Application Types and Fees

1. **On Motion** *(admission without examination).* Those who have been admitted in a reciprocal jurisdiction and primarily engaged in the active practice of law for at least three of the most recent five years.

2. **UBE (Uniform Bar Exam) Score Transfer.** Those who have achieved a uniform bar exam score at least equal to the passing score required for the Colorado Bar Examination. A UBE score may be transferred for a period of two years from the date the UBE score was achieved. Additional law practice requirements apply for UBE scores more than two years old.

   ➢ **Notice of Rule Change – (effective September 1, 2014)** – A UBE score may be transferred for a period of three years from the date the UBE score was achieved. Additional law practice requirements apply for UBE scores more than three years old.

3. **Bar Examination:** Those persons applying to take the Colorado Bar Exam.

4. **Application fees** are subject to change without notice. Current fees are:

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Application Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Motion</td>
<td>$1800</td>
</tr>
<tr>
<td>UBE Score Transfer</td>
<td>$810</td>
</tr>
<tr>
<td>Bar Exam</td>
<td>$710</td>
</tr>
<tr>
<td>Bar Exam Late Fee</td>
<td>$200</td>
</tr>
</tbody>
</table>

5. 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 first filing deadline but no later than the last filing deadline a $200 late penalty fee and a $30 service charge payment must be added to the amount due. Fees that are declined or dishonored and not resubmitted by the last day of the late filing period will not be accepted and the application will be denied as not timely filed.

6. All application fees must be paid when the electronic application is submitted. All fees, including late filing penalties are assessed according to the date they are received. In no case will the electronic application, fees, Statement of Verification (SOV) and Authorization and Release (A&R) be accepted if filed later than December 31 for the February 2015 examination and May 1 for the July 2015 examination.

   **Bar Examination Application Filing Deadlines**

   *Note change in examination filing deadlines effective January 1, 2015.*

Exam Filing Deadlines are as follows:

<table>
<thead>
<tr>
<th>Exam Date</th>
<th>Filing Deadline</th>
<th>Late Filing Deadline</th>
<th>Applications First Accepted</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 2015</td>
<td>December 1, 2014</td>
<td>December 31, 2014</td>
<td>September 1, 2014</td>
</tr>
<tr>
<td>July 2015</td>
<td>April 1, 2015</td>
<td>May 1, 2015</td>
<td>February 1, 2015</td>
</tr>
<tr>
<td>February 2016</td>
<td>November 1, 2015</td>
<td>December 1, 2015</td>
<td>September 1, 2015</td>
</tr>
<tr>
<td>July 2016</td>
<td>April 1, 2016</td>
<td>May 1, 2016</td>
<td>February 1, 2016</td>
</tr>
</tbody>
</table>

Updated 1/12/2015 for Rule 203.2 (OM) and reapplication fee on previous withdrawal effective July 1, 2014
Your on-line bar exam application will be deemed timely filed only if you “submit” your application by the applicable electronic filing deadlines and your sworn and notarized Statement of Verification (SOV) and Authorization and Release (A&R) Forms are uploaded and a hard copy is mailed or hand delivered to the Office of Attorney Admissions no later than December 31, 2014 for the February 2015 exam and May 1, 2015 for the July 2015 exam. Applications submitted on the last day of the late filing period must submit hard copies of the above referenced documents no more than 15 days following submission of your application and fees.

Bar Exam Application Late Filing Penalty Fees

1. If the bar exam application and forms are electronically submitted and postmarked by December 31 (for February 2015 exam) or May 1 (for July 2015 exam), **add $200.**

2. No applications or payments will be accepted after December 31 for the February 2015 examination and May 1 for the July 2015 examination.

3. Late penalty fees will not be waived in the event an application is filed late as a result of technical problems or delays in obtaining the appropriate application forms.


Ofﬁcially Filing an Exam, On Motion or UBE Score Transfer Application

1. Before electronically submitting your completed application, print and save a copy and retain for future reference.

2. **Print and save** all forms and documents you file in connection with your application.

3. Completed applications and forms become the property of the Colorado Supreme Court Office of Attorney Admissions once filed. Photocopies are not available at any time following submission. Similarly, any application prepared and/or submitted using the CiviCore software or link is the property of the Colorado Supreme Court Office of Attorney Admissions.

4. Facsimiles. Applications and supporting documentation will not be accepted by facsimile (FAX) machine.

5. CiviCore requires that you obtain a unique NCBE number. This number may be obtained by going to: [https://secure.ncbex2.org/php/ncbe_number/views/home.php](https://secure.ncbex2.org/php/ncbe_number/views/home.php). It takes only a few moments to obtain an NCBE number.

6. If you have not already done so you will be directed to the NCBE website when you begin your application. This number will be displayed on your application account dashboard. Retain this number for your records, as you will be required to provide it when making inquiries about your application and when you apply for score transfer information or when applying for admission in other jurisdictions.

7. Amending Your Application. This is a continuing application and once submitted, all changes to the...
information provided in your original application must be reported using the Amendment Form available for download from your application account. Changes must be reported within ten days of occurrence, dated and signed. 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. Be certain to save copies of all amendments and supporting documents prior to submitting them to the Office of Attorney Admissions.

8. Application Amendment Form. Use this form to report changes to information in your application. Download and complete a separate form for each item or question you are amending. This form may not be used to register for a future exam or other application type.

9. Changes to your address, telephone number and email may be recorded directly in your application account.
   - Log in and navigate to the Basic Information Section of your application.
   - Select “edit” and make the applicable changes.
   - Remember to “SAVE” your changes

Bar Exam Application Withdrawal Policy

1. If you wish to withdraw your bar exam application, you must do so in writing using the communication portal available in your CiviCore application account or by emailing bleinfo@csc.state.co.us.

2. Application fees are nonrefundable.

3. If an application is withdrawn (by written notification prior to the date of the exam) and reapplication is made within 12 months from the date your original application was filed, a reapplication fee of $400 will be assessed. If fees should increase between the date of your original application and that of reapplication, add the difference between the original fee and the new fee. If reapplication is made after one year, the effective full application fee will be assessed.

4. If you are absent from the examination and did not submit written notification to the Colorado Supreme Court Office of Attorney Admissions withdrawing your application prior to the date of the examination the full fee in force at the time you reapply will be assessed.

Fingerprint Requirements

1. Fingerprints are required of all applicants. Electronic submission of your application requires inclusion of fingerprints.

2. Bar exam applicants must submit completed fingerprints in order to be cleared to sit for the exam.

3. Fingerprint instructions must conform to explicit criteria and precise completion of each block on the card.


5. You must present the instruction sheet to the law enforcement agency taking your prints to ensure that all CBI and FBI instructions are followed precisely.

Updated 1/12/2015 for Rule 203.2 (OM) and reapplication fee on previous withdrawal effective July 1, 2014
Photo Requirements

Your photo is a vital part of your application for admission. Please review the information below on how to provide a suitable photo to avoid delays in processing your application. Your photo must be timely submitted in accordance with application filing deadline dates.

Use a professional passport photo service to ensure your photo meets all the requirements. Your photo must be:

