

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

MEMORANDUM

RE: Requests for changes in Seating

Exam seating will be assigned based upon the information designated in your application for right/left handed and desired method (writing/computer) for completion of the Essay/PT. Please review the enclosed correspondence to ensure that your desired seating has been accurately noted. Any corrections or change requests relative to your seat assignment must be submitted, in writing, no later than January 31, 2012.

The Board recognizes that last minute complications with computer equipment or software compatibility may arise. Therefore, while not guaranteed, the Board will attempt to accommodate change requests **from the computer room to the writing room** until January 31, 2012. However, because changes become more difficult to accommodate after seat assignments have been finalized, **requests received after January 31, 2012** will be denied.

If you registered for computer but find it necessary to write the Essay/PT after the deadline for change requests has passed, contact this office and you will be accommodated with answer sheets for writing but your seat assignment will remain within the computer room. **All change requests must be made in writing.**