NCBE Character Report Application

Preamble

The National Conference of Bar Examiners (NCBE) has been authorized by the jurisdiction in which you are seeking admission to conduct an investigation into your background. The information from the investigation will be used by the jurisdiction to determine if you meet the professional responsibilities required of a lawyer. NCBE reports information gathered in the course of its investigation to the jurisdiction in which you are seeking admission but makes no recommendation as to your qualifications. All decisions about admission are made by the admitting authority in the jurisdiction in which you are seeking admission.

As a lawyer, you are responsible for critical aspects of your clients' lives, which could include representing clients in important and often sensitive matters. The evaluation of an applicant's character and fitness is consistent with the protection of the public that underlies the licensing responsibilities assigned to admitting authorities. The responsibility for demonstrating qualification to practice law rests with the applicant in the majority of jurisdictions.

The application marks the beginning of a process designed to evaluate whether you, as a candidate for admission to the practice of law, possess the qualities required of a lawyer. In short, the jurisdiction in which you seek admission aims to determine whether your record of conduct justifies the trust placed in attorneys by the public, the courts, fellow professionals, and clients. Current character and fitness of an applicant will be considered. You have both the opportunity and the obligation to update or amend your application while this investigation is ongoing.

The jurisdiction has requested the use of this application. The information requested in this application will assist the admitting authority in evaluating your current character and fitness. You may be required to provide additional information to the NCBE or the jurisdiction.

An applicant's failure to disclose information often results in a more serious outcome than the underlying matter itself would have produced, had it been candidly and properly disclosed by the applicant on the application. Be assured that the information gathered in the course of an investigation is treated confidentially by NCBE and is restricted to official use by the proper admitting authorities.

The ultimate admission determination over your character and fitness to practice law takes into account your past conduct. Questions on this application ask about your past and current conduct and provide an opportunity for you to candidly and properly explain that conduct. Everyone makes mistakes. The focus in assessing current character and fitness is not simply the existence of past misconduct. The assessment includes how honestly you report your experiences on the questionnaire. In explaining your prior conduct, the focus should be on honestly relating what you did and, if applicable, how you learned from it, as well as a description of any steps taken to rehabilitate from past misconduct.

Full disclosure is important. Should your candid response(s) involve disclosures regarding mental health diagnoses/treatment, substance misuse, or other sensitive matters, be assured that the steps you have taken to address such matters, such as through counseling, treatment, or other actions, is to your credit. The National Conference of Bar Examiners and admission authorities of the jurisdictions strongly encourage applicants who may benefit from assistance to seek it

___ I have read and understand the information above.

SAMPLE

NCBE Character Report Application

Jurisdiction

Application to

Applying as

Personal Information

First Name _____ **Middle Name** _____ **Last Name** _____ **Suffix** _____

NCBE Number: N _____

Help Notes: *The following information will be used to identify you for verifying inquiries sent to third parties, and will help to avoid errors of identity which might introduce problems and delays into the licensure process. For example, some educational institutions and law enforcement agencies can only access your records if this information is provided.*

Social Security Number

X X X - X X - _____ _____ _____

Furnishing your Social Security Number (SSN) is voluntary pursuant to the Federal Privacy Act of 1974.

Birth month _____ (name of month) **Birth day** _____ ## **Birth year** _____ ####

Sex ☐ Female ☐ Male ☐ Other _____ ☐ Prefer to not answer

Email address _____

Alternate email address _____

Have you ever used or been known by a different name?

Note: Your current name will be used for identification in correspondence sent as part of this background investigation. Many governmental, educational, and employment institutions

SAMPLE

require this because names may have changed since the applicant attended school or was employed, and this information will ensure that you are properly identified when inquiries are sent to verify responses to the application questions. NCBE may remove some reported names (e.g., nicknames, former names that you previously used but you are no longer using) before generating inquiries; the current name you report will be the only name that displays on inquiries that are sent to character references.

Help Notes: *In this context, "different name" means your full legal name, if different from the one provided in your NCBE Account Profile, and any other name used in employment, official documentation, or governmental records. Informal nicknames used only in social environments may be omitted*

☐ **Yes** ☐ **No**

_____ _____ _____ _____

First **Middle** **Last** **Suffix**

From Mo/Yr _____ **To Mo/Yr** _____ **Reason for change** _____

_____

Contact Information

Please provide the mailing address and phone numbers at which you can be reached during the next six months.

If business, name of firm _____

Mailing address/P.O. Box _____

City _____ **State** _____ **Zip** _____

Country _____ **Province** _____

Mobile or home phone number _____

Office phone number _____

SAMPLE

Applications, Authorizations and Conduct

Law Student Registration

1. Have you ever submitted a Law Student Registration application to a bar admissions office?

Note: *This question refers to a required or voluntary application to a jurisdiction by first and/or second year law students.* ***Do not include law student practice or law school applications*** *in your response to this question.*

☐ **Yes** ☐ **No**

Name of U.S. jurisdiction, tribal court, or foreign jurisdiction _____

Name and mailing address of foreign bar authority _____

Date application made _____

Explanation _____

Bar Exam

2. Have you ever applied to take a bar exam, including the Uniform Bar Exam (UBE)?

Note: *Report all exams for which you have applied or registered, even if you did not sit for the exam. Report all exams even if you did not apply for admission to that jurisdiction and regardless of admission status. Omit the MPRE and First Year Law Student Examinations.*

☐ **Yes** ☐ **No**

Name of U.S. jurisdiction, tribal court, or foreign jurisdiction _____

Name and mailing address of foreign bar authority _____

Date application made _____ **Date examination taken** _____

Admission or readmission date (Mo/Day/Yr) _____ **Bar number** _____

Admitted/registered as: ☐ Attorney ☐ In-House Counsel ☐ Foreign Legal Consultant
☐ Other _____

Reason not admitted (if applicable): ☐ Failed exam ☐ Withdrew application ☐ Pending
☐ Denied ☐ Other reason

Explanation _____

SAMPLE

Transferred UBE Score

3. Have you ever applied for admission by transferred Uniform Bar Examination (UBE) score?

☐ **Yes** ☐ **No**

Name of U.S. jurisdiction _____

Date application made _____

Admission or readmission date (Mo/Day/Yr) _____ **Bar number** _____

Admitted/registered as: ☐ Attorney ☐ In-House Counsel ☐ Foreign Legal Consultant
☐ Other _____

Reason not admitted (if applicable): ☐ Withdrew application ☐ Pending ☐ Denied
☐ Other reason

Explanation _____

Admission Without Examination

4. Have you ever applied for admission on motion, admission without examination, reciprocity, or comