

Filing Deadlines

February Examination: Application filing deadline date – **December 1.**

Applications for the February examination will not be accepted for filing prior to September 1.

July Examination: Application filing deadline date – **May 1.**

Applications for the July examination will not be accepted for filing prior to February 1.

Your on-line application will not be deemed timely filed unless the Filing Packet (including a hard copy of your completed application questionnaire) is submitted to the Board no later than 5:00 p.m. on the applicable filing deadline. Filing Packets received after the close of business on the filing deadline and not POSTMARKED* on or before the deadline date will be assessed a penalty for late filing as outlined below under Late Filing Penalty Fees. *(If the 1st falls on a Saturday, Sunday or holiday, the deadline date will be the first business day thereafter.)*

***POSTMARK.** Office meter tapes will not be recognized as U.S. Postmarks for determining whether an application has been timely filed. To ensure the deadline has been met, arrange for your application Filing Packet to be postmarked by the U.S. Postal Service.

Application Fees

1. Application fees must be included with the application Filing Packet. **Filing Packets submitted without fees and a hard copy of your completed questionnaire will not be processed, the application will not be deemed timely filed, and late filing penalties will be assessed** in accordance with the date the fees are submitted. In no case will electronic data and Filing Packets be accepted if filed later than December 31 for the February examination and May 31 for the July examination.
2. **Processing fees** are assessed to recover the cost of a credit report.
3. **Computer fees** are assessed to cover the costs associated with administration of the Essay/PT to those using a lap top computer.
4. **Application fees** are subject to change without notice. Currently, they are:

Non-attorney. Those persons who have not been admitted to practice law in another jurisdiction or who have been licensed for one year or less from the official filing deadline (May 1 for the July examination; December 1 for the February examination).

Application fee:	\$475.00
Add Credit Report fee:	<u>7.25</u>
AMOUNT DUE:	\$482.25

Attorney. Those persons who have been licensed to practice law in another jurisdiction for more than one year from the official filing deadline (May 1 for the July examination; December 1 for the February examination).

Application fee:	\$500.00
Add Credit Report fee:	<u>7.25</u>
AMOUNT DUE:	\$507.25

Computer fee. Those persons who wish to take the Essay/PT using a lap top computer, **add \$100** to the applicable fee referenced above.

5. Make checks payable to Colorado Board of Law Examiners (*cash will not be accepted*).
6. Personal checks returned for "**non-sufficient funds**" will not be reprocessed. Fees must be resubmitted as guaranteed funds (Money Order, Cashier's Check, or Certified Check) and will be assessed a \$25.00 service charge in addition to any late penalty fees applicable on the date guaranteed funds are received.
 - a. Application fees paid by personal check that are returned by your bank "unpaid" and for which guaranteed funds have not been resubmitted prior to the last filing deadline will not be accepted as timely filed and the application to sit for the Colorado Bar Examination will be denied.

Late Filing Penalty Fees

1. If postmarked by December 31 (*for February exam*) or May 31 (*for July exam*), and received no later than 7 days following the postmark date – **Add \$200**
2. No applications will be accepted after December 31 for the February examination and May 31 for the July examination.
3. Late penalty fees will not be waived in the event an application is filed late as a result of technical problems or delays in obtaining the appropriate application forms.

Application Withdrawal and Refund Policies

1. If you wish to withdraw your application, you must do so in writing. **If you wish to receive a partial refund you must so state in your request to withdraw. Refund requests received after your request to withdraw has been processed will be denied.**
2. A partial refund of fees is available for applications withdrawn no later than January 31 for the February examination and June 30 for the July examination. Absolutely no refunds will be available after those dates.
3. Refunds must be specifically requested at the time a request to withdraw is submitted. Refund requests will be processed in accordance with the date the request is received in this office. Postmark dates are not applicable to this policy.
4. Partial refunds will be granted in accordance with the following schedule.

February Examination: If refund request is received no later than December 31: **1/2 (50%)**
If refund request is received no later than January 31: **1/4 (25%)**

July Examination: If refund request is received no later than May 31: **1/2 (50%)**
If refund request is received no later than June 30: **1/4 (25%)**

5. If an application is withdrawn (by written notification prior to the date of the exam) and reapplication is made within two years from the date the original application was filed, any application fees not previously refunded will be credited to reapplication. A \$250 update fee will be assessed for reapplication, in addition to any fees previously refunded.

If reapplication is made after two years, the full application fee, in force at that time, will be assessed.

6. If you are absent from the examination and did not submit written notification to this Board withdrawing your application prior to the date of the examination, you will receive no refund. Should you apply in the future, the full fee in force at that time will be assessed.
7. Fees assessed for late filing, update reapplication, and credit reports are nonrefundable and will be forfeited if an application is withdrawn.

Officially Filing an Application

1. Before electronically submitting your completed application, print a hard copy for inclusion with the filing packet and fees. Retain a copy of your application for future reference.
2. Make a photocopy of each completed form and document before filing them. **Photocopies of completed applications are not available at any time following submission, and become the property of the Colorado Board of Law Examiners once filed.**
3. Send your completed application questionnaire, Filing Packet, fees and supplemental documents to:

**Colorado Supreme Court
Board of Law Examiners
1560 Broadway, Suite 1820
Denver, Colorado 80202-6000**

4. If you mail your Filing Packet, it is strongly recommended that you send it return receipt requested. If you deliver your Filing Packet, bring a copy of the cover page with you (*the Board will not make a copy for you*) and ask to have your copy date stamped received. This will ensure that you have a record of timely filing should there be questions later.
5. Facsimiles. Applications and supporting documentation will not be accepted by facsimile (FAX) machine.
6. Shortly after the Board receives your application, an application number will be assigned to your file and you will be mailed a letter reflecting that number and confirming that your application was received. Included with the confirmation letter will be:
 - a. Fingerprint Card and Declaration Verifying Your Identity. These documents must be completed by a local law enforcement agency and returned immediately. *Persons who fail to return these documents will not be permitted to sit for the examination.*
7. Several weeks following receipt of your application a review of your application for eligibility to sit for the examination will be accomplished. Correspondence will be mailed to you indicating that your application is either complete or incomplete for purposes of sitting for the bar examination. If your application is incomplete, the mailing will include a list of those documents needed to complete your file.
8. Examination Admission badges are required for entry to the test facility. Admission badges and detailed information about the test schedule, location and procedures will be

mailed approximately three weeks prior to the bar examination to all applicants preliminarily approved, using the most recent address on file.

9. Admission badges will not be mailed to persons who fail to submit an Examination Cover Page, Certificate of Law School Graduation, Ethnic Survey, appropriate fees, fingerprints and Declaration Verifying Identity. Badges will not be available at the door the day of the examination. If you have not received your admission badges three to five days preceding the exam, contact your staff representative.
10. Photo identification, currently dated, is also required during each examination session.
11. **Computers.** Registration and SofTest™ software pre-installation is required to take the exam on computer. Registration will be open for a limited period; applicable registration dates will be included with initial correspondence you receive from the Board regarding your seating preferences. Shortly after the last application filing deadline has passed, (approximately six weeks prior to the examination) you will receive an email indicating that a personal account has been created for you at www.examssoft.com/cobar. The email will provide your unique applicant ID and password. You must login to this account, download SofTest to the notebook computer you will use on exam day, register your computer and complete the required Mock Exam. You must maintain an active email account in order to complete the registration process. ExamSoft World Wide Inc. will transmit important notices regarding laptop registration, deadlines and updates via email. **It is extremely important that you notify the Board of Law Examiners immediately, in writing, should your email address change after you have filed your application. Further, some email accounts tend to block, delay or delete mass emailings. Be certain to set your email account to accept emails from *.examssoft.com and *.lawexaminers.com.** The most recent Colorado Bar Exam version of SofTest™ must be installed on your laptop, even though you may have previously taken law school or state bar exams using ExamSoft products. System requirements and/or registration procedures may also have been modified since your last experience.
12. Requests for changes in seating relative to computer registration must be made no later than February 1 for the February exam and July 1 for the July exam.
13. Minimum system requirements for using a notebook computer are provided at www.examssoft.com/faq
14. Please refer to the special system requirements for MacIntosh computers found at www.examssoft.com/faq
15. The Board of Law Examiners assumes no responsibility for power or equipment failure. In the event of such a failure, be prepared to continue the exam by writing.

Examination Restrictions

1. Personal items, other than those necessary to take the exam, are prohibited from the testing area. More detailed information will be forwarded with your admission badges.
2. Use of sound suppression equipment during the examination is limited to "ear plugs" such as those used for the sport of swimming.

3. Use of specially designed chairs, footstools, podiums or other types of personal equipment is restricted. If such equipment is necessary for the purpose of relieving some physical disability or impairment, a Petition for Test Accommodations must accompany your application and be filed no later than December 31 for the February exam or May 31 for the July exam. (See Test Accommodations Request Forms in Section V of this application.)

MBE Score Transfers

1. Requests for transfer of MBE scores must be processed through the National Conference of Bar Examiners. A Score Transfer Request form is included in the MBE Information Booklet. The booklet and forms are available from the National Conference web site www.ncbex.org. Score Transfer requests must be accompanied by check or money order payable to the National Conference of Bar Examiners and submitted to: MBE Score Transfer, ACT Operations/82, P. O. Box 168, Iowa City, IA 52243-0168.
2. Candidates intending to sit for concurrent bar exams in two separate jurisdictions must sit for both days of the Colorado Bar Exam. If the secondary jurisdiction will be using the candidate's Colorado MBE scores to determine the bar results in the secondary jurisdiction, the applicant must submit a written request for transfer of MBE Scores to the National Conference of Bar Examiners at the address listed in the preceding paragraph. **Do not submit your request to the Colorado Board of Law Examiners.** Transfer requests may be submitted to the Conference anytime following administration of the MBE; however, the transfer will not be processed until the date on which Colorado officially announces the results of that exam. **Colorado does not accept the transfer of MBE scores from other jurisdictions.**

Multistate Professional Responsibility Examination (MPRE), Rule 201.5(3), C. R.C.P.

1. All applicants are required to successfully complete the MPRE with a score of 85 scaled on an exam taken not more than two years prior to the date of acceptance of an application for admission to practice law in Colorado.
2. The MPRE need not have been taken prior to filing an application; however, the MPRE must be successfully completed prior to admission to the bar. (*See Rule 201.14 C.R.C.P. regarding time constraints for taking the Oath of Admission.*)
3. MultiState Professional Responsibility Exam (MPRE) Application/Information Booklets are available directly from: National Conference of Bar Examiners, MPRE Application Department, P. O. Box 4001, Iowa City, IA 52243-4001, telephone: (319) 341-2500 or from their website at www.ncbex.org. Application/Information booklets may also be obtained from your law school administrator's office, or from the Board of Law Examiners.
4. MPRE scores are deemed valid only if transferred to this Board directly from the MPRE testing authority. MPRE score transfers may be requested from the National Conference of Bar Examiners/ACT, MPRE Records Department, P. O. Box 451, Iowa City, IA 52243-0451, telephone: (319) 337-1304. Website: www.ncbex.org. Contact the testing authority for information regarding appropriate fees and procedures.

Mandatory Continuing Legal Education Requirements (CLE)

1. In accordance with Rule 260, C.R.C.P. Colorado is a mandatory CLE state. All actively registered Colorado attorneys must complete 45 general and 7 ethics CLE credits every three years.
2. In accordance with Rule 201.14(3) C.R.C.P., prior to taking the oath of admission, Class B, exam applicants must attend a six-hour course on professionalism jointly sponsored by the Colorado Bar Association and the Office of Attorney Regulation Counsel. Upon successful completion of the Colorado Bar Exam, six units of general CLE credit will apply toward the first three-year compliance period. *(See Rule 201.14 C.R.C.P. for details regarding time constraints for taking the oath of admission and expiration of bar exam results.)*
3. In accordance with Rule 201.14(4) C.R.C.P., Class A applicants who are admitted on motion pursuant to Rule 201.3 and single-client applicants who are admitted pursuant to Rule 222 shall have six months following admission to take the required course on professionalism required by Rule 201.14(3).