

BAR EXAMINATION APPLICATION INSTRUCTIONS AND DOCUMENT REQUIREMENTS

THE COLORADO OFFICE OF ATTORNEY ADMISSIONS (OAA)

OVERVIEW

The Colorado Uniform Bar Examination (UBE) consists of three parts: The Multistate Essay Exam (MEE), the Multistate Performance Test (MPT) and the Multistate Bar Exam (MBE). In order to pass the Colorado Bar Exam, an examinee must receive a scaled score of 276. The formula for determining the total bar exam score is:

Day 1, A.M. Session - Multistate Essay Exam (MEE):

Learn more about the [MEE](#), including subjects that may be tested and areas covered within those subjects, study aids and information guides.

Day 1, P.M. Session - Multistate Essay Exam (MPT):

Learn more about the [MPT](#), including subjects that may be tested and areas covered within those subjects, study aids and information guides.

Day 2, Multistate Bar Exam (MBE):

Learn more about the [MBE](#), including subjects that may be tested and areas covered within those subjects, study aids and information guides.

For information on how the exam is graded and score please click [HERE](#).

Exam Dates and Location:

The bar exam is held twice yearly on the last Tuesday and Wednesday of every February and July. The exam is administered in the Denver Metro Area at only one location.

Bar Examination Application Filing Deadlines:

February Exam:

November 1st

Late deadline - December 1st

In no case will the electronic application and fees be accepted if filed later than December 1st.

July Exam:

April 1st

Late deadline - May 1st

May 31st ONLY for unsuccessful applicants from the most recent February exam.

Fees:

Bar Exam \$710

Bar Exam Late Fee +\$200

*ALL FEES ARE NONREFUNDABLE.

*Application fees are subject to change without notice.

No applications or payments will be accepted after the late filing deadline. Unsuccessful applicants will be assessed the current full fee. Reduced fees apply ONLY to applicants who withdrew from the previous exam (refer to [Withdrawing an Application](#)).

Bar exam application fees submitted electronically and rejected as unpaid for “insufficient funds, closed account, or stop payment” will be deemed not timely filed.

If declined or dishonored payments are resubmitted after the application filing deadline but no later than the late application filing deadline a \$200 late fee (in addition to a service charge) will be added to the amount due. Fees that are declined or dishonored and not resubmitted by the last day of the late application filing period will not be accepted and the application will be denied as not timely filed.

All application fees must be paid when the electronic application is submitted. All fees, including the late fee, are assessed according to the date the application is submitted. If the bar exam application and fees are electronically submitted after the application filing deadline but no later than the late application filing deadline, add \$200.

Attorney Admission Requirements for a Bar Examination Applicant:

To be authorized to take the oath of admission by the Office of Attorney Admissions, the following must be complied with:

- Passing the Colorado Bar Examination
- Character and Fitness clearance (find additional information [HERE](#))
- Meet MPRE requirements - (find additional information [HERE](#))
- Completion of the Professionalism Course - (find additional information [HERE](#))

Taking the Bar Examination:

Laptops -

If you are taking the exam using a laptop, registration and software download is required. Laptop registration will be open for a limited period. Applicable registration dates will be posted in the document “Laptop Use Requirements and Instructions” at:

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

Seat Assignments -

You must also verify the accuracy of your seating assignment (computer or handwriting). If your seating is incorrect, notify the Office of Attorney Admissions immediately. For deadlines to request seat changes, please refer to “Seat Change Requests” at:

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

Admission Badge -

An Admission Badge will be issued to each examinee for each day of the exam in order to enter the test area.

Identification -

A valid, government-issued, unexpired photo identification (such as a driver’s license, the address does not need to match the current address in your Profile) is required to gain entry into the testing area.

INSTRUCTIONS

Step 1 – Determine Your Eligibility:

Applicants who are ineligible to apply as an On-Motion or UBE Score Transfer Applicant are required to pass the Colorado Bar Examination. To be eligible to submit an application for admission to practice law in Colorado as an exam applicant, you must meet the following criteria outline in [C.R.C.P. 203.4](#).

Step 2 - File a Bar Examination Application:

The online application requires that you obtain a unique NCBE number. This number may be obtained by going to: <http://www.ncbex.org/>. The following must match exactly what you enter in the Profile of your online application for admission:

- Name
- Date of Birth
- Social Security Number
- NCBE Number

It is not necessary to complete your entire application in one sitting. You can save your progress. Before electronically submitting your completed application, print and save a copy of the completed application and retain for future reference. Save a copy of all forms and documents you file in connection with your application.

