3) attorneys, substitute law school professors or other professionals. **DO NOT** include any person related to you by blood or marriage, under your supervision, anyone who resides at your current residential address or any individuals already referred to in your application (Questions 8 or 10).

## **Personal References**

Provide the names and complete addresses for at least six (6) people, preferably persons who have known you for at least five (5) years, including one person from EVERY location where you have lived or been employed during the last ten (10) years or since you were first admitted to practice law in any jurisdiction (whichever is longer, but not prior to your 18th birthday) with whom you are personally acquainted. **DO NOT** include any person related to you by blood or marriage, under your supervision, anyone who resides at your current residential address or any individuals already referred to in your application (Questions 8 or 9).

1. References listed as Attorney References or Personal References will be contacted by email, or alternatively in writing, directly by this office.
2. DO NOT solicit letters of reference from individuals listed in this section for submission with your application.
3. DO NOT include persons who are employees or who work under your supervision, who are related to you by blood or marriage, who reside at your current residential address, or who have been listed in answers Questions 8 or 9 of the application.
4. DO include complete and accurate email and mailing addresses, including zip codes for each reference listed.
5. Locality in Personal References refers to general geographic region. One may assume that clusters of cities and/or suburbs within an approximate radius of 300 miles constitute one locality. However, the Board may request additional references from more than one locality if deemed appropriate.

## **Fingerprint Requirements**

1. Fingerprints are required of all applicants using the [Colorado Applicant Background Service \(CABS\)](#). A new set of fingerprints are required with each new application submission.
2. All applicants must upload the Fingerprint Requirement Form to your application and it is required for each new application submission. This form is required for submission of your application.
3. Instructions are posted on our website under “Fingerprint Submission Requirement” at: <http://coloradosupremecourt.com/Future%20Lawyers/BarExamination.asp>.

## **Photo Submission Requirements for Exam Applications**

**This requirement is for Bar Exam applicants only.**

A current photograph of yourself is required for submission of your application – it will be used for identification purposes during the bar examination. It must follow exactly the requirements listed below.

### **PASSPORT PHOTO:**

- May be taken at many retail locations that offer passport photo services (ex: Walgreens);
- Take your own photo via a phone app such as <http://www.passportbooth.com/> or [Passport ID Photo Maker Studio](#)

## REQUIREMENTS:

- Upload a single color photo. No boarder or paper should be part of the uploaded image.
- Format: MUST be in jpeg, jpg or png format ONLY! (Photos in PDF format will NOT be accepted.)
- Size of Photo
  - ✓ 600 x 600 PIXELS (not dpi). Please refer to Google or another search engine for instructions on how to save, crop and resize an image file. You can also open and resize a photo in Microsoft Paint.
  - ✓ 2 x 2 inches (51 x 51 mm) in size.
- If this is your **first application** your photo must be recent, taken in the **last three (3) months** to reflect your current appearance.
- If you are **reapplying** and there is no significant change in your appearance, you may use the previously submitted photo (no older than one year) for the **next consecutive application** before you must submit a new photo.
- Eye glasses may be worn, but there must not be any glare.
- Background must be plain white or off-white.
- Headshot (from bottom of chin to top of the head) must be directly facing the camera with your full face in view (**No other people should be in the photo**).
- Taken with a neutral facial expression or a natural smile, with both eyes open.
- Taken in clothing you normally wear.
- No hats or head coverings, unless you wear it daily for religious purposes. Your full face must be visible and your head covering cannot cast shadows on your face.
- No headphones or wireless hands-free devices.

## RESOURCES:

Photo examples may be found on the [US Department of State Passports](#) website.

Want to take your own photo? It must conform to the specific requirements set forth on the [US Department of State Passports](#) website.

## INSUFFICIENT PHOTOS:

Review requirements set forth above (and/or outlined on the US Department of State Passport Photo web page.

Upload a new photo to your application no later than **January 1** (for February exams) or **June 1** (for July exams).

Review the <https://travel.state.gov/content/travel/en/passports/requirements/photos.html> to see examples of acceptable and unacceptable photos. Photos copied or digitally scanned from driver's licenses or other official documents are not acceptable. In addition, selfies (unless taken using one of the apps listed above), snapshots, glamour shots, low quality vending machine photos or full-body photographs are not acceptable.

## Statement of Verification

A completed Statement of Verification is required to submit your application.

By completing the Statement of Verification you affirm:

- All statements and representations in your application are true and correct, and
- You understand and will comply with your obligation to report any changes to your application

- within ten (10) days of occurrence, and
- You understand and will comply with the confidentiality requirements of taking the Multistate Bar Exam (MBE).

