



BAR APPLICATION OVERVIEW

Prof. Rachel Paras
Prof. Eric Shannon
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Important Note

- The February 2024 NYS Bar exam will be on paper and in-person.
- July 2024 exam will be the same.
 - “On paper” means that you receive a printed exam booklet on Day 1 and type your MPT/MEE answers into Examsoft.
 - On Day 2, you enter your MBE answers onto a scantron, no laptops allowed.
- We will share what we know and supplement via email and on the **Online Student Center**

Jurisdictions Other Than New York State

- Why we focus on NYS
- Each state has a different C&F timeline.
 - Familiarize yourself with the licensure requirements of your desired jurisdiction(s)—now.
 - Each jurisdiction maintains a website detailing its requirements.
 - Additionally, the [National Conference of Bar Examiners website](#) has a wide range of useful information, including a jurisdiction-by-jurisdiction [information page](#) and a comprehensive [Bar Admissions Guide](#).
 - <https://ncbex.org/>
 - <https://ncbex.org/jurisdiction-information/>
 - <https://ncbex.org/publications/bar-admissions-guide/>

Overview – Four-Step Process in NYS

- **Four step process:**
 - (1) apply for the bar exam;
 - (2) take and pass the bar exam;
 - (3) apply for admission - character and fitness, including interview;
 - (4) be sworn in.

- First two handled by Board of Law Examiners.

- Second two handled by Appellate Division in the Department where you reside.

- Until **all four** completed, not a lawyer and cannot use “Esq.”

Applying to Sit for the Bar Exam

- Exam Dates:
 - Last Tuesday & Wednesday of July
 - (July 30th & 31st)
 - Application Period:
 - March 1 – March 31
 - Hard Deadline
- This is the UBE application ONLY

NYLC/NYLE/MPRE/Character & Fitness are separate deadlines and applications

Application for the Bar Exam (2-Step Process)

- STEP 1 (NCBE)
 - Get your NCBE Number here:
https://accounts.ncbex.org/php/ncbe_number/goCreateAccount.
- STEP 2 (BOLE)
 - Create a BOLE Account and Apply to sit for the bar through the Applicant Portal: <https://portal.nybarexam.org/>
 - You will need your EXACT NAME, Email Address, DOB and NCBE #
 - You will receive an email with your unique BOLE Identification Number (BOLE ID) which you can use to complete the application.
- *Follow Instructions*
- *Comply with Deadlines*

Applying to take the Bar Exam

- **Application** available online ONLY March 1 – March 31 (<https://www.nybarexam.org/forms/forms.htm>)
 - \$250.00 exam fee (Visa or MasterCard ONLY) [LLM = \$750]
 - No debit cards
- **Laptop** option (additional \$100) – “Opt In” on the application
 - ExamSoft (review computer requirements)
 - Check your SPAM folder regularly

Applying to take the Bar Exam (Cont'd)

- **Administrative Accommodations vs. Test Accommodations**
 - BOTH have separate Paper Application Process
- BOLE provides “Test Accommodation Handbook” on the “Test Accommodations” page
- **AA** = Permission to bring in an **assistive device**:
 - Lumbar cushion, Orthopedic device, Diabetic supplies, Nursing mother, Desk close to bathroom.
 - Complete separate (simpler) form; historically due by June 1 (for July exam)
 - <https://www.nybarexam.org/Docs/AdministrativeAccommodationRequest.pdf>
- **TA** = Applicants who are disabled under the **Americans with Disabilities Act**.
 - Complete and file application – online or via hard copy
 - <https://www.nybarexam.org/Docs/NTAHandBook.pdf>
 - Deadline - must be **received** in the Board’s office by the March 31st at 5PM for a July exam **[NOT POST-MARKED/NO FAX]**
 - **Schedule Appointment with ODS now!!!!**
 - **Decision on Accommodation will be sent via email and USPS**

Questions 1, 2, 3 & 4 of Application to Take Exam

You will need to provide the NY BOLE with background information to apply to sit for the UBE.

First 4 questions are basic educational information:

1. Select Law School
2. # of Credits at Graduation
3. Transfer Credit (U.S or Non-U.S. Law School)
4. Prior Law School study or degree from Foreign Institution

Questions 5, 6, 7, 8, 9 & 10 of Application for Exam

- 5. Enter the total number of credits awarded to the applicant for stand-alone course(s) in professional responsibility (Rule 520.3[c][1](iii)). **ANSWER IS 3 CREDITS FOR EVERYONE!**
- 6. Enter the total number of credits awarded to the applicant for **clinical coursework** (Rule 520.3[c][2]).
- 7. Enter the total number of credits awarded to the applicant for **field placement programs and externships [Total credits (seminar & placement)]**. If the field placement program or externship had a separate classroom instructional component, enter the number of credits awarded for this component in part “A” **[Seminar credits]** (Rule 520.3[c][3]).

Questions 8, 9 & 10 of Application for Exam

- 8. Enter the total number of credits awarded to the applicant toward the Juris Doctor for **joint degree courses** or other Non-Law courses taught **outside the law school**. Only include those joint degree credits that are being counted toward the Juris Doctor degree (Rule 520.3[c][5]).
- 9. In part “A”, enter the total number of credits awarded to the applicant for **synchronous distance education courses**, such as, live on-line web-conferencing or video-conferencing. If credits were awarded for asynchronous courses, such as, by correspondence or through video tapes or pre-recorded lectures, enter the total number of such credits awarded in part “B”. (Rule 520.3[c][6]). **NOTE-Will likely include instruction that it is waived for Spring 2020-Spring 2022 courses remote due to COVID-19.**
- 10. **Part “A”**, enter the month and year you **first commenced the study of law** whether at the current law school or at another law school from which the applicant received transfer credits
 - 202170 = August 2021 [FT]
 - 202070 = August 2020 [PT]
- 10. **Part “B”**, enter the month when you will have completed all course work. (Note that this is NOT necessarily the same as the month and year of graduation
 - [MAY NOT June]).

Individualized Printout from SJU Registrar for Graduating Students

New York State Board of Law - Information for Bar Applications

Monday, February 22, 2021

LAST-NAME

[REDACTED]

FIRST-NAME

[REDACTED]

ID

[REDACTED]

TERM

202110

Credits Awarded towards the degree are calculated by adding Credits Completed + Credits in Progress

No courses taken in the School of Law in Spring 2020, Fall 2020 or Spring 2021 are considered to be Distance Learning Courses although they are coded as Distance Learning for internal purposes.

Total Credits Completed

76

Total Credits In Progress

13

Clinic Credits Completed

4

Spring pre-session courses are counted in IN PROGRESS even if they have been graded.

Total Ext Credits Completed

0

Ext Sem only Credits Comp

0

Distance Learning Cr Comp

9

Prof.Resp. Credits Comp

3

Grad Level Credits Comp

0

Admit Term

201870

Graduation Term

202110

Clinic Cr In Progress

0

Semnr/Plcemt In Prog

0

Seminar Cr In Progress

0

Distance Learn In Prog

7

Prof.Resp. Cr In Prog

0

Grad Level Cr In Prog

0

First four digits of term code are the year. Last two are the semester.

Transfer Law School

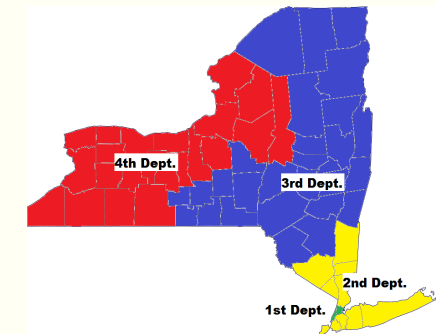
Transfer Credits

Note: Transfer coursework is not included in course type credit totals.

Application, Cont.