Completed applications and forms become the property of the Colorado Supreme Court Office of Attorney Admissions once filed. Similarly, any application prepared and/or submitted using the CiviCore Application Management System (AMS) is the property of the Colorado Supreme Court Office of Attorney Admissions.

Applications must be submitted within two years. After two years, all entered data will be deleted and you will have to start the process again from the beginning.

Step 3 - Documents and Information Required to *Submit* your Application:

Your online bar exam application will be deemed timely filed only if you electronically submit your application by the applicable application filing deadlines. In order to submit your application, you must upload the completed:

- Fingerprint Requirement Form;
- Photograph;
- Statement of Verification (SOV);
- Authorization and Release (A&R); and
- All Question Forms associated with affirmative answers to the following questions are required:
 - 18;
 - 22 - 35; and
 - 38 - 41.

Applicants are still required to upload supporting or substantiating/supplemental documentation in a timely manner after they have submitted their application.

Fingerprints:

All applicants must upload the Fingerprint Requirement Form to your application and it is required for each new application submission. This form is required for submission of your application.

Instructions are posted on our website under “Fingerprint Submission Requirement” at:

<http://coloradosupremecourt.com/Future%20Lawyers/BarExamination.asp>. A new set of fingerprints are required with each new application submission.

Photograph:

A photograph, in compliance as outlined by the US Department of State Passport Photo web page, is required. Review the <https://travel.state.gov/content/travel/en/passports/requirements/photos.html> to see examples of acceptable and unacceptable photos.

A current photograph of yourself is required for submission of your application – it will be used for identification purposes during the bar examination. Your photo must be recent; taken in the last three (3) months to reflect your current appearance.

Format: MUST be in jpeg, jpg or png format ONLY! (Photos in PDF format will NOT be accepted.)

🕒 Size of Photo

✓ 600 x 600 PIXELS (not dpi). Please refer to Google or another search engine for instructions on how to save, crop and resize an image file. You can also open and resize a photo in Microsoft Paint.

✓ 2 x 2 inches (51 x 51 mm) in size.

Statement of Verification:

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

By completing the Statement of Verification you affirm:

- All statements and representations in your application are true and correct, and
- You understand and will comply with your obligation to report any changes to your application within ten (10) days of occurrence, and
- You understand and will comply with the confidentiality requirements of taking the Multistate Bar Exam (MBE).

Notary execution must be no more than 30 days prior to the date the application is electronically submitted and must appear on the same page as the form itself.

Authorization and Release:

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

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

Notary execution must be no more than 30 days prior to the date the application is electronically submitted and must appear on the same page as the form itself.

Reference Requirements –

Employment -

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

Solo-Practitioner: For persons admitted in another jurisdiction(s) and who have engaged in private or solo law practice during which there was no supervisor or partner, provide the contact information of a judge or other professional colleague who is able to verify your legal activities.

Self-Employment: DO NOT list yourself as a supervisor or reference for any period of self-employment. For periods of self-employment provide a detailed narrative of the exact nature of the business in which you were engaged. Provide a reference that can attest to your status of being self-employed (e.g. a client, cohort, supplier).

Military: If your employment includes periods of military active duty, provide copies of your evaluation reports for each period listed. These may be submitted as supplementary documents.

Attorney References -

Provide the names and addresses of three attorneys who know you. If you are not admitted to practice law and you do not know three attorneys, substitute law school professors or other professionals.

Exclusions: DO NOT include any person related to you by blood or marriage, under your supervision, anyone who resides at your current residential address or any individuals already referred to in your application (Questions 8 or 10).

Personal References -

Provide the names and complete addresses for at least six people with whom you are personally acquainted.

Exclusions:

DO NOT include any person related to you by blood or marriage, under your supervision, anyone who resides at your current residential address or any individuals already referred to in your application (Questions 8 or 9).

Step 4 - Substantiating/Supplemental Documentation:

Substantiating and Supplemental documentation is NOT required at time of application submission. In order to complete the review of your file, however, they are required. Because most Substantiating and Supplemental documentation relies on a third-party you are encouraged to begin requesting and collecting these documents as soon as possible. Please do NOT wait to submit your admissions application until you have these documents. Again, please proceed with submitting your application with the required documents as listed above.

A Document Status will be set by a Licensure Analyst after the submission of your application. You will NOT incur late application filing fees if a document is marked “Insufficient.”