- In color
- Printed on photo quality paper
- 2 x 2 inches (51 x 51 mm) in size
- Sized such that the head is between 1 inch and 1 3/8 inches (between 25 and 35 mm) from the bottom of the chin to the top of the head. For more details, go to: [http://travel.state.gov/passport/pppphotoreq/photocomptemplate/photocomptemplate_5297.html](http://travel.state.gov/passport/pppphotoreq/photocomptemplate/photocomptemplate_5297.html).
- Taken within the last 2 months to reflect your current appearance
- Taken in front of a plain white or off-white background
- Taken in full-face view directly facing the camera
- With a neutral facial expression and both eyes open
- Taken in clothing that you normally wear on a daily basis:
  - Uniforms should not be worn in your photo, except religious clothing that is worn daily.
  - Do not wear a hat or head covering that obscures the hair or hairline, unless worn daily for a religious purpose. Your full face must be visible, and the head covering must not cast any shadows on your face.
  - Headphones, wireless hands-free devices or similar items are not acceptable in your photo.
  - If you normally wear prescription glasses, a hearing device or similar articles, they may be worn for your photo.
  - Dark glasses or non-prescription glasses with tinted lenses are not acceptable unless you need them for medical reasons (a medical certificate may be required)
  - Glare on glasses is not acceptable in your photo. Glare can be avoided with a slight downward tilt of the glasses or by removing the glasses or by turning off the camera flash.
- Taken in clothing that you normally wear on a daily basis:
  - Uniforms should not be worn in your photo, except religious clothing that is worn daily.
  - Do not wear a hat or head covering that obscures the hair or hairline, unless worn daily for a religious purpose. Your full face must be visible, and the head covering must not cast any shadows on your face.
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  - Glare on glasses is not acceptable in your photo. Glare can be avoided with a slight downward tilt of the glasses or by removing the glasses or by turning off the camera flash.

Review the [http://travel.state.gov/passport/pppphotoreq/photoexamples/photoexamples_5300.html](http://travel.state.gov/passport/pppphotoreq/photoexamples/photoexamples_5300.html) to see examples of acceptable and unacceptable photos. Photos copied or digitally scanned from driver’s licenses or other official documents are not acceptable. In addition, snapshots, magazine photos, low quality vending machine or mobile phone photos, and full-length photographs are not acceptable.

Statement of Verification

Print a hard copy of this form as a single page and complete the information in pen. This is your sworn verification that:

1. all statements and representations in your application are true and correct, and
2. that you understand and will comply with your obligation to report any changes to your application within 10 days of occurrence, and
3. if you are an exam applicant, you understand and will comply with the confidentiality requirements of Updated 1/12/2015 for Rule 203.2 (OM) and reapplication fee on previous withdrawal effective July 1, 2014.
taking the Multistate Bar Exam (MBE).

Signature and date required. 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. This completed document must be uploaded to your application in order to submit your application and pay the applicable fees. Exam applications will be deemed not timely filed should a candidate fail to submit this document by the applicable filing deadline.

**Authorization and Release**

This document authorizes the Office of Attorney Admissions to conduct a background investigation relative to your character and fitness for admission to practice law. Print a hard copy of this form as a single page, complete the information in pen and have the document notarized. Notary must be completed on the same page. Signature and date of notary execution must be no more than 30 days prior to the date of filing and must appear on the same page as the form itself. This completed document must be uploaded to your application in order to submit your application and pay the applicable fees. Exam applications will not be deemed timely filed should a candidate fail to submit this document by the applicable filing deadline.

**Official Mailing Address**

Send all hard copy documents to: Colorado Supreme Court  
Office of Attorney Admissions  
1300 Broadway, Suite 520  
Denver Colorado 80203

**After Application Submission**

1. **On motion and UBE Score Transfer:** the application will be reviewed to preliminarily determine whether you qualify for admission without taking the Colorado Bar Exam.
   
a. You will receive a notice of eligibility indicating that your application has been “Accepted for Processing” or “Not Accepted for Processing.” Allow approximately two weeks for the application eligibility notice.

b. A notice will be posted to your application account explaining the next steps in the process.

2. **Exam:** the application will be reviewed to determine whether you qualify to sit for the Colorado Bar Examination.

   a. You will receive a notice indicating that your application is either complete or incomplete for purposes of taking the bar examination.

      1) If the application is incomplete, you will be directed to the “Required Documents” tab of your dashboard. Documents required to sit for the bar exam will be specifically identified as “required to sit for the exam.” A status will indicate whether the document is “approved,” “insufficient,” or “not submitted – No File”

      2) You must log into your application account and review the required documents section to determine the status of each document required.

Updated 1/12/2015 for Rule 203.2 (OM) and reapplication fee on previous withdrawal effective July 1, 2014
3) You will also be directed to confirm the accuracy of your seating assignment (computer or handwrite). If your seating is incorrect, notify the Office of Attorney Admissions immediately.

