

**COLORADO SUPREME COURT BOARD OF LAW EXAMINERS**  
**1560 Broadway, Suite 1820, Denver Colorado 80202**  
**(303) 866-6626**  
*www.coloradosupremecourt.us*

**INSTRUCTIONS FOR FILING AN APPLICATION TO TAKE THE COLORADO BAR EXAM**  
**(WEB VERSION)**

These instructions (*retain for future reference*) apply to persons who wish to file an application to take the Colorado Bar Examination, using application forms obtained from the Board's web site.

- A. These instructions and forms are designed for individuals who are computer proficient. The Colorado Board of Law Examiners is unable to provide technical support for converting these documents to your word processing software.
1. **READ THESE INSTRUCTIONS**, the entire questionnaire and all supplementary forms thoroughly before proceeding.
  2. Your completed application **must be typewritten** and submitted in hard copy form. Applications completed in pen or pencil or submitted on diskette in lieu of a typewritten hard copy will not be accepted for processing and will not be deemed timely filed.
  3. **After downloading the application and supplementary forms, review the contents to ensure that you have obtained a complete set of required forms and information as listed below:**
    - a. **Application Questionnaire, including:**
      - 1) **Statement of Verification.** This document must be signed, dated and notarized no more than 30 days prior to the date your application is filed. It may be completed in pen. ***It must be filed with your completed application and fees.***
      - 2) **Authorization and Release.** This document must be signed, dated, and notarized no more than 30 days prior to the date your application is filed. It may be completed in pen. ***It must be filed with your completed application and fees.***
    - b. **Cover Page.** Complete this document and attach to the front of your completed application questionnaire. It may be completed in pen and ***must be filed with your application and fees.***
    - c. **Ethnic Survey.** Complete this document and submit with your application. It may be completed in pen. ***You will not be permitted to sit for the exam if this form is not completed and submitted prior to the exam.***
    - d. **Certificate of Law School Graduation (LX Form 5).** Submit this form without delay to your law school Dean or Registrar for completion. ***You will not be permitted to sit for the exam if this form is not completed and filed with the Board prior to the exam.***
    - e. **Change of Address Form** (*Retain this form to report changes in your mailing address.*)
    - f. **Application Amendment Form** (*Retain this document to report changes.*)
    - g. **Rules Governing Admission to the Bar of the State of Colorado.** (*Retain for future reference.*)

4. **Absolute and complete candor is required. FAILURE TO BE COMPLETELY CANDID MAY RESULT IN DENIAL OF ADMISSION.** If you are uncertain whether your situation falls within the scope of a particular question, assume that it does.

## **B. APPLICATION AMENDMENTS.**

1. This is a continuing application and all changes to the information provided in your application must be reported, *in writing, within thirty days of occurrence*. Refer to the applicable question number for which the change applies and provide all details relative to that question. You must continue to update your application until you are admitted to practice law in Colorado.
  - a. Use the **Change of Address Form** to report a change to your mailing address. (*Keep the original as a master from which to make copies for reporting future changes as needed.*)
  - b. Use the **Application Amendment Form** to report changes to information or responses to your application. (*Keep the original as a master from which to make copies for reporting future changes as they occur.*) *This form may not be used to register for a future exam after withdrawing or failing the exam.*
2. All changes must be reported in writing, signed and dated. Be certain to make copies of all changes prior to submitting them to this Board. Address changes will not be accepted by telephone, fax or email.
3. Your application is confidential. Therefore, if you wish the Board to communicate with someone other than yourself concerning questions which might arise during the course of the background investigation or concerning the current status of your application, you must submit a letter naming the individual with whom we may communicate.

## **C. MORAL CHARACTER.** The Board will conduct a background investigation on every applicant for admission to the bar. Under Rule 201.6, C.R.C.P. all successful applicants must be certified to the Supreme Court as morally and ethically fit. Persons whose background investigations are not completed at the time the examination results are released will not be certified to take the oath of admission pursuant to Rule 201.14, C.R.C.P.

1. As part of the background investigation the Board will obtain a credit report for every applicant. *An additional fee has been added to the amount due when the application is filed to cover the Board's cost for this report.*
  - a. If you have never resided in or established credit in the United States, you must submit a credit history from your country of residence.
2. To avoid delays in the completion of the investigation be certain to provide all information requested in the application, including:
  - a. Complete and accurate mailing addresses for employers and references.
  - b. Complete and detailed accounts of all circumstances where explanations are required, including dates, location and final outcome. All explanations must be substantiated by appropriate documentation, which if not readily available, may be submitted later.

3. Persons who file late applications will be given the lowest priority for completion of the background investigation and certification for admission.
4. The background investigation is completed independent of taking the Colorado Bar Exam. The Board's staff is not at liberty to engage in discussions relative to the status of an investigation; nor, will applicants be advised of satisfactory compliance with the character and fitness requirement of Rule 201.6, C.R.C.P. Applicants will be contacted, however, if explanations are inadequate, additional details are needed, or the Bar Committee for the Board of Law Examiners requests your appearance before an Inquiry Panel to discuss matters relative to your character and fitness for admission. For those individuals who are successful on the bar exam, but whose background investigations remain pending at the time the results are announced, the bar result notice will reflect a hold on your admission pending completion of the investigation.

#### **D. COVER PAGE**

1. The Cover Page may be completed in pen. It must accompany your completed application and fees.
2. The Cover Page identifies the appropriate routing of your application, thus ensuring fewer processing delays. It is also the means by which your seating preferences for the exam will be determined. Your application will not be deemed timely filed should you fail to submit this document with your application.
3. Print your name legibly in the space provided.
4. Indicate on the cover page the **exam month and year** for which you are applying; indicate *right or left hand seating* and whether you will **write or complete on lap top computer**, (*for computer test takers, add \$100 to applicable filing fee*) your **Essay/PT** answers.
5. Indicate if you are requesting **test accommodations** for a temporary or permanent disability which will require non-standard testing or medically prescribed equipment or devices during the exam. A Petition for Test Accommodations must be filed and approved by the Board of Law Examiners for any non-standard accommodation. Do not assume an accommodation has been granted until you are otherwise advised in writing. *Refer to Section E. Petition for Test Accommodations for details regarding filing a petition, forms, and required documentation.*
6. Indicate whether you have taken the Multistate Professional Responsibility Examination (MPRE), the date of the exam, and your scaled score. You must arrange to have an official notice of your MPRE scores sent directly to this Board from ACT in order to meet the MPRE requirement. See Section W. MPRE, for additional information. *If you have not yet taken the MPRE you should do so at the next scheduled administration.*
7. Indicate whether the law school from which you received your first professional law degree (JD or LLB) was accredited by the American Bar Association. If your school was not ABA accredited at the time of your graduation, you are subject to additional requirements in accordance with Rule 201.5(2)(a)(ii) or (iii), C.R.C.P.