Notary execution must be no more than 30 days prior to the date the application is electronically submitted and must appear on the same page as the form itself. Remote notarization is acceptable. Please keep the original document in your file. You do not need to mail in the hardcopy to OAA, but if the original is required your Licensure Analyst will contact you via the online application Messaging Center.

### **Authorization and Release**

A completed Authorization and Release is required to submit your application.

By completing the Authorization and Release you allow the Office of Attorney Admissions to conduct a background investigation relative to your character and fitness for admission to practice law.

Notary execution must be no more than 30 days prior to the date the application is electronically submitted and must appear on the same page as the form itself. Remote notarization is acceptable. Please keep the original document in your file. You do not need to mail in the hardcopy to OAA, but if the original is required your Licensure Analyst will contact you via the online application Messaging Center.

### **Certificate of Law School Graduation**

**Domestic Law School Graduates:** Submit this form for completion to the Registrar or Dean of the law school from which you received, or will receive, your J.D. **Also arrange for the law school to provide** a copy of your complete law school application, including any amendments and/or addendums, **directly to the Office of Attorney Admissions using our Law School Portal.**

[https://coloradosupremecourt.com/Future%20Lawyers/FAQ\\_LawSchools.asp](https://coloradosupremecourt.com/Future%20Lawyers/FAQ_LawSchools.asp)

- **We DO NOT accept certificates from the National Student Clearinghouse.**
1. If you **will complete all** law school academic requirements prior to the bar examination, but your law degree (J. D.) will **not be conferred until after** the application filing deadline your completed Law School Certificate should be submitted to the Office of Attorney Admissions no later than the first week of February or July. All law degree requirements must be met, your degree conferred and graduation certified by the law school prior to the bar examination.
  2. If you **will complete all** law school academic requirements prior to the bar exam; but, your law degree (J. D.) will **not be conferred until after** the bar examination as a result of law school policies relative to timing of graduation ceremonies, you must obtain authorization to sit for the exam prior to graduation from the Office of Attorney Admissions. Follow the procedures outlined below:
    - a. Submit a formal written request seeking relief from the educational requirements of C.R.C.P. 203.4(3)(a). Requests must be accompanied by written verification from the law school dean or registrar that **all academic requirements will be completed** prior to the date the bar examination is to be administered, and stating the **specific date** upon which your degree will be conferred.



- b. Following your successful completion of all academic requirements for graduation, but prior to the bar examination, arrange for the law school registrar or dean to certify in writing that you have completed all degree requirements and indicating the specific date on which your degree **will be conferred**. This certification must be received by the Office of Attorney Admissions **prior to the bar examination**. Failure to submit this document prior to the examination will preclude you from sitting for the examination.
- c. **After** your degree has been formally conferred, arrange for the registrar or dean to complete the Certificate of Law School Graduation and submit it to the Office of Attorney Admissions. This certificate **may not be executed** until **after the date your degree is conferred**. Failure to submit the final Certification of Graduation will result in nullification of your bar examination scores.

### **Foreign Law School Graduates:**

Information about the foreign law school rules, requirements, and protocols is located on our website at <https://www.coloradosupremecourt.com/Future%20Lawyers/ForeignLawSchoolGraduates.asp>.

Please contact our office for guidance on application submission by emailing [bleinfo@csc.state.co.us](mailto:bleinfo@csc.state.co.us) if you have any questions. You will be assigned to an Analyst during your eligibility determination time period, which must be done prior to you submitting an application through the CiviCore system.

### **Officially Filing an Exam, On Motion or UBE Score Transfer Application**

1. Before electronically submitting your completed application, **print and save** a copy of the completed application and retain for future reference.
2. **Print and save** all forms and documents you file in connection with your application.
3. **Completed applications and forms become the property of the Colorado Supreme Court Office of Attorney Admissions once filed. Photocopies are not available at any time following submission.** Similarly, any application prepared and/or submitted using the CiviCore Application Management System (AMS) is the property of the Colorado Supreme Court Office of Attorney Admissions.
4. The online application requires that you obtain a unique NCBE number. This number may be obtained by going to: <http://www.ncbex.org/>. It takes only a few moments to obtain an NCBE number. The following must match exactly what you enter in the Profile of your online application for admission: Name, Date of Birth, Social Security Number and NCBE Number.
5. If you have not already done so you will be directed to the NCBE website when you begin your application. This number will be displayed on your application account dashboard. Retain this number for your records, as you will be required to provide it when making inquiries about your application and when you apply for score transfer information or when applying for admission in other jurisdictions.

