

## **FAQ'S - THE NEW JERSEY STATE BAR EXAM AND APPLICATION PROCESS**

### ***When should I submit my application?***

The Examination Application document includes the deadline for filing the application in a timely matter (postmark/hand delivered date). If you file after that date late fees will be applied (see fee scale in the application instructions for completing and submitting forms).

### ***Can I submit the application online?***

No, please download and print the entire bar examination application document from <http://www.njbarexams.org/app/application.pdf>. You must print the forms on one side of each page only. The forms must be completed and returned directly to the Board of Bar Examiners.

### ***Does my application and certified statement have to be typed or can it be handwritten?***

The requested information should be typed or printed clearly. Additional information should be attached at the end of the statement and labeled clearly with the proper section number. Statements that are illegible or incomplete will be returned, and certification for admission will be delayed.

### ***How long are fingerprint cards good for?***

Fingerprint results are good for two years from the initial exam date for which they were prepared. Detailed instructions will be included in your acknowledgment packet.

### ***The application requires me to get abstracts of my driving record for the past seven years. How do I comply with this requirement?***

The Board of Bar Examiners requires you to submit an ORIGINAL complete record of your driving history, which is maintained by the division of motor vehicles in the state or jurisdiction (including foreign jurisdictions) in which you hold (or have held) a driver's license IN THE LAST SEVEN YEARS. Any on-line abstracts that are submitted MUST be obtained from the motor vehicle agency of the respective state or jurisdiction; no third-party abstracts will be accepted. You must request a COMPLETE abstract. Three-year (abbreviated) abstracts are not accepted.

### ***Should I delay submitting the application pending receipt of additional items required?***

You must complete a certified statement and file it with your application. If you do not have the additional items required, such as drivers' abstracts, Certificates of Good Standing, copies of court documents, etc. Send the Certified Statement, along with the rest of your application to the Board's office with a letter indicating that the missing items will follow. You should file these documents as soon as possible to avoid a delay in certification by the Committee on Character.

### ***Are MBE and MPRE scores transferable?***

MBE Scores are only transferable when you sit for New Jersey and another state contemporaneously. You must arrange to have your scores transferred to New Jersey. A minimum score of 75 on the MPRE is transferable. Please note that in lieu of the MPRE scores, completion of the Professional Responsibility requirement is satisfied by receiving a "C" or better in a course in law school devoted to professional ethics. For detailed information on transferring your MBE and MPRE scores, please visit the [NCBE](#) website.

### ***What method of payment should I send with my Application?***

NO PERSONAL CHECKS are accepted. The application must be accompanied by a non-refundable cashier's check or money order in the proper amount made payable to the Secretary, Board of Bar Examiners. Paperclip your cashier's check or money order to the top of your application. Applications received without a fee or the character statement attached will be returned as incomplete. Applications received with an incorrect fee attached will be returned as incomplete and not considered received for filing at that time. You will be responsible for any applicable late filing fees upon re-submission. Once you have completed all parts of the application (keep a copy). You should send your application in a way to receive proof of delivery.

### ***Will the Board inform me that they have received my application?***

Yes, upon receipt of the following items listed below, you will receive an acknowledgement packet. PLEASE NOTE THAT APPLICATIONS SUBMITTED WITHOUT ANY OF THESE ITEMS WILL BE RETURNED AS INCOMPLETE:

- Your completed Application - signed and notarized;
- Authorization and Release forms - two originals signed and notarized;
- The original Certified Statement of Candidate - completed and signed; and
- Your applicable bar examination fee.

The acknowledgement packet will include:

- Law School Certificate;
- Proof of satisfaction of Professional Responsibility requirement;
- Original Driver's Abstract (s);
- Instructions on completing the fingerprint process; and
- The MBE score transfer (if applicable).

***Who prepares the Law School Certificate form?***

On receipt of your Law School Certificate form you must submit it to the Registrar's Office to be prepared in its entirety by an authorized official of the law school and mailed directly to New Jersey Board of Bar Examiners. Please note that the Certificate should indicate on the top right hand corner your candidate ID number – year. Before you submit the certificate to the Registrar's Office, please complete Part I of the form. You may submit the certificate prior to graduation, however it will not be sent to the Board of Bar Examiners until your degree is conferred.

***Will the school send proof that I completed the Professional Responsibility Course?***

Yes, this is done when Part II of the Law School Certificate is completed.

***Skills & Methods Course – I am administratively ineligible to practice law in New Jersey because I have not successfully completed the Skills & Methods course in a timely manner. How do I become eligible to practice in New Jersey?***

You must contact ICLE at 732-214-8500 to determine what course work you must make up.