**E. PETITION FOR TEST ACCOMMODATIONS.** If you are temporarily or permanently disabled, and require testing accommodations and/or special seating, or if you have a condition which necessitates the use of medically prescribed devices or aids, (i.e., orthopedic chair; neck, wrist, or leg braces; wheelchair, crutches, etc.), you must file a *Petition For Test Accommodations* using the Board's forms.

1. The forms required for requesting accommodations are ***not included*** in this packet, but may be obtained from the forms section of this web site; or, you may request that the forms be mailed to you by telephoning the Board's office.
2. Indicate on the Cover page of your application that you are requesting accommodations and submit the completed forms no later than the last filing deadline of the exam for which you are making such request. Petitions submitted at the last minute may not allow sufficient time for Board review and may result in the denial of your request.
3. **Written requests for testing accommodations should be submitted no later than DECEMBER 1 for the February exam, or MAY 1 for the July exam to allow sufficient time for the Board to review your request.** All requests must be accompanied by current, supporting medical documentation. Requests submitted after the official filing deadline will be deemed late application and will be assessed late filing penalty fees as set forth in Section S. Late Filing Penalty Fees. *In no case will requests submitted after December 31 for the February exam or May 31 for the July exam be granted. Petitions for accommodations filed at the last minute must be accompanied by all supporting medical documentation. Incomplete petitions filed at the last minute will be denied.*

**F. STATEMENT OF VERIFICATION.** This is your sworn verification that all statements and representations in your application are true and correct. It is also your sworn statement that no alterations have been made to the text of the application questions. See Section H.1. for penalties related to the submission of altered questionnaires. This form must accompany your application and fees when filed. Signature and date of notary execution must be no more than 30 days prior to the date of application filing.

**G. AUTHORIZATION AND RELEASE.** This document authorizes the Board to conduct a background investigation relative to your character and fitness for admission to practice law. Date of signature and notary execution must be no more than 30 days prior to the date your application is filed. It must be filed with your application and fees.

#### **H. FORMATTING AND COMPLETING THE APPLICATION.**

1. **Do not** alter the text or wording of the questions contained in this application questionnaire. Should such alterations be noted in your submissions, your application will be denied and your fees forfeited. Should you then still wish to pursue admission in Colorado, you will be required to complete the Board's standard forms and pay the full fees in force at that time. If questions arise concerning the specific language of a question, deference will be given to the Board's official printed application forms.
2. Enter your response to each question immediately following the item to which your response pertains.
3. Please note that the questionnaire is divided into SECTIONS I. through V. Each section is delineated with a HARD PAGE-BREAK. Do not delete these page-breaks, as they are intended to ensure that each of the five sections begins at the top of a new page. When printing the hard copy of your completed questionnaire, you may use as many pages as necessary to print your responses, but be certain that each of the five sections begins on a new page, regardless of where on the previous page your last response ended.
4. Printed applications will not be accepted in script or italics. A font of 12 is preferable but should be no smaller than 10. Applications not conforming to these standards will not be accepted and will not be deemed timely filed for purposes of meeting filing deadlines.
5. Once your application is complete, number your pages, print a HARD COPY and thoroughly

PROOFREAD your responses. **Make a photocopy of your completed application and all supplementary documents; retain for future reference. *Photocopies of completed applications are not available at any time following submission, and become the property of the Board once filed.***

6. **Assemble the documents as follows:**

- a. **Application Fee** (*Attach to the front of your application, followed by*)
- b. Cover Page;
- c. Ethnic Survey;
- d. Application Questionnaire;
- e. Statement of Verification (signed and notarized);
- f. Authorization and Release (signed and notarized); and
- g. applicable supplementary documentation.

Under no circumstances will your application be accepted for processing or deemed timely filed if submitted in hand written form or if a diskette is submitted in lieu of the hard copy.

7. **ALL QUESTIONS MUST BE FULLY ANSWERED.** Provide specific answers to each part of all questions. ***Leave no questions blank.*** (If the application is not substantially completed, it will not be accepted.) If a particular question does not apply or the answer is "none," so state.
8. **DETAILED EXPLANATIONS.** If the question calls for an explanation, provide a detailed narrative of all circumstances and events leading up to and surrounding the incident(s) described in your response.
9. **DATES.** Unless otherwise noted in the application, all dates must include ***month*** and ***year***.
10. **ADDRESSES.** All addresses must be complete. All reference and employer addresses must be current and include zip codes.

**\*\*\*\* SECTION I \*\*\*\***

**I. IDENTIFYING DATA**

1. Provide your **full name, including middle name** (no abbreviations). Your full name will be used for application processing only. You may register any variation of your full name with the Office of Attorney Registration at the time you are admitted to practice law in this state.
2. Complete all personal data in Section I.

**J. ADMISSION TO PRACTICE LAW**

1. Include all information called for in each part of each question, including your attorney registration number for each jurisdiction in which you are admitted to practice law.
2. If you are admitted to practice law in one or more state courts, obtain an original Certificate of Good Standing from each jurisdiction, issued by the appropriate court agency(ies), reflecting your date of admission, current status and standing. Certificates may be dated and submitted after the date your application is filed, but may not be dated more than 30 days prior to the date of application filing.
3. Obtain a letter from the appropriate disciplinary agency stating that there are no pending complaints against you, and that in the past you have not been the subject of any disciplinary actions or sanctions.

If there have been actions for which discipline has been imposed, the letter must set forth the date, complainant, nature and final disposition of each.

\*\*\*\* SECTION II \*\*\*\*

3. If you answered "YES" to Questions 2, 3, or 5, provide a detailed narrative of all circumstances surrounding your response. Also include applicable documentation substantiating your explanations.
4. If you answered "Yes" to Question 5, you must provide the beginning and ending dates during which your license to practice law was "inactive," "non-resident," or "limited," in addition to the information referenced in the paragraph above.

**K. EMPLOYMENT.** *All employers will be contacted in writing directly by this office.*

1. **All employment** information must reflect both **the complete mailing address** of the business and the **full name and complete mailing address** of your **supervisor or employer**. All employers will be contacted in writing by this office. To avoid delays in the application process make certain that all addresses are current and include zip codes.
2. Account for each time period. If you were unemployed during a particular time frame, so state.
3. Periods of **private or solo practice** during which you may not have had a supervisor or associate, provide the name and address of a judge or other professional colleague who is familiar with and will verify your legal activities during the time in question.
4. **Legal Internships** should be included under Non-Legal Employment (*Question 9*), even though you may not have been monetarily compensated for your activities.
5. For periods of **self-employment** (*which are not specifically private or solo practice*) provide a detailed narrative of the exact nature of the business and provide the name and complete mailing address of at least one individual for whom services were rendered.
6. **DO NOT** include, as individuals who will verify your employment, the names of persons related to you by blood or marriage, or persons whom you have employed.
7. For employment terminated under adverse circumstances, provide a detailed narrative of the circumstances under which you left.
8. If you were employed under a name other than that provided in Section I of the application, include that name in ( ) parentheses for each listing to which it applies.
9. If your employment includes periods of military active duty, provide copies of your evaluation reports for each period listed.

