

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

BAR EXAM UPDATE APPLICATION
INSTRUCTIONS FOR UPDATING A PREVIOUS APPLICATION

These instructions apply **ONLY** to applicants whose most recent application is less than two years old. You may file an application using these forms, if you previously applied and subsequently withdrew, were absent, or unsuccessful on the Colorado Bar Examination and wish to apply for the upcoming examination. Applications that are more than two years old may not be updated. **To apply for the upcoming exam**, you must update your previous application by filing the attached:

1. **Letter of Transmittal**
2. **Ethnic Survey**
3. **Affidavit**, and
4. **Authorization and Release**

Also attached:

1. **Change of Address Form** (*Retain this form to report changes to your mailing address.*)
2. **Amendment to Application** (*Retain this form to report future changes to your pending application.*)

- A. Type or print legibly all answers.** Detailed explanations **must be typewritten** and may be referenced as a separate attachment. **Give specific answers** to each part of all questions. Do not leave any spaces blank. If the answer is NO EXCEPTIONS or NONE, so state.
1. **Changes** include, but are not limited to address, telephone, employment, applications or admission to other jurisdictions, significant changes in financial indebtedness (including credit card revocations, collection actions, and bankruptcy), etc.
- B.** Obtain an **OFFICIAL**, original, currently dated **driving record** from the motor vehicle department of the jurisdiction where you are currently licensed to drive. On-line records will not be accepted unless they were generated directly from the official state DMV web site for your jurisdiction(s). If you are not licensed to drive in any jurisdiction, submit a sworn affidavit so stating.
- C.** After completing and executing the attached forms, have the **Affidavit and Authorization and Release forms notarized**. Make a photocopy of all completed forms and supporting documents and file the originals with the Board at the above address. Keep the photocopy for your own files.
- D.** Your completed update application, including proper payment (see E. below), **must be postmarked and/or received by the Board no later than the filing deadline date** (December 1 for the February exam and May 1 for the July exam). Applications may not be filed prior to September 1 for a February exam and February 1 for a July exam.
1. **Unsuccessful February examinees** generally do not receive notice of bar exam results until after the May 1 deadline has passed. Persons falling within this group should refer to the Notice of Bar Exam Results for the appropriate filing deadline.

2. In the event the **deadline falls on a weekend**, the first business day thereafter will be considered the official filing deadline date. An application update received by the Board after close of business on the deadline date will not be accepted unless it is postmarked on or before the deadline date. Applications which do not include PROPER PAYMENT, Letter of Transmittal, Ethnic Survey, Affidavit, and Authorization and Release, all delivered or mailed in accordance with these deadlines will be assessed a penalty for late filing in accordance with E.3. below.
3. **Proper payment** consists of a CERTIFIED CHECK, BANK CASHIER'S CHECK, MONEY ORDER OR PERSONAL CHECK for the amount due, payable to the Supreme Court Board of Law Examiners. CASH WILL NOT BE ACCEPTED.
4. **Personal checks** returned for insufficient funds will not be resubmitted to your bank for payment and the application will be deemed not timely filed. In addition, late penalty fees will be assessed according to the date on which guaranteed funds are resubmitted. In the event a check is returned for non-payment after the last filing deadline has passed, the application will be denied.

E. FEES MUST BE submitted with the application when filed.

1. For those **persons who were UNSUCCESSFUL on a previous** Colorado Bar Exam or persons who failed to appear at a previous examination without having withdrawn from that examination (*by notifying the Board, in writing, prior to the exam date*) the appropriate fee is **\$475** for non-attorneys and **\$500** for attorneys. **Computer test takers add a computer fee of \$100.**
2. For persons who **withdrew** from a previous exam **within the last two years** (*and who did so by notifying the Board, in writing, prior to the examination date*) **and who paid a \$475 or \$500 application fee**, the **Update Application Fee is \$250.00, plus** any amount that was previously refunded to you from the Board, **less** any credit due you by the Board.
3. **Late filing penalties** are **\$200.00** if postmarked by December 31 for the February exam and May 31 for the July exam, and received no later than 7 days following the postmark date. **No applications will be accepted after December 31 for the February exam and May 31 for the July exam.**

F. The Letter of Transmittal, Ethnic Survey, Affidavit, Authorization and Release, and **proper payment** should be accompanied by **any requested documentation** missing from a previously filed application, and **any supplementary documents** required to explain changes noted in the Affidavit.

G. 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.

For FEBRUARY EXAM –	if refund request received no later than December 31:	1/2 (50%)
	if refund request received no later than January 31:	1/4 (25%)
For 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 the 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. **Update reapplication fees, late filing fees and credit report fees are nonrefundable and will be forfeited if an application is withdrawn.**

I. TEST ACCOMMODATIONS.

1. If this board **previously granted** test accommodations for a permanent disability and you wish to receive the same accommodations for this examination, so indicate by checking the appropriate space on the enclosed letter of transmittal. Also, include a brief description of your alternate testing accommodations and your disability. Your request for accommodations is subject to re-evaluation and current criteria and standards for granting such accommodations.
2. If test accommodations **have not previously been granted** and you are requesting accommodations for the **first time, OR** if accommodations were previously granted for a **temporary disability**, you must submit a formal **Petition for Test Accommodations using the Board's forms** and arrange for the accompanying forms to be completed by the applicable professionals and/or agencies.
3. Return all forms together no later than the filing deadline. Requests must be detailed on the Board's forms and your disability (whether temporary or permanent) must be medically documented. Forms may be downloaded from our web site at www.coloradosupremecourt.us.
4. Requests for test accommodations must be made well in advance, but **no later than DECEMBER 1 for the February exam, or MAY 1 for the July exam** to allow sufficient time for Board evaluation and approval. **Late applications may be denied test accommodations.** Test accommodations forms submitted after the official filing deadline will be deemed late application and will be assessed late filing penalty fees as set forth in SUBSECTION E.3. **In no case will requests be granted after DECEMBER 31 for the February exam, or MAY 31 for the July exam.**