4) Requests for changes in seating must be received no later than January 30 for the February exam and June 1 for the July exam.

5) If you are taking the exam using a computer, equipment registration and SofTest™ software pre-installation is required. Computer registration will be open for a limited period; applicable registration dates are posted in the document “Computer Information Bulletin” at: http://coloradosupremecourt.com/BLE/ExamInfo.asp

b. An examination admission badge is required for each day of the exam in order to enter the test area. Admission badges will be issued approximately three weeks prior to the exam to those persons whose applications are complete. Badges will not be available at the door the day of the examination.

c. A valid government-issued, unexpired photo identification is also required during each examination session.

d. The Examination Schedule and Instructions will be posted on our website at: http://coloradosupremecourt.com/BLE/ExamInfo.asp on or about the end of January for the February examination (June for the July examination).

e. The Schedule contains important details about test timing, location, mandatory procedures and warnings. Reading the instructions and schedule prior to the first day of the exam is mandatory.

3. All Application Classes:

a. Review your application account frequently. System generated notices will inform you of your application eligibility determination.

b. Notices will also inform you of the need for additional information and documentation, as well as other important information, such as application status, upcoming deadlines, and additional admission requirements.

Multistate Professional Responsibility Exam (MPRE), C.R.C.P. 201.5(3) Requirement

1. All applicants are required to successfully complete the MPRE with a scaled score of 85, 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 C.R.C.P. 201.14 regarding time constraints for taking the Oath of Admission.

➤ Notice of Rule Change – (effective September 1, 2014) – the above rule citations for the Oath of Admission will change to 211.3. To review the amended rules, please refer to: https://www.coloradosupremecourt.com/BLE/BarApp.htm.

Updated 1/12/2015 for Rule 203.2 (OM) and reapplication fee on previous withdrawal effective July 1, 2014
3. Multistate Professional Responsibility Exam (MPRE) information is available directly from: National Conference of Bar Examiners at [http://www.ncbex.org/](http://www.ncbex.org/). Applications to take the MPRE may be filed online through the NCBE website.

4. MPRE scores are valid only if transferred to this Office of Attorney Admissions directly from the MPRE testing authority. MPRE score transfers may be requested through the National Conference of Bar Examiners at: [http://www.ncbex.org/](http://www.ncbex.org/). Contact the testing authority for information regarding appropriate fees and procedures.

- **Notice of Rule Change – (effective September 1, 2014)** – the above rule citations for MPRE requirements will change. To review the amended rules, please refer to: [https://www.coloradosupremecourt.com/BLE/BarApp.htm](https://www.coloradosupremecourt.com/BLE/BarApp.htm).

**Mandatory Professionalism Course Requirements**

1. In accordance with C.R.C.P. 201.14(3) prior to taking the oath of admission, exam applicants must attend a six-hour course on professionalism presented by the Colorado Supreme Court Office of Attorney Regulation in cooperation with the Colorado Bar Association. See C.R.C.P. 201.14 for details regarding time constraints for taking the oath of admission and expiration of bar exam results.

2. In accordance with C.R.C.P. 201.14(4) On Motion and UBE Score Transfer applicants and single-client applicants who are admitted pursuant to C.R.C.P. 222 shall have six months following admission to take the required course on professionalism required by C.R.C.P. 201.14(3).

- **Notice of Rule Change – (effective September 1, 2014)** the above rule citations for Professionalism Course requirements will change. To review the amended rules, please refer to: [https://www.coloradosupremecourt.com/BLE/BarApp.htm](https://www.coloradosupremecourt.com/BLE/BarApp.htm).

- **Notice of Rule Change – (effective September 1, 2014)** the above rule citations for taking the oath of admission will change to 211.3. To review the amended rules, please refer to: [https://www.coloradosupremecourt.com/BLE/BarApp.htm](https://www.coloradosupremecourt.com/BLE/BarApp.htm).