**L. REFERENCES.** All references listed in questions 10 and 11 will be contacted, in writing, directly by this office.

1. **DO NOT** solicit letters of reference from individuals listed in this section for submission with your application.
2. **DO NOT** include persons whom you have employed, who are related to you by blood or marriage, or

who have been listed in the employment section, Question 8 or 9.

3. **DO** include current and complete mailing addresses for each reference listed.
4. Locality in question 11 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 various localities if deemed appropriate.

**M. CITIZENSHIP.** If you are not a U.S. Citizen, include your Alien Registration or Visa number in response to question 21 and include a photocopy of both sides of your Alien Registration Receipt Card (green card) or Visa.

**\*\*\*\* SECTION III \*\*\*\***

**N. QUESTIONS 23-43.** If you answer, "YES" to any of questions 23 through 43, describe the events in a detailed narrative, including all circumstances leading up to and surrounding the incident(s) and submit any relevant documentation related to each.

**O. LITIGATION.** If you answer "YES" to question 41 (*named as either a plaintiff or defendant in a civil lawsuit*) complete Section IV. **Record of Civil Actions**, providing all information requested.

1. Duplicate Section IV, as needed, detailing each lawsuit in which you have been named.
2. Include a copy of the original complaint and final executed order of disposition filed in connection with each proceeding.

**P. SUPPLEMENTARY DOCUMENTATION.** Supplementary documentation not available at the time the application is filed may be submitted under separate cover and will not be subject to late filing fees. However, supplementary documentation submitted after the filing deadline may result in a delay of admission if such documentation is required for completion of the background investigation. Supplementary documentation is designated by an asterisk (\*). Forms requesting testing accommodations are not designated as supplementary documentation, and must be submitted by the appropriate filing deadline. *Include your name and application number on all supplementary documents submitted under separate cover to ensure inclusion to your file.*

1. \* **CERTIFICATE OF LAW SCHOOL GRADUATION (LX Form 5).** Submit this form to the Registrar or Dean of the law school from which you received or will receive your J. D. for completion and certification of your law school graduation.
  - a. If you **will complete all** law school academic requirements **prior** to the bar exam; but your law degree (J. D.) **will be conferred after the application filing deadline:**
    - 1) your completed LX Form 5 should be submitted to the Board no later than 15 days after degree completion. All law degree requirements must be met, your degree conferred and graduation certified by the law school prior to the bar exam.
  - b. 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 exam** as a result of law school policies relative to timing of graduation ceremonies, you must obtain authorization from this Board to sit for the exam, even though you have not yet received your law degree. Follow the procedures outlined below:

- 1) Include with your application (*when filed with the Board*), a formal written request seeking relief from the educational requirements of Rule 201.5, C.R.C.P. 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 exam is to be administered, and stating the **DATE CERTAIN** upon which your degree will be conferred.
  - 2) Following your successful completion of all academic requirements for graduation **BUT PRIOR TO THE BAR EXAM**, arrange for the law school registrar or dean to certify, **IN WRITING**, that you have indeed completed all degree requirements and indicating the **DATE CERTAIN** that your degree **will be conferred**. *The certification must be received by the Board prior to the bar exam. Failure to submit this document prior to the exam will preclude your eligibility to sit for the exam.*
  - 3) **AFTER** your degree has been formally conferred, arrange for the registrar or dean to complete the Certificate of Law School Graduation (LX-Form 5) reflecting your official date of graduation. The LX-Form 5 must 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 exam scores.
- c. **FOREIGN LAW SCHOOL GRADUATES:** If your law degree was received from a law school located in a common law, English-speaking nation other than the U.S.
- 1) You must submit to this Board, a Petition for Determination of Eligibility under Rule 201.5(2)(a)(iii) C.R.C.P. accompanied by a personal check or money order in the amount of \$100.00. If your petition is granted, this fee will be credited to your application-filing fee. *Your petition must be approved prior to filing an application and applicable filing fees.*
  - 2) Your law degree will be substantiated by the documentation, which must accompany your Petition for Determination of Eligibility; therefore in this instance, a Certificate of Law School Graduation (LX Form 5) is **not** required.
2. \* **DRIVING RECORD.** Obtain an **OFFICIAL** copy of your driving record from the Department of Motor Vehicles or Public Safety in each jurisdiction where you have been licensed to drive in the last three years. Driving records must be currently dated (*no more than 30 days prior to the date your application is filed*).
  3. \* **MILITARY SERVICE.** If you served in the armed forces and are now separated from such service, provide a copy of Separation from Active Duty (DD214), which may be obtained by contacting: Military Personnel Records Center, 9700 Page Blvd., St. Louis, MO 63132.

The DD214 must reflect both the “**Character of Service**” and “**Reason for Discharge**.” If your copy of this document does not reflect this information, you must obtain from the above referenced address a copy of your DD214, which does reflect this information. If you are advised by the Military Personnel Records Center that no such document exists, furnish a copy of that letter. If you are currently serving on active duty in the armed forces, provide a copy of your most recent evaluation and current orders.

Persons who served in the National Guard, provide a copy of Separation and Record of Service, NGB Form 22.

4. \***DIVORCE DECREE.** If you have been separated or divorced obtain a photocopy of the separation

agreement and final decree of divorce for each instance. If you are obligated to pay support or alimony pursuant to Court order, provide a notarized statement of compliance from the person to whom payments are made which includes the recipient's full name, address, telephone number and relationship to the applicant or a record of payment from the Court Registry through which payments are made.

5. **NAME CHANGE.** If you have had your name changed, provide a copy of the petition for name change and the final executed court order for such change.

## **Q. FILING DEADLINES.**

### **FEBRUARY EXAM: Application filing deadline date – December 1**

*Applications for the February exam will not be accepted for filing until after September 1.*

### **JULY EXAM: Application filing deadline date – May 1**

*Applications for the July exam will not be accepted for filing until after February 1.*

Your printed application with Cover Page, Statement of Verification, Authorization and Release, and appropriate payment must be filed with the Board of Law Examiners no later than close of business on the appropriate filing deadline. Applications received after 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 in Section S. Late Filing Penalty Fees. If the application is not substantially completed, it will not be accepted as timely filed. *(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 to be postmarked by the U.S. Postal Service.

## **R. APPLICATION FEES.**

1. Application fees must accompany the completed application forms. **Applications submitted without fees will not be processed, 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 applications be accepted if filed later than December 31 for the February exam and May 31 for the July exam.
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 exam; December 1 for the February exam).

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

**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 exam; December 1 for the February exam).

Application fee: \$500.00  
Add Credit Report fee: 7.25  
**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 "**nonsufficient 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 will be denied.

#### **S. 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 February exam and May 31 for July exam.
3. Late penalty fees will not be waived in the event an application is filed late as a result of technical problems or other delays in obtaining the appropriate application forms.

#### **T. APPLICATION WITHDRAWAL AND REFUND POLICIES**

1. If you wish to withdraw your application, you **must do so in writing**.
2. A partial refund of fees is available for applications withdrawn no later than January 31 for the February exam and June 30 for the July exam. **ABSOLUTELY NO REFUNDS WILL BE AVAILABLE AFTER THESE DATES.**
3. Refunds must be **requested specifically, in writing**, at the time the application is withdrawn and will be processed in accordance with the date the refund 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 Exam** – if refund request received no later than December 31: **1/2 (50%)**  
if refund request received before January 31: **1/4 (25%)**

**JULY Exam** – if refund request received no later than May 31: **1/2 (50%)**

if refund request 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 exam** and did not submit written notification to this Board of your anticipated absence (*prior to the date of the exam*) 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.**

#### U. APPLICATION FILING.

1. **MAKE A PHOTOCOPY** of each completed form and document before filing your application. *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.*
2. Send your completed application, fees and supplementary documents to:

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

3. If you mail your application, it is strongly recommended that you send it **RETURN RECEIPT REQUESTED**. If you deliver your application, bring a copy 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. *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.*
4. **FACSIMILES**. Applications and supporting documentation will not be accepted by facsimile (FAX machine).
5. 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 exam.*
6. Several weeks following receipt of your application a review of your application for eligibility to sit for the exam 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 exam. If your application is **incomplete**, the mailing will include a list of those documents needed to complete your file.
7. Admission badges will not be mailed to persons who have failed to submit a Certificate of Law School

Graduation, appropriate fees, fingerprints, fingerprint Declaration Verifying Identity, or Ethnic survey.

8. Exam admission badges and detailed information about the test schedule, location and procedures will be mailed approximately two weeks prior to the bar exam, to all applicants preliminarily approved, using the most recent address on file.
9. Provided you are determined eligible to sit for the exam, a background investigation will be initiated. You may or may not be contacted for additional information relative to the character and fitness investigation; the timing of which may occur at any phase of the application process. Should you receive such an inquiry; your prompt written response is required.
10. **Seat change requests for computer/writing** must be made in writing **no later than February 1** for the February exam or **July 1** for the July exam.

**V. MBE SCORE TRANSFER REQUESTS.** 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](http://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.**

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.*

**W. 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, 2255 N. Dubuque Road, P. O. Box 4001, Iowa City, IA 52243-4001**, telephone: (319) 341-2500. Application/Information booklets may also be obtained from your law school administrator's office, or from [www.ncbex.org](http://www.ncbex.org).
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](http://www.ncbex.org) Contact the testing authority for information

regarding appropriate fees and procedures.

## **X. GENERAL INFORMATION CONCERNING THE BAR EXAMINATION**

1. Multistate Bar Exam (MBE) and Multistate Performance Test (MPT) **Information Booklets** may be downloaded from the National Conference of Bar Examiners website: [www.ncbex.org](http://www.ncbex.org)
  2. **EXAM ADMISSION BADGES** are required for entry to the test facility. Badges will be mailed approximately two weeks prior to the exam. Badges will not be available the day of the exam at the door. If you have not received your admission badges within three to five days preceding the exam, contact your staff representative to determine the delay.
  3. **PHOTO IDENTIFICATION**, currently dated, is also required during each exam session.
  4. **COMPUTERS.** Registration and SofTest™ software pre-installation is required to take the exam using your personal laptop computer. Shortly after the last filing deadline has passed, you will receive an email with instructions for completing the registration process online at [Examsoft.com/cobar](http://Examsoft.com/cobar). You must maintain an active email account in order to complete the registration process. ExamSoft World Wide, Inc. will communicate 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.** 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 have also been modified since your last experience. Please refer to [www.Examsoft.com/barfaq](http://www.Examsoft.com/barfaq) for minimum system requirements and other important information.
    - a. 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.
    - b. 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.
3. **RESTRICTION OF PERSONAL ITEMS**
    - a. 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.
    - b. Use of sound suppression equipment during the examination is limited to "ear plugs" such as those used for the sport of swimming.
    - c. Use of specially designed chairs, footstools, podiums or other types of personal equipment are 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 Section E, Petition for Test Accommodations.

## **Y. 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, all bar 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.)*

COLORADO BAR EXAM COVER PAGE – WEB VERSION

Complete and submit this form with full application fee no later than the applicable filing deadline.

APPLICANT NAME: \_\_\_\_\_  
(Type or Print Legibly)

Telephone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Herewith filed is my application for the Colorado Bar Exam scheduled for FEBRUARY \_\_\_\_\_ JULY \_\_\_\_\_  
(Year) (Year)

EXAM SEATING

1. I am  RIGHTHANDED  LEFTHANDED

2. I wish to complete the Essay/PT portion by  WRITING  COMPUTER (\$100 fee)\*

\*Add \$100 to applicable filing fee. Mandatory SofTest™ software installation and laptop registration must be completed by applicable deadlines. Instructions and deadlines for software installation and registration will be communicated via email. See [www.examsoft.com/barfaq](http://www.examsoft.com/barfaq) for more information.

TEST ACCOMMODATIONS

3. I have a DISABILITY for which I am requesting special test accommodations. Yes  No

Test accommodations will not be granted to those who fail to file a Petition for Test Accommodations. (See Test Accommodation Forms at [www.coloradosupremecourt.us/BLE/Application/AppForms.htm](http://www.coloradosupremecourt.us/BLE/Application/AppForms.htm))

MULTISTATE PROFESSIONAL RESPONSIBILITY EXAM (MPRE) REQUIREMENT

4. Have you taken the MPRE within the last two years? Yes  No   
If YES, indicate: Date of exam \_\_\_\_\_ Scaled Score \_\_\_\_\_

c. Have you requested the transfer of your MPRE scores to Colorado? Yes  No   
(See MPRE section of Instructions for Filing an Application to Take the Colorado Bar Exam for MPRE requirements.)

EDUCATIONAL QUALIFICATIONS

5. Full name and location of the law school from which you received your first professional law degree\* (JD or LLB)

Law School Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

\*Non-ABA law school graduates are subject to additional requirements of Rule 201.5, C.R.C.P.

PREVIOUS COLORADO APPLICATIONS

6. Prior to this application, have you ever filed an application for admission to practice law in Colorado?  
No  Yes  If Yes, indicate Date (approximate) of application. \_\_\_\_\_

FOR OFFICE USE ONLY (Web Version)

DATE RECEIVED \_\_\_\_\_

APPLICATION NUMBER \_\_\_\_\_

Check No \_\_\_\_\_

POSTMARK \_\_\_\_\_ WALK-IN \_\_\_\_\_

Amount Paid \_\_\_\_\_ Late Fee \_\_\_Y \_\_\_N

## ETHNIC SURVEY

The Colorado Board of Law Examiners is gathering ethnic data to determine the impact of the bar exam on various groups of persons. Below is a questionnaire which seeks very basic ethnic information. This information will be treated in a confidential manner and will be used only for research purposes. The questionnaire and its answer will be separated during the initial processing of the application and will not be associated with an applicant's file or examination answers during grading of the exam. Individuals will not be identified by name and the information will not be retained by the board as part of the application. This survey must be returned with your application. Thank you for answering the questions which are posted below.

1. What is your gender?            **Male** \_\_\_\_\_            **Female** \_\_\_\_\_

2. Which one of the following racial or ethnic groups best describes you?  
(Mark one choice only.)

\_\_\_\_\_ **Native American or Alaskan Native**  
(Descended from any of the original people of North America.)

\_\_\_\_\_ **Filipino**

\_\_\_\_\_ **Pacific Islander**  
(Melanesian, Micronesian, Polynesian)

\_\_\_\_\_ **Origins in Indian sub-continent**  
(Pakistan, India, Bengal, etc.)

\_\_\_\_\_ **Asian**  
(Includes Chinese, Japanese, Korean and the peoples of Malaysia and Southeast Asia.)

\_\_\_\_\_ **Hispanic**  
(Mexican, Puerto Rican, Cuban, Central or South American, Spanish, but not Portuguese.)

\_\_\_\_\_ **African-American**  
(Excludes persons of Hispanic origin.)

\_\_\_\_\_ **Caucasian**  
(Includes persons having origins in any of the original peoples of Europe, Russia, North Africa and the Middle East – and generally corresponds to those persons not classified into one of the 7 specific minority categories.)

\_\_\_\_\_ **Other**  
(*Web Version*)

<b>FOR OFFICE USE ONLY</b>
<b>APPLICATION NUMBER</b>
_____

STATE OF COLORADO SUPREME COURT  
BOARD OF LAW EXAMINERS  
1560 Broadway Street, Suite 1820  
Denver, Colorado 80202

**CERTIFICATE OF LAW SCHOOL GRADUATION**

Application for Admission to the Bar of \_\_\_\_\_

(Student's Full Name)

I hereby certify that

A. The applicant named above studied law at : \_\_\_\_\_

(School Name)

B. Applicant completed all requirements for \_\_\_\_\_ on \_\_\_\_\_

(Degree type)

(Date completed)

C. Applicant received said degree on \_\_\_\_\_

(Date conferred)

D. Applicant's record **does not reflect adversely on his/her fitness to practice law;** and during his/her attendance at this law school, he/she has not been subject to any disciplinary action, except:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Said law school **WAS ACCREDITED BY THE AMERICAN BAR ASSOCIATION** on or before the date on which applicant received said degree; and

F. At said law school I hold the title of \_\_\_\_\_

Certified by: \_\_\_\_\_

(Print name)

Signature: \_\_\_\_\_

(Original Signature Required)

Date of Certification: \_\_\_\_\_

(SCHOOL OR NOTARY SEAL)

**DO NOT EXECUTE THIS CERTIFICATE UNTIL AFTER** the student's degree has been conferred. If school has no official seal, a notary execution must reflect the official and verified status of this certificate.

**STATE OF COLORADO SUPREME COURT  
BOARD OF LAW EXAMINERS  
1560 Broadway Street, Suite 1820  
Denver, Colorado 80202**

**AMENDMENT TO APPLICATION FOR ADMISSION TO COLORADO**

RETAIN THIS ORIGINAL AND MAKE PHOTOCOPIES AS NEEDED TO AMEND YOUR APPLICATION  
(This form must be typewritten and notarized)

Application Number: \_\_\_\_\_

(Check one)    On Motion \_\_\_\_\_                      Exam \_\_\_\_\_

I, \_\_\_\_\_, understand my continuing obligation to report changes to my application, in writing, within 30 days of occurrence. For this reason, the following additional information is provided to amend the application currently pending with the Colorado Board of Law Examiners. This amendment applies to Question(s) \_\_\_\_\_ of my application questionnaire.

Applicant's Signature: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, A. D. \_\_\_\_\_

Notary's signature: \_\_\_\_\_

My commission Expires on: \_\_\_\_\_

(S E A L)

**THIS FORM MAY NOT BE USED FOR PURPOSES OF FILING FOR A NEW EXAMINATION DATE.**

**COLORADO SUPREME COURT BOARD OF LAW EXAMINERS**

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**CHANGE OF ADDRESS FORM**

**If your mailing address changes, it must be reported in writing.** A new notice of address change must be filed with the Board for each change in your mailing address (*even if a reported change is temporary and you are returning to a previous address*). Address changes will not be accepted by telephone, email or fax.

Important information will be mailed to the most recent address on file with this Board concerning your eligibility to sit for the bar exam, exam schedules and admission badges, character and fitness inquiries; as well as, your bar exam results. Don't miss these important mailings by failing to inform the Board of changes to your mailing address.

Use of this form to report address changes will help to ensure that such changes are appropriately noted and promptly recorded.

---

TO: Supreme Court Board of Law Examiners  
1560 Broadway, Suite 1820  
Denver, CO 80202

I am an applicant for the Colorado Bar Exam for *(check one)*

**FEB** \_\_\_\_\_  
(year)

**JUL** \_\_\_\_\_  
(year)

**Please record my new mailing address effective on:** \_\_\_\_\_

**APPLICATION NO:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**NAME (print):** \_\_\_\_\_

**NEW ADDRESS:** \_\_\_\_\_

\_\_\_\_\_  
(city) (state) (zip code)

**NEW TELEPHONE:** \_\_\_\_\_  
(area code)

**Signature:** \_\_\_\_\_

**STATE OF COLORADO  
SUPREME COURT  
BOARD OF LAW EXAMINERS**

1560 Broadway, Suite 1820  
Denver, Colorado 80202

**RULES GOVERNING ADMISSION  
TO THE BAR  
OF THE STATE OF COLORADO**

Amended and adopted by the Court, En Banc, on April 26, 2007, effective April 26, 2007

## **RULES GOVERNING ADMISSION TO THE BAR**

### **Rule 201.1 Supreme Court Jurisdiction**

The Supreme Court exercises jurisdiction over all matters involving the licensing of persons to practice law in the State of Colorado. Accordingly, the Supreme Court has adopted the following rules governing admission to the practice of law.

### **Rule 201.2 Board of Law Examiners**

(1) The "Colorado State Board of Law Examiners" (Board) shall consist of two committees, "the Law Committee" and "the Bar Committee."

(a) The Law Committee shall consist of eleven members of the Bar appointed by the Supreme Court for terms of five years. They serve at the pleasure of and may be dismissed at any time by the Supreme Court. A member of the Law Committee may resign at any time. The Supreme Court shall designate one of the members of the Law Committee to serve as its chair and also chair of the Board. The Law Committee shall conduct two written examinations each year, one in February and one in July, in the metropolitan Denver, Colorado area or at such other times and places as may be designated by the Court. The Supreme Court shall review and approve in advance the general standards of performance that must be met in order to pass the written examination.

(b) The Bar Committee shall consist of eleven members appointed by the Supreme Court for terms of five years. Nine of the members shall be registered attorneys and two shall be non-attorneys. They serve at the pleasure of and may be dismissed at any time by the Supreme Court. A member of the Bar Committee may resign at any time. The Supreme Court shall designate one of the members of the Bar Committee to serve as its chair. It shall be the duty of the Bar Committee to investigate applicants' mental stability, education, professional experience, and ethical and moral qualifications for admission to the Bar.

(2) The Board shall employ an executive director, subject to the approval of the Supreme Court, and such other staff as may be necessary to assist in performing its functions. The Board shall pay all expenses reasonably and necessarily incurred by it under an annual budget recommended by the Board and approved by the Supreme Court.

(3) The Board shall recommend to the Supreme Court proposed changes or additions to the rules of procedure governing admission to the practice of law. The Board may adopt guidelines to govern its internal operation and to provide guidance to the executive director.

(4) All fees required by Rule 201.4(3) shall be paid by the executive director into a fund kept in a depository designated by the Supreme Court and used to pay expenses incurred incident to the admission of attorneys. A portion of the fund, while held for future expenses, may be invested as the Supreme Court shall direct. The fund shall be audited annually.

(5) The Board of Law Examiners, and its members, employees and agents are immune from all civil liability for damages for conduct and communications occurring in the performance of and within the scope of their official duties relating to the examination, character and fitness qualification, and licensing of persons seeking to be admitted to the practice of law. Records, statements of opinion and other information regarding an applicant for admission to the bar communicated by any entity, including any person, firm or institution, without malice, to the Board of Law Examiners, or to its members, employees or agents, are privileged, and civil suits for damages predicated thereon may not be instituted.

### **Rule 201.3 Classification of Applicants**

(1) Class A applicants are those applicants as determined by the Bar Committee:

(a) who have been admitted to the Bar of another state, territory, or district of the United States which allows admission to members of the Colorado Bar on motion without the requirement of taking that jurisdiction's bar examination,

(b) who have actively and substantially maintained a practice of law for five of the seven years immediately preceding application for admission to the Bar of Colorado in that state, territory or district of the United States which allows admission to members of the Colorado Bar on motion without the requirement of taking that jurisdiction's bar examination.

(2) For purposes of this rule, "practice of law" means:

(a) the private practice of law as a sole practitioner or as a lawyer employee of or partner or shareholder in a law firm, professional corporation, legal clinic, legal services office, or similar entity; or

(b) employment as a lawyer for a corporation, partnership, trust, individual, or other entity with the primary duties of:

(i) furnishing legal counsel, drafting documents and pleadings, and interpreting and giving advice with respect to the law, and/or

(ii) preparing, trying or presenting cases before courts, executive departments, administrative bureaus or agencies; or

(c) employment as a lawyer in the law offices of the executive, legislative, or judicial departments of the United States, including the independent agencies thereof, or of any state, political subdivision of a state, territory, special district, or municipality of the United States, with the primary duties of

(i) furnishing legal counsel, drafting documents and pleadings, and interpreting and giving advice with respect to the law, and/or

(ii) preparing, trying or presenting cases before courts, executive departments, administrative bureaus or agencies; or

(d) employment as a judge, magistrate, hearing examiner, administrative law judge, law clerk, or similar official of the United States, including the independent agencies thereof, or of any state, territory or municipality of the United States with the duties of hearing and deciding cases and controversies in judicial or administrative proceedings, provided such employment is available only to a lawyer; or

(e) employment as a teacher of law at a law school approved by the American Bar Association throughout the applicant's employment; or

(f) any combination of subparagraphs (a)-(e) above.

(3) A full-time commissioned officer and judge advocate of the military services of the United States stationed in this state may be temporarily admitted to the Bar of Colorado, upon request of his or her commanding officer. Such admission shall be solely for the purpose of practice and court appearance in his or her capacity as a judge advocate and shall continue only as long as he or she is serving as a judge advocate in Colorado.

(4) A law professor who, as determined by the Bar Committee, has been admitted to the bar of another state, territory, or district of the United States, may be temporarily admitted to the bar of Colorado upon application supported by the certification of employment by his or her dean. Such admission shall be solely for so long as the professor shall serve as a full-time member of the faculty of such Colorado law school. As used here, "Law Professor" means a law school graduate who, as determined by the bar committee, is employed full-time as a tenured or tenure track teacher at a law school approved by the American Bar Association located within the state of Colorado. Such admission shall automatically terminate when the person no longer holds the full-time status at the law school, and the person admitted pursuant to this rule shall notify the bar committee of his or her change of status in this regard, including leaves of absence, as soon as practicable.

(5) All other applicants are Class B applicants, who shall take a written examination.

#### **Rule 201.4 Applications**

(1) All applications shall be made on forms furnished by the Board, requiring such information as is necessary to determine whether the applicant meets the requirements of these rules, together with such additional information as is necessary for the efficient administration of these rules. This information shall be deemed confidential and may be released only under the conditions set forth for release of confidential information under Rule 201.11.

(2) All Class B applications shall be received or postmarked on or before the first day of December preceding the February Bar Examination or on or before the first day of May preceding the July Bar Examination or at such other times as may be designated by the court.

(3) Fees shall be required of all applicants in an amount fixed by the Court. Fees may be refunded in accordance with guidelines adopted by the Board. An application which is not accompanied by the applicable fee will not be accepted.

#### **Rule 201.5 Educational Qualifications**

(1) Every Class A applicant shall have obtained a first professional law degree from a law school accredited by the American Bar Association.

(2) Class B applicants shall meet the following educational requirements:

(a) Every Class B applicant shall have received at the time of the examination (i) a first professional law degree from a law school approved by the American Bar Association; or (ii) a first professional law degree from a state accredited law school, provided that such applicant shall have been admitted to the bar of another state, territory, or district of the United States and shall have been actively and substantially engaged in the practice of law, as defined by Rule 201.3(2), for five of the seven years immediately preceding application for admission to the Bar of Colorado; or (iii) a first professional law degree from a law school in a common law, English-speaking nation other than the United States provided that such applicant shall have been admitted to the bar of the nation where he/she received his/her first professional law degree and shall have been actively and substantially engaged in the practice of law, as defined by Rule 201.3(2), for five of the seven years immediately preceding application for admission to the bar of Colorado.

(3) Effective July 1, 1992, both Class A and Class B applicants shall be required to pass the Multi-State Professional Responsibility Examination (MPRE). A passing score will be valid if it was achieved at an examination taken not more than two years prior to acceptance of application for admission in Colorado. The Supreme Court shall review and approve, in advance, the general standards of performance that must be met in order to pass the MPRE.

### **Rule 201.6 Moral and Ethical Qualifications**

- (1) Applicants must demonstrate that they are mentally stable and morally and ethically qualified for admission. Fingerprints may be required of all applicants.
- (2) The Bar Committee may require further evidence of an applicant's mental stability and moral and ethical qualifications reasonably related to the standards for admission as it deems appropriate, including a current mental status examination. Costs for any mental status examination or for obtaining any additional information required by the Bar Committee shall be borne by the applicant.
- (3) Applicants must certify that they are in compliance with any child support order as defined by §26-13-123(a), C.R.S.

### **Rule 201.7 Review of Applications**

The executive director, pursuant to guidelines developed by the Bar Committee, shall review all applications for information about the mental stability and ethical or moral qualifications of each applicant. The executive director shall certify to the Bar Committee the names of those applicants who, without further investigation, appear to be qualified for admission. After review and approval by the Bar Committee, the executive director shall certify to the Supreme Court the names of all qualified applicants. Those applicants not certified shall be referred for review by an inquiry panel of the Bar Committee.

### **Rule 201.8 Inquiry and Hearing Panels of the Bar Committee**

The chair of the Bar Committee shall assign at least three members of the Bar Committee to one or more inquiry panels and at least three members of the Bar Committee to one or more hearing panels. Members of the Bar Committee may be assigned by the chair from one panel to another, but in no event shall a member who has conducted a preliminary screening or inquiry of an applicant take any part in the consideration of a formal hearing involving the same applicant. In the discharge of its duties, the Bar Committee may enlist the assistance of other persons admitted to practice law in Colorado. A quorum of either a hearing panel or an inquiry panel is three persons.

### **Rule 201.9 Review by Inquiry Panel**

- (1) If, after investigation conducted pursuant to guidelines developed by the Bar Committee, the executive director recommends that an inquiry panel be convened to determine whether there is probable cause to believe that an applicant is not mentally stable or ethically or morally qualified, the chair of the Bar Committee shall designate a member of the Bar Committee to review the director's recommendation. If the reviewing member concurs with the executive director's recommendation, the chair of the Bar Committee shall convene an inquiry panel which includes the reviewing member and designate one of the inquiry panel members as chair.
- (2) The director shall notify the applicant in writing of the general matters in question and invite the applicant to appear for an interview with the inquiry panel. The applicant may be accompanied by counsel, and the notice shall so advise. The notice shall be sent by certified mail, at least fifteen days before the interview is scheduled, to the address listed on the application or the address subsequently provided in writing to the Board by the applicant.
- (3) If not satisfactorily explained, an applicant's failure to appear for an interview may be grounds to recommend denial of the application.
- (4) Probable cause for denial exists under the following circumstances:

(a) The applicant has been convicted of a felony or a crime of moral turpitude, or any crime involving a breach of fiduciary duty, or accepted a deferred judgment which is pending as to such a charge in any jurisdiction;

(b) The applicant has been publicly disciplined in any jurisdiction for a violation of a code of professional responsibility or a comparable code of ethics;

(c) The applicant has been declared mentally ill or incompetent by a court having jurisdiction and the declaration has not been dissolved or rescinded;

(d) The applicant has been found not guilty of any crime by reason of insanity;

(e) The applicant is in arrears under a child support order as defined by §26-13-123(a), C.R.S.

(5) In addition, probable cause for denial of an application may be established by any evidence which, in the judgment of the majority of the inquiry panel members, tends to show that the applicant is not mentally stable or morally or ethically fit to practice law. In making its probable cause determination, the inquiry panel is not bound by formal rules of evidence and may consider all documents, statements or other matters brought to its attention.

(6) If the inquiry panel determines that there is probable cause to believe that the applicant is unqualified:

(a) The panel shall set forth its findings in writing within thirty days after the panel meeting at which such determination is made;

(b) The findings shall state with particularity the specific matters indicating that the applicant is not qualified; and

(c) The executive director shall send a copy of the inquiry panel's findings to the applicant with a notice that these findings shall become the Bar Committee's recommendation to be filed with the Supreme Court, unless within thirty days after the notice is mailed, the applicant files with the Board a written request for a hearing. The request shall include the applicant's response to each of the specific matters in the inquiry panel findings.

(d) If an applicant files a written request for a hearing, but voluntarily withdraws that request before the hearing is held, the inquiry panel's findings shall become the Bar Committee's recommendation to be filed with the Supreme Court.

(7) If the reviewing member ascertains that an inquiry panel proceeding is not justified or the inquiry panel determines that there is not probable cause to believe that the applicant is unqualified, the executive director shall certify to the Supreme Court that the Bar Committee recommends the applicant's admission.

### **Rule 201.10 Formal Hearings**

(1) If, under Rule 201.9, an inquiry panel finds probable cause to believe that an applicant is mentally unstable or ethically or morally unfit for admission to the Bar, a formal hearing shall be conducted by a hearing panel if the applicant makes a written request as specified in Rule 201.9(6)(c). The issues at the formal hearing shall be limited to those in the inquiry panel findings and challenged in the applicant's request for a hearing unless, prior to the hearing, the attorney regulation counsel requests the inquiry panel to reopen the probable cause determination to consider additional information. The chair of the Bar Committee shall designate one member of the hearing panel as its chair who shall rule on all motions, objections and other matters presented in connection with a formal

hearing.

(2) If the applicant files a written request for a formal hearing, the hearing shall be conducted under the following rules of procedure.

(a) The applicant shall be notified in writing of:

(i) The date, time and place of the hearing;

(ii) The names and addresses of persons on whom the inquiry panel relied to establish adverse matters concerning the applicant's fitness; and

(iii) The right of the applicant to be represented by counsel at such hearing, to examine and to cross-examine witnesses, to adduce evidence bearing upon the applicant's moral character and general fitness to practice law, and to make reasonable use of the subpoena powers of the Bar Committee.

(b) (i) The chair of the Bar Committee or the chair of the hearing panel may issue subpoenas to compel the attendance of witnesses and the production of pertinent books, papers, documents, or other evidence. Witnesses shall be entitled to receive fees for mileage as provided by law for witnesses in civil actions.

(ii) A subpoena shall indicate that it is issued in connection with a confidential proceeding and that it may be deemed contempt of the Supreme Court to breach the confidentiality of the proceeding in any way. It shall not be deemed a breach of confidentiality for a person subpoenaed to consult with a lawyer.

(iii) Any challenge to the power to subpoena as exercised under this rule shall be directed to the chair of the Bar Committee or the chair of the hearing panel.

(iv) Any person who fails or refuses to comply with a subpoena issued by the chair of the Bar Committee or the chair of the hearing panel may be cited for contempt of the Supreme Court upon recommendation of the chair of the Bar Committee.

(v) Depositions may be taken by any party to a proceeding conducted under this rule and used in the same manner and to the same extent as in any civil action except all depositions shall be sealed and filed with the Supreme Court unless otherwise ordered. Subpoenas for attendance at depositions may be issued by the chair of the Bar Committee or the chair of the hearing panel on behalf of any party.