For in-person exams:

- Testing Centers:
 - At least 1 in each of 4 Departments
 - Traditional cities – NYC (Javits), Buffalo, Albany, White Plains
 - SEATING: **Assigned on availability & “first come, first served” system.**
 - NYS law school graduates get first opportunity to select a location.
 - Look out for email after application closes requesting preferred testing location (End of May/early June).
 - **Non-response may result in inability to take the test in NYC.**
 - Out-of-state residents typically assigned to Albany or Buffalo.



Forms You Need to Know About

After registering for the exam in March ...

- Certificate of Attendance (keep for your records)
 - Final Certificate of Attendance will be sent directly to Registrar
- i.e., after filing in your records, **nothing further to do on your end**

Forms You Need to Know About

After registering for the exam in March...

- You must, must, must stay on top on any emails received from the NY BOLE and/or ExamSoft*** AND ST. JOHN'S!
 - Check your SPAM filter regularly!
- If you haven't yet, start a physical and digital BAR FOLDER

Forms You Need to Know About Post-Exam

After completing the exam in July 2024, you should begin to assemble the materials to apply for admission to the Bar.

This is the “Bar Admission Packet,” a/k/a the Character & Fitness component of admission (several distinct forms).

Depending on which Department you are applying to, the timing of when you may submit these forms will vary (but for all, must first complete the Exam itself).

Note also—the individual Departments have **supplementary rules** about these forms, so take the time to review both the BOLE and the Department’s website when preparing your application for admission.

***Available on the NY BOLE website.

Forms You Need to Know About Post-Exam

After completing the exam in July 2024 you should begin to assemble the materials to apply for admission to the Bar.

Historically, the full character & fitness application had to be submitted on paper, in an original copy. Now accept PDF. Be sure to consult all local (Dep't) rules.

BUT-STILL need to have all originals in your possession.

Forms You Need to Know About Post-Exam

The full C&F application: “Multi-Dept Admission Application”



**The New York State Board Of Law Examiners**
Corporate Plaza, Building 3 - 254 Washington Avenue Extension Albany, NY 12203-5195

office (518) 453-5990
fax (518) 452-5729
TTY: Call 711 (nyrelay.com)
Phone Hours: Monday - Friday
8:30am - 4:30pm Eastern Time

[BOLE Home](#)
[BOLE Account](#)
[UBE / NYLC / NYLE FAQ's](#)
[Admission Information](#)
[Application by Transferred UBE Score](#)
[Bar Exam Eligibility](#)
[Bar Exam Information](#)
[Bar Exam Statistics](#)
[Change of Address](#)
[Dates of Exams](#)
[Exam Day References & Security Policy](#)
[Foreign Legal Education](#)
[Forms](#)
[Mandatory 50-Hour Pro Bono Rule](#)
[Misconduct Policy](#)
[MPRE](#)
[NYLC / NYLE Course Access & Materials](#)
[Other Links & Contact Information](#)
[Past Bar Exam Questions & Answers](#)
[Past Bar Exam Results](#)

Admission Information

NOTICE FOR SPRING 2020 GRADUATES REGARDING APPLICATION FOR ADMISSION AND ADMISSION REQUIREMENTS: Click [here](#) to access the APRIL 27, 2020 STATEMENT FROM THE APPELLATE DIVISION PRESIDING JUSTICES REGARDING BAR ADMISSION PRACTICES.

The following are the instructions and application forms to be used for each of the Appellate Divisions.

If you have already submitted an application using prior versions of these forms, it is not necessary to resubmit any application materials.

- [Instructions](#)
- [Part I Application](#) (Updated April 3, 2023)
- [Part II Moral Character](#)
- [Part III Law Related Employment](#)
- [Part IV Form Law School Certificate](#)
- [50 Hour Pro Bono Requirement](#)
- [Skills Form Affidavit](#) (Updated March 2020)
- [Pro Bono Scholars Program Affidavit of Completion](#)

1. The Application for Admission must be filed with the Appellate Division Department as indicated on the Notice of Certification. A copy of the

Forms You Need to Know About Post-Exam

Among these forms required in your “Bar Admission Packet,” you must provide two (2) forms to the Law School.