6. **Amending Your Application.** This is a continuing application and once submitted, all changes (**including employment and residences**) to the information provided in your original application must be reported using the Application Amendment Form available for download from your online application account. Changes must be reported using a signed and dated Application Amendment Form within ten (10) days of occurrence. Refer to the applicable question number for which the change applies and provide all the information requested in that question. You must continue to update your application until you are **admitted** to practice law in Colorado. Be certain to save copies of all amendments and supporting documents prior to submitting them to the Office of Attorney Admissions.
7. **Application Amendment Form.** Use this form to report changes to information in your application. Download and complete a separate form for each item or question you are amending. The Application Amendment Form requires: Your name, NCBE number, the question number being amended, your signature, the date and a detailed explanation of the information you are amending; ex: a detailed explanation of a new character and fitness issue and/or all the information requested for a particular Question 1-21. *This form may not be used to register for a future exam or other application type.*
8. Changes to your address, telephone number and email must be recorded directly in your application account.
  - Login and go to your Profile.
  - Click Edit and add your current contact information.
  - Click Submit to save your changes.
  - If a change to your current mailing address is also a change in your residence, you will also need to complete, sign and date, and upload an Application Amendment Form for Question 14 regarding your residences. Include the date you left your previous residence and all the information requested in Question 14 for your new residence.

### **Requesting Test Accommodations**

Information about Non-Standard Testing Accommodation Requests and Courtesy Requests is located on our website at

<https://www.coloradosupremecourt.com/Future%20Lawyers/TestingAccommodations.asp>.

### **After Application Submission**

1. **On motion and UBE Score Transfer:** The application will be reviewed to preliminarily determine whether you qualify for admission without taking the Colorado Bar Exam.
  - a. You will receive a notice of eligibility indicating that your application has been “Accepted for Processing” or “Not Accepted for Processing.” Allow up to two-three (2-3) months for the application eligibility notice.
  - b. You will receive a notice explaining the next steps in the process.
  - c. Please do not inquire about the status of your application or whether certain documents have been received. Due to the volume of such inquiries, we are unable to respond to them on an

ongoing or routine basis.

2. **Exam:** The application will be reviewed to determine whether you qualify to sit for the Colorado Bar Examination.
  - a. You will receive an exam status notice indicating that both your application is complete and you have been cleared to sit for the exam, or incomplete and you have not been cleared to sit for the exam.
    - 1) If the application is incomplete, you will be directed to the “Application Information” tab of your application dashboard, then click the “Documents Required” tab. The documents required to sit for the bar exam will be specifically identified as “Application Docs.” A status will indicate whether the document is “Approved,” “Insufficient,” “Awaiting Original Doc” or “Not submitted – No File.”
    - 2) You must log into your application account and review the “Documents Required” section to determine the status of each document required.
    - 3) You must also verify the accuracy of your seating assignment (computer or handwriting). If your seating is incorrect, notify the Office of Attorney Admissions immediately.
    - 4) For deadlines to request seat changes, please refer to “Test Method Change Requests” at: <http://coloradosupremecourt.com/Future%20Lawyers/BarExamination.asp>
    - 5) **If you are taking the exam using a laptop**, registration and software download is required. Laptop registration will be open for a limited period; applicable registration dates are posted in the document “Laptop Testing” and listed under “Upcoming Dates” at: <http://coloradosupremecourt.com/Future%20Lawyers/BarExamination.asp>
  - b. An examination admission badge is required for each day of the exam in order to enter the test area. Admission badges are issued during the check-in process for each day of the bar exam. Examinees are required to wear the admission badge throughout both days of the bar exam.
  - c. A valid, government-issued, unexpired photo identification (such as a driver’s license, the address does not need to match the current address in your Profile) is also required during each examination session.
  - d. The Examination Schedule and Instructions will be posted on our website at: <http://coloradosupremecourt.com/Future%20Lawyers/BarExamination.asp> on or about the beginning of January for the February examination and June for the July examination.
  - e. The Schedule contains important details about test timing, location, mandatory procedures and warnings. **Reading the instructions and schedule prior to the first day of the exam is mandatory.**
3. **All Application Types:**
  - a. Review your online application account frequently. System generated notices will inform you of your application eligibility determination.

- b. Notices will also inform you of the need for additional information and documentation, as well as other important information, such as application status, upcoming deadlines, and additional admission requirements.

### **Multistate Professional Responsibility Exam (MPRE) Requirement**

Information pertaining to Colorado's MPRE requirement is located on our website at <https://www.coloradosupremecourt.com/Future%20Lawyers/MPRE.asp>.

### **Mandatory Professionalism Course Requirements**

Information pertaining to Colorado's Mandatory Professionalism Course Requirement is located on our website at <https://coloradosupremecourt.com/Current%20Lawyers/PracticeProfessionalismCourse.asp>.

### **Bar Exam Application Withdrawal Policy**

Information and procedural instructions for withdrawing from the exam is located on our website at <https://coloradosupremecourt.com/Future%20Lawyers/WithdrawApplication.asp>.