(c) A hearing before a hearing panel shall be confidential unless the applicant shall request that the hearing be public. An applicant may not be required to testify or produce records over his objection if to do so would be in violation of his constitutional privilege against self-incrimination. The hearing panel shall not be bound by the formal rules of evidence. The hearing panel in its discretion may take evidence other than in testimonial form, having the right to rely upon records and other material furnished to it in response to its request for assistance in its inquiries or in response to its subpoena powers. The hearing panel in its discretion may determine whether evidence to be taken in testimonial form shall be taken in person or upon deposition, but in either event all testimonial evidence shall be taken under oath. A complete stenographic record of the hearing shall be kept, and a transcript thereof may be ordered by the applicant at the applicant's expense.

(d) Within thirty days after the conclusion of the hearing, the hearing panel shall prepare and file with the Supreme Court its report including findings of fact, conclusions of law and recommendations as to admission. Copies of the hearing panel's report shall be supplied to the attorney regulation counsel and the applicant. Within fifteen days after service of the hearing panel's report, both the applicant and the attorney regulation counsel shall have the right to file with the Supreme Court and serve on the opposing party written exceptions to the report.

(e) The Supreme Court, after reviewing the report of the hearing panel and any exceptions filed thereto, may admit or decline to admit the applicant to the Bar. The Supreme Court reserves the authority to review any determination made in the course of an admission proceeding and to enter any order with respect thereto, including an order that the Bar Committee conduct further proceedings.

(3) The burden of proof shall be on the applicant to show by a preponderance of the evidence that the applicant is mentally stable and ethically and morally fit for admission to the Bar.

(4) At the formal hearing, the office of the attorney regulation counsel shall represent the inquiry panel and shall present evidence in support of the inquiry panel's findings. The hearing panel shall take evidence and make findings of fact and conclusions of law. With the permission of the chair of the panel and upon sufficient notice to the applicant, the attorney regulation counsel may file amendments made by the inquiry panel to its findings. The burden of going forward initially shall be on the attorney regulation counsel. On motion of the attorney regulation counsel, and upon a showing of good cause, the hearing panel may require the applicant to submit to a mental status examination conducted by a psychiatrist or psychologist, or to submit to a substance abuse evaluation conducted by a qualified professional of the attorney regulation counsel's choosing, the cost of which shall be borne by the applicant.

(5) A prima facie case of unfitness shall be deemed established, and the burden of going forward shall shift to the applicant, upon a showing of any of the following facts:

(a) The applicant has been convicted of a felony or a crime of moral turpitude, or any crime involving a breach of fiduciary duty, or accepted a deferred judgment which is pending as to such a charge in any jurisdiction.

(b) The applicant has been publicly disciplined in any jurisdiction for a violation of a code of professional responsibility or a comparable code of ethics.

(c) The applicant has participated personally, as an attorney or a party, in manifestly excessive and frivolous litigation or has been convicted of contempt of court.

(d) The applicant has been declared mentally ill or incompetent by a court having jurisdiction, and the declaration has not been dissolved or rescinded.

(e) The applicant has been found not guilty of any crime by reason of insanity.

(6) None of the facts sufficient to establish a prima facie case of unfitness, as set forth in sub-section (5), shall constitute an absolute prohibition to admission, and a prima facie showing of unfitness on any ground, whether or not specified in sub-section (5), may be rebutted by sufficient proof, by a preponderance of the evidence, that the applicant is mentally stable and ethically and morally fit for admission.

#### **Rule 201.11 Request for Disclosure of Confidential Information**

(1) Except as otherwise authorized by order of the Supreme Court, all proceedings conducted pursuant to these rules shall be confidential and the Bar Committee shall deny requests for confidential information unless the request is made by:

(a) An agency authorized to investigate the qualifications of persons for admission to practice law;

(b) An agency authorized to investigate the qualifications of persons for government employment;

- (c) A lawyer discipline enforcement agency; or
- (d) An agency authorized to investigate the qualifications of judicial candidates.

If the request is granted, information shall be released only upon certification by the requesting agency that the confidential information shall be used for authorized purposes only.

(2) If one of the above enumerated agencies requests confidential information, the Bar Committee shall give written notice to the applicant that the confidential information will be disclosed within ten days unless the applicant obtains an order from the Supreme Court restraining such disclosure.

#### **Rule 201.12 Reapplication for Admission**

(1) An applicant who has been rejected by the Supreme Court as mentally unstable or ethically or morally unfit may reapply for admission five years after the date of the Supreme Court's ruling unless otherwise ordered by the Supreme Court. Upon reapplication, the applicant shall have the burden of showing to the Bar Committee by a preponderance of the evidence the applicant's fitness to practice as prescribed by these rules. Upon reapplication, the applicant also shall complete successfully the written examination for admission to practice, even though the applicant has previously passed such an examination in Colorado.

(2) An applicant for readmission to the Bar after disbarment will be considered a Class B applicant under Rule 201.3(5) and shall satisfy all requirements of Rule 251.29(a).

#### **Rule 201.13 Inspection of Essay Examination Answers**

Beginning twenty days after the date the results from an examination are mailed and ending on the sixtieth day after such date, any unsuccessful applicant shall be entitled to a reasonable inspection of the applicant's answers to the essay portion of the examination. After that time, the decision that an applicant has passed or failed the examination shall be final. This rule does not permit applicants to inspect the Multi-State Bar Examination.

#### **Rule 201.14 Oath of Admission**

(1) No applicant shall be admitted to the Bar of this State until such time as he or she has taken the oath of admission prescribed by the Supreme Court. No Class A applicant shall be permitted to take such oath later than eighteen months subsequent to the date upon which his or her application has been approved. No Class B applicant shall be permitted to take such oath later than eighteen months subsequent to the date of the announcement by the Supreme Court that he or she has passed the examination. Nothing herein shall preclude reapplication for admission.

(2) Admission of all applicants shall be by order of the Supreme Court, en banc, and certificates of admission issued to applicants shall be signed by the Clerk of the Supreme Court. Every applicant, before receiving a certificate of admission, shall pay a license fee to be set by the Supreme Court and sign an oath before the Clerk of the Supreme Court or other designated officer. The portion of the license fee necessary to cover the cost of the license shall be remitted to the Clerk of the Supreme Court.

(3) Every applicant, before taking the oath of admission, shall complete the required course on professionalism presented by the Office of Attorney Regulation Counsel in cooperation with the Colorado Bar Association. For applicants eligible for admission after July 1, 2003, the course shall satisfy 6 units of the 45 unit general requirement during each attorney's continuing legal education first compliance period pursuant to C.R.C.P. 260.2(1). Attorneys admitted after July 1, 2000, but prior to July 1, 2003, who have not taken the 4 unit

professionalism course by July 1, 2003, shall take the 6 unit professionalism course, and shall receive 4 units of the 7 unit ethics requirement and 2 of the general requirement, in that attorney's first continuing legal education compliance period, pursuant to C.R.C.P. 260.2(2). In the event that an applicant is unsuccessful on the Colorado bar examination, the professionalism course shall be valid for one full calendar year following completion of the course. Proceeds from the fee charged for the course shall be divided equally between the Colorado Bar Association, CLE in Colorado, Inc., and the Office of Attorney Regulation Counsel to pay for administering the course and to fund the attorney regulation system.

(4) 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).