- (1) Form Law School Certificate

- Complete top portion, then remainder is completed by Registrar

- (2) Skills Competency Form/Affidavit*

- Completing SJU Law JD meets Pathway 1 re. skills requirement

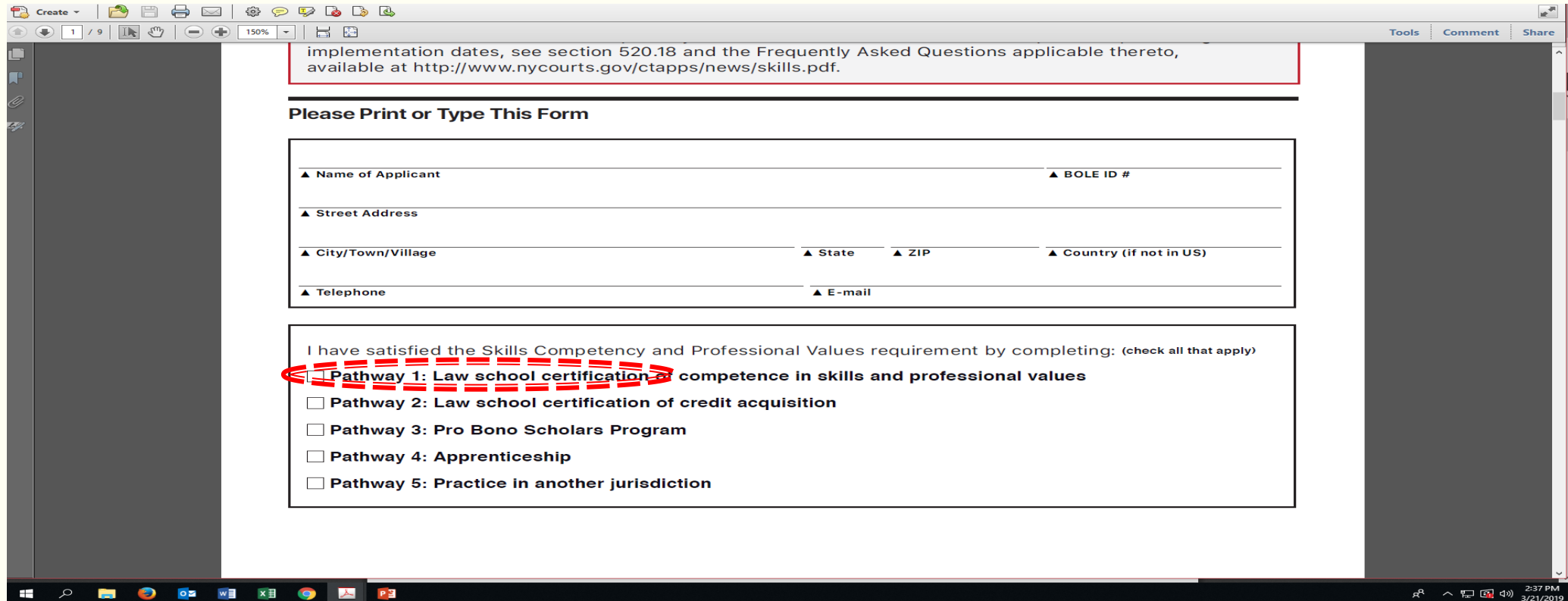
[Your packet must also include the Affidavit for 50 Pro Bono Hours, which we will discuss separately—you should not wait to do your pro bono work]

Forms You Need to Know About Post-Exam

■ Skills Competency Form

- (Needed for Character & Fitness packet, NOT for Exam Application process)

- **Completing SJU Law JD meets Pathway 1 re. skills requirement**



implementation dates, see section 520.18 and the Frequently Asked Questions applicable thereto, available at <http://www.nycourts.gov/ctapps/news/skills.pdf>.

Please Print or Type This Form

▲ Name of Applicant _____ ▲ BOLE ID # _____

▲ Street Address _____

▲ City/Town/Village _____ ▲ State _____ ▲ ZIP _____ ▲ Country (if not in US) _____

▲ Telephone _____ ▲ E-mail _____

I have satisfied the Skills Competency and Professional Values requirement by completing: (check all that apply)

Pathway 1: Law school certification of competence in skills and professional values

Pathway 2: Law school certification of credit acquisition

Pathway 3: Pro Bono Scholars Program

Pathway 4: Apprenticeship

Pathway 5: Practice in another jurisdiction

REMAINING REQUIREMENTS

- PRO BONO REQUIREMENT
- NYLC & NYLE
- MPRE

Pro Bono Requirement

- 50 Hours
- Law-related work
- Involves the use of legal skills & provides legal assistance, without charge, to:
 - Persons of limited means
 - Not-for-profit organizations
 - Individuals, groups or organizations seeking access to justice such as civil liberties, civil rights or public rights; or
 - Assists in the provision of public service by a **government entity**, including **the judiciary** (judge or court system)
 - Externships or internship with qualifying placement
 - DA, Legal Aid, Legislative body, Government Agency, USAO, Etc.
 - Clinics
 - Pro Bono work with Professor
 - International not-for-profit
- Pro Bono work done during law school counts

Pro Bono Requirement – What DOES NOT Count

- **Scholarly research**, unless in conjunction legal services/public service (i.e. *academic* research for a professor or work for a law journal does NOT count)
- **Student-supervised** pro bono work
- Community service that is not law-related
- **Partisan** political work
- Work performed **prior to law school** (except for LLMs)
- Participation as a **mentor/volunteer** in mock trial programs
- **Translation** services

Pro Bono Requirement – Proof of Completion

- Complete a separate affidavit of compliance, signed by a supervisor, for EACH qualifying pro bono activity.
- *Complete the form at the time you complete your qualifying pro bono work* and retain it until you submit your application for the bar
- You need not complete 50 hours at a single project; you can piece together several projects/activities to complete your 50 hours
- **NOTE: Form must be NOTARIZED prior to submission.**

Pro Bono Requirement (Cont'd)

- Hours must be completed BEFORE you submit application for admission.
- Google “NY Pro Bono FAQ”:
 - http://ww2.nycourts.gov/sites/default/files/document/files/2018-07/FAQsBarAdmission_0.pdf

Admission to NY (NYLC & NYLE)

- NYLC is a Free Online Course.
- 17 hours of videotaped lectures with embedded questions that must be answered correctly before an applicant can continue viewing the lecture(s).
- **Subject Coverage** - New York rules on the following topics : Administrative Law, Business Relationships, Civil Practice and Procedure, Conflict of Laws, Contracts, Criminal Law and Procedure, Evidence, Matrimonial and Family Law, Professional Responsibility, Real Property, Torts and Tort Damages, and Trusts, Wills and Estates.
- May complete the NYLC up to one year before or any time after the date applicant first sits for the UBE (Subject to 3 Year Rule).
- NYLE is a 50 question, two-hour, open book, multiple choice test testing the important New York rules covered in the NYLC.
 - The passing score will be 60% (i.e., answer 30 out of the 50 items correctly)
 - There is a \$27 fee for the NYLE
 - Course materials available online (<http://www.nybarexam.org/Content/NewYorkCourseMaterials.pdf>)

NYLE & NYLC Details and Deadlines

- New York Law Course (NYLC) and the New York Law Exam (NYLE) offered three (3) times annually.
- You must complete all segments of the NYLC **before** you may register for the NYLE and must register for the NYLE **at least 30 days prior** to taking the exam.
- NYLE Accommodations Deadline – 90 Days Prior to taking the Exam

Exam Date

Thursday, April 11, 2024 12:00PM ET

Thursday, September 19, 2024 12:00PM ET

Thursday, December 19, 2024 12:00PM ET

Registration Deadline

Tuesday, March 12, 2024 11:59PM ET

Tuesday, August 20, 2024 11:59PM ET

Tuesday, November 19, 2024 11:59PM ET

Multistate Professional Responsibility Exam (MPRE)

- Administered 3 times annually. This year:
 - March 26 or 27 (Registration deadline: January 25)
 - **August 13 or 14** (Registration deadline: June 12)
 - **November 7 or 8** (Registration deadline: Sept. 18)
- Registration deadlines are hard
- Score of 85 needed (about 32/50) (NJ= 75)
- The score is valid for four years.