J. APPLICATION AMENDMENTS.

1. **All applicants are reminded of the obligation to keep their application current.** This is a continuing application. It must correctly and fully disclose all information up to the time an applicant takes the Oath of Admission (upon being sworn in) as an attorney admitted to practice law in Colorado. Any

change of information regarding any matter called for by this application must be reported within 30 days or prior to taking the oath of admission, whichever occurs first **USING THE ENCLOSED APPLICATION AMENDMENT FORM.**

2. **To report changes to your application**, make photocopies of the Amendment Form. **Retain the original** Amendment Form so that you may report future changes as they occur. **BE CERTAIN TO INCLUDE YOUR APPLICATION NUMBER, DATE, SIGNATURE AND NOTARY EXECUTION on all amendments.**
3. **Address AND EMPLOYMENT CHANGES MUST BE registered with the Board IMMEDIATELY**, in writing. The Board will use the mailing address it has on file approximately 3 weeks prior to the exam for sending the admission badges and instructions concerning the schedule, location, and procedures for the exam. All requests for special arrangements must be made in writing and received by the Board not later than the appropriate filing deadline.

K. MULTI-STATE PROFESSIONAL RESPONSIBILITY EXAMINATION (MPRE)

1. All applicants are required to successfully complete the Multi-State Professional Responsibility Examination (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 the 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 or from their website at 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. Contact the testing authority for information regarding fees and procedures.

Mandatory Continuing Legal Education Requirements (CLE), Rule 201.14(3) C.R.C.P.

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 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.*)

EXAM UPDATE APPLICATION
Letter Of Transmittal

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

FROM: _____
(Print applicant name)

APPLICATION NUMBER (APNO): _____ AMOUNT DUE: _____

Update application to sit for the _____ Colorado Bar Examination
(Print Exam Month and Year)

Attached to this Letter of Transmittal are the following:

1. **Application fees** as noted above
2. **OFFICIAL Driving Record (currently dated, original)**
3. **Ethnic Survey**
4. **Completed Affidavit** reporting **ALL** changes to my original application, including any supporting documents required by the instructions
5. **Authorization and Release**, executed and notarized

The following **SEATING ARRANGEMENTS** are requested:

_____ **NONE** requested

_____ I am **LEFT-HANDED** and request appropriate seating

_____ I wish to take the Essay/PT portion of the exam on my own **LAP TOP COMPUTER** and I have added a computer fee of \$100 to the application fee enclosed.

_____ **TESTING ACCOMMODATIONS REQUESTED**

I have a _____ **permanent** _____ **temporary** disability and am requesting special accommodations. See enclosed instructions for specific details. If disability has been previously reported and documented **OR** if testing accommodations have been granted for prior Colorado Bar Exams, provide a brief description.

NOTICE TO APPLICANT: The Board does not guarantee that requests for test accommodations will be granted. Assume that requests for special accommodations **have not been granted** until you receive written notification from the Board that they have been granted. All changes in requests for accommodations and/or seating preferences must be made in writing and must be received by the Board no later than one month prior to the examination. Requests received after that date may be denied.

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 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**

FOR OFFICE USE ONLY
APPLICATION NUMBER

**AFFIDAVIT UPDATING A PREVIOUS APPLICATION
TO TAKE THE COLORADO BAR EXAM**

State of _____)

) ss **A F F I D A V I T**

County of _____)

I, _____, as one applying to take the Colorado Bar Examination to be given (**circle one**) **FEB** or **JUL** _____ being duly sworn upon oath, depose and state that:
(Year)

1. I previously filed an application to take the (**circle one**) **FEB** or **JUL** _____ Colorado Bar Exam, and (**check one**) **FAILED** or **WITHDREW** (Year)
2. My current (or most recent) employer is (Co. Name): _____
Supervisor's name: _____ Phone: _____
Address: _____
Your Position Title: _____ Employment Dates: _____
Reason for leaving (if applicable): _____
3. All of the information disclosed in my previous application remains unchanged: **Yes** **No**
(**If No**, provide all relevant details and documentation.)
4. Are there any additional matters or information to be disclosed with respect to possible misconduct or lack of moral or ethical qualifications on my part which were not disclosed on my previous application?
 Yes **No** (**If Yes**, provide all relevant details and documentation.)
5. I understand that if any of the statements or representations made on my previous application or in this affidavit are false or untrue, then a license to practice law may be denied, or if granted, may be revoked.
6. I will promptly report to the Colorado Board of Law Examiners the details of any material changes in the information stated in my previous application or in this affidavit, including without limitation of the foregoing, any changes, claims or changes in my physical or mental status which may occur after the filing of this affidavit and prior to my admission to the Bar of the State of Colorado.

Affiant's Signature: _____

Affiant's Address: _____

Telephone: (work) _____ (home) _____

Email Address: _____

Soc. Sec. _____ Date of Birth _____

Subscribed and sworn to before me this _____ day of _____ year of _____

Notary's Signature: _____

(SEAL)

My commission expires: _____

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.