Law School Graduation Certificate –

Domestic Law School Graduates: Submit this form for completion to the Registrar or Dean of the law school from which you received, or will receive, your J.D. Also arrange for the law school to provide a copy of your complete law school application, including any amendments and/or addendums, directly to the Office of Attorney Admissions. A law school representative may send the Law School Graduation Certificate directly to the Office of Attorney Admission by mail or using the online law school portal at: [here](#).

OAA DOES NOT accept certificates from the National Student Clearinghouse.

If you will complete all law school academic requirements prior to the bar examination, but your law degree (J. D.) will not be conferred until after the application filing deadline, your completed Law School Certificate should be submitted to the Office of Attorney Admissions by the following deadlines:

- February Examination - February 1st
- July Examination - July 1st

If you will complete all law school academic requirements prior to the bar exam; but, your law degree (J. D.) will not be conferred until after the bar examination as a result of law school policies relative to timing of graduation ceremonies, you must obtain authorization to sit for the exam prior to graduation from the Office of Attorney Admissions. Follow the procedures outlined below:

1. Submit a formal written request seeking relief from the educational requirements of C.R.C.P. 203.4(3)(a). Requests must be accompanied by written verification from the law school dean or registrar that all academic requirements will be completed prior to the date the bar examination is to be administered, and stating the specific date upon which your degree will be conferred.
2. After your degree has been formally conferred, arrange for the registrar or dean to complete the Certificate of Law School Graduation and submit it to the Office of Attorney Admissions. Failure to submit the final Certification of Graduation will result in nullification of your bar examination scores.

Foreign Law School Graduate –

Please reference our Foreign Law School Graduates page [here](#).

Certificate(s) of Standing –

A Certificate of Standing must reflect:

- Your full name
- Date of admission to practice law
- Current status and standing
- Dates for any periods you may have been registered as “inactive” or the equivalent thereof.

A Certificate of Standing CANNOT be dated MORE THAN 30 days prior to the date your application is submitted. Upload the completed document into the designated placeholder.

Letter(s) of Disciplinary History –

If there is no disciplinary history, the certificate or letter must so indicate.

A Letter of Disciplinary History CANNOT be dated MORE THAN 30 days prior to the date your application is submitted. Upload the completed document into the designated placeholder.

Ethnic Survey –

Completion of this document is not required as part of the application for admission to practice law in Colorado.

Step 5 - Amending Your Application:

This is a **continuing obligation** application. Changes must be reported to OAA within ten days of occurrence. You must continue to update your application until you are admitted to practice law in Colorado.

Application Amendment Form - Use this form to report changes to information in your application.

Please follow these steps to complete and upload an Application Amendment form:

1. Log into CiviCore's online application portal.
2. Navigate to the Candidate Homepage.
3. At the bottom of the Application Status, locate the icon "Click Here" to amend your application.
4. An instructional pop-up window will appear. Read and click "Okay."
5. Go to Documents Required page if not automatically routed there.
6. Look under the Character and Fitness section for the Application Amendment placeholder.
7. Click "Doc Info" icon on the Applicant Amendment placeholder that was created.
8. Upload your Application Amendment Form.

Residence Update -

Changes to your address, telephone number and email must be recorded directly in your application account.

1. Login and go to your Profile.
2. Click Edit and add your current contact information.
3. Click Submit to save your changes.

Employment Update –

Changes to your employment need to be reported to OAA by completing and uploading an Application Amendment form. Please reference Question 8, Employment History, for the required information. A sample of our application is located [here](#).

Step 6 – Application Processing:

Your application will be reviewed to determine whether you qualify to sit for the Colorado Bar Examination. You will receive an exam status notice indicating that your application is complete and you have been cleared to sit for the exam, OR incomplete and you have not been cleared to sit for the exam. This status can be set up to the day before the bar exam.

The documents required to be “Cleared to Sit” are:

- Fingerprint Requirement Form
- Photo
- Authorization and Release
- Statement of Verification
- Law School Graduation Certificate

Applicants will receive a second notice when the character and fitness review of their application has been completed. Please be advised that the character and fitness status can change up to, and including, the day you take the Oath of Admission.

Review your online application account frequently for notices, requests for additional documentation, upcoming deadlines, etc.

Withdrawing an Application –

Applicants may request to withdraw an admissions application prior to the administration of the bar exam. For information on how to withdraw your application please click [HERE](#).