Multistate Professional Responsibility Exam (MPRE)

- **NOTE:** Do **NOT WAIT** until the day before the registration deadline to start the process of registering for the MPRE!
 - Computer-based exam, at Pearson VUE testing centers.
 - Registration is a **multi-step, multi-day** process.
 - From the NCBE: “**Absolutely no new registrations will be accepted after the deadline.** It is to your advantage to schedule your appointment to test and pay the test fee as soon as possible to maximize the locations and times available to you.”

Multistate Professional Responsibility Exam (MPRE)

▪ Accommodations for the MPRE

- Apply prior to registering and scheduling a test appointment.
- Full details at <http://www.ncbex.org/exams/mpre/ada-accommodations/>

▪ Deadlines:

TEST ADMINISTRATION DATES	RECOMMENDED SUBMISSION DATE*	REGISTRATION DEADLINE
August 13 or 14, 2024	April 24, 2024	June 12, 2024
November 7 or 8, 2024	July 24, 2024	September 18, 2024

THE UBE

- The **UBE** is composed of :
 - 1) Two Multistate Performance Tests (MPT)
 - 2) Multistate Essay Examination (MEE)
 - 3) The Multistate Bar Examination (MBE)

- 36 Jurisdictions have adopted the UBE
 - All northeastern U.S. states, except Delaware.
 - Notable exceptions: CA, FL



THE UBE

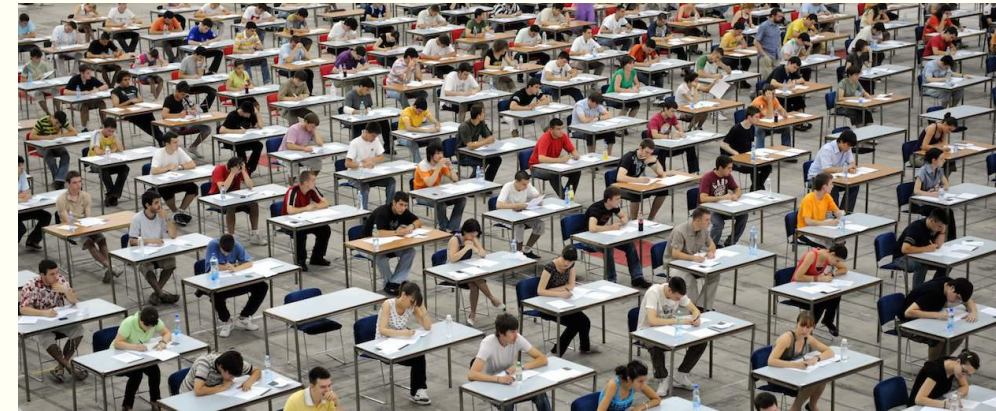


<p>FIRST MPT 1.5 HOURS</p> <p>SECOND MPT 1.5 HOURS</p> <p><u>20%</u></p>	<p>0 – 100 Questions <u>25%</u></p> <p>1- EVIDENCE 2- REAL PROPERTY 3- CRIMINAL LAW AND PROCEDURE 4- CONSTITUTIONAL LAW 5- CIVIL PROCEDURE 6- TORTS 7- CONTRACTS</p>
<p>MEE – 6 ESSAYS <u>30%</u></p> <p>The seven subjects of the MBE plus:</p> <p>AGENCY AND PARTNERSHIPS TRUST WILLS AND ESTATES CORPORATIONS FAMILY LAW CONFLICT OF LAWS SECURED TRANSACTION</p>	<p>100 – 200 Questions <u>25%</u></p> <p>1- EVIDENCE 2- REAL PROPERTY 3- CRIMINAL LAW AND PROCEDURE 4- CONSTITUTIONAL LAW 5- CIVIL PROCEDURE 6- TORTS 7- CONTRACTS</p>

Day of Exam: Format

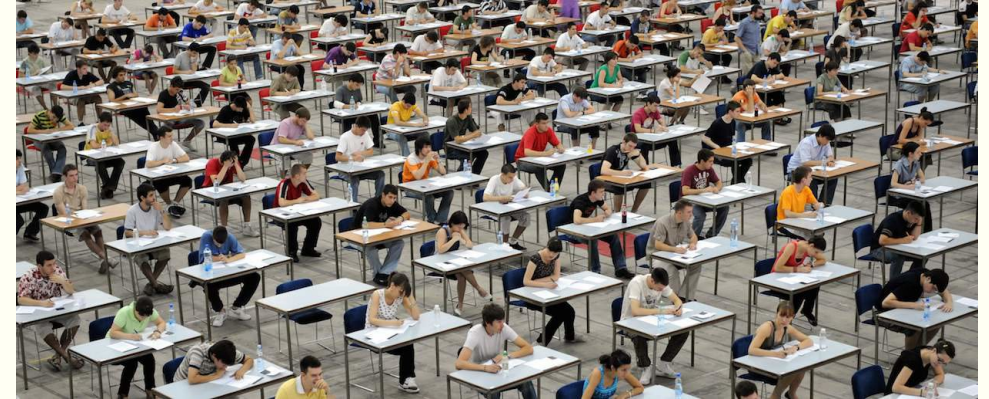
- Day 1: JULY 30 (MPT & MEE)
 - AM
 - 2 MPTs (20%)
 - 90 Minutes Each
 - PM
 - 6 Multistate Essay questions (30%)
 - Any order you wish

- Day 2: JULY 31: (MBE) (50%)
 - 200 Multiple Choice Questions (Constitutional Law, Contracts, Civil Procedure, Criminal Law and Procedure, Evidence, Real Property, and Torts.)
 - AM - 100 Questions
 - PM - 100 Questions



Day of Exam Considerations

- Follow the rules.
- High security.
- BOLE takes incivility seriously.
- Do not study day of or even day before.
- Do not study in between Bar days.
- Do not talk about the exam **AFTER** the exam.



After the Exam: Overview

- Bar exam Results: Late October/early November
 - July 2023 results were released October 19.
- Application Packet: Based on Appellate Division
 - Hard copy application
 - Certain departments can file early
 - Biggest problem: graduates not completing paperwork correctly or fully
 - No part of the application will be considered until it is submitted correctly in its entirety.
- Interview - Appellate Division
- Swearing-In

Important Websites

- Online Student Center-**BAR INFORMATION** page
 - <https://stjlawstudent.com/bar-information/>
- National Conference of Bar Examiners: www.ncbex.org
- New York Board of Law Examiners (BOLE):
www.nybarexam.org
 - Or, the Board website for the state of your choosing.
- The website for your assigned Department (if in NYS)

Now through May – Finish Up Strong!!!



Get your Life in order!

- Special Events during the summer (No Vacations)
- Arrange finances/ housing/ study space
- Finalize arrangements for Bar Review
- Talk to your family/significant other



**KEEP
CALM
AND YOU'LL
PASS THE
BAR EXAM**

After Exams (Mid/Late May)



IT'S TIME TO CLEAR THE DECKS AND GET RID OF EXCESS BAGGAGE



May your performance
on the bar exam make
up for how boring
you were while
studying for it.



someecards

REASONS PEOPLE DO NOT PASS THE BAR ON THE FIRST TRY

1. Lack of preparation
2. Inefficient preparation
3. Cocky
4. Took bad advice from outside/unreliable people (friends at other law schools, social media, etc.)
5. A crisis/distraction during the study period

Stay the course!



June

*SET A SCHEDULE AND
STICK TO IT!!!*



Work Hard and Believe and . . .





Good Luck

TO FIND ALL BAR EXAMINER
INFORMATION:
<http://www.ncbex.org/>