**Ethnic Survey**

Print a hard copy of this form as a single page and complete the information in pen. This document is used to track bar examination passage rates by ethnicity. This document is required in order to be cleared to sit for the bar examination. Admission badges for the exam will not be issued should you fail to submit this document by the applicable deadline.

**Certificate of Law School Graduation**

**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 law school application directly to the Office of Attorney Admissions.**

1. 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 no more 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 examination.

Updated 1/12/2015 for Rule 203.2 (OM) and reapplication fee on previous withdrawal effective July 1, 2014
2. 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:

a. Submit a formal written request seeking relief from the educational requirements of C.R.C.P. 201.5. 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.

b. Following your successful completion of all academic requirements for graduation, but prior to the bar examination, arrange for the law school registrar or dean to certify in writing that you have completed all degree requirements and indicating the specific date on which your degree will be conferred. This certification must be received by the Office of Attorney Admissions prior to the bar examination. Failure to submit this document prior to the examination will preclude you from sitting for the examination.

c. **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. This certificate may 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 examination scores.

- **Notice of Rule Change – (effective September 1, 2014)** – the above rule citations for educational requirements to take the bar exam will change to 203.4 (3). To review the amended rules, please refer to: [https://www.coloradosupremecourt.com/BLE/BarApp.htm](https://www.coloradosupremecourt.com/BLE/BarApp.htm).

**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 United States:

1. You must submit to the Office of Attorney Admissions, a Petition for Determination of Eligibility under C.R.C.P. 201.5(2)(a)(iii) accompanied by a personal check or money order in the amount of $100.00.

2. If your petition is granted, this fee will be credited to your application-filing fee. Although you may begin completing an application on line, your petition must be approved prior to submitting your application and paying the applicable filing fees.

3. Your law degree will be verified by the documentation accompanying your Petition for Determination of Eligibility; therefore in this instance, a Certificate of Law School Graduation is not required when you submit your bar exam application.


- **Notice of Rule Change – (effective September 1, 2014)** – the above rule citations for educational requirements to take the bar exam will change to C.R.C.P. 203.4(3). To review the amended rules, please refer to: [https://www.coloradosupremecourt.com/BLE/BarApp.htm](https://www.coloradosupremecourt.com/BLE/BarApp.htm).

Updated 1/12/2015 for Rule 203.2 (OM) and reapplication fee on previous withdrawal effective July 1, 2014
Petition for Non-Standard Test Accommodations

1. 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 Non-Standard Test Accommodations using the Office of Attorney Admissions’ forms. These forms and instructions are available on the office’s website under Exam Application Forms. See Petition for Test Accommodations at: http://www.coloradosupremecourt.com/BLE/Application/AppForms.htm. Print a hard copy of these forms and complete the information in pen.

a. Submit the completed accommodation forms at the same time you submit your completed application to take the exam.

b. You must indicate in your application that you are disabled and are requesting accommodations.

c. Completed forms must be mailed or hand delivered to the Office of Attorney Admissions in accordance with filing deadlines.

d. Petitions for Non-Standard Test Accommodations must be complete when filed. They must be filed no later than the deadline for application filing of December 1 for the February 2015 examination or April 1 for the July 2015 examination to allow sufficient time for a thorough evaluation and review of your request before reaching a decision.

e. Current supporting medical documentation must accompany all requests. Requests submitted after the official filing deadline will be deemed late and will be assessed late filing penalty fees as set forth in the Information Page entitled “Application Deadlines Fees and Filing” under Late Filing Penalty Fees.

f. In no case will accommodation requests submitted after December 31 for the February 2015 examination or May 1 for the July 2015 examination be granted. Petitions for non-standard test accommodations must be complete when filed, including all transcripts, standardized test scores, forms and medical evidence of a disability. Incomplete petitions submitted on the last filing deadline date will be denied.

g. Test Accommodations Forms and Instructions are posted on our website at: http://coloradosupremecourt.com/BLE/Exams.asp.

Updated 1/12/2015 for Rule 203.2 (OM) and reapplication fee on previous withdrawal effective July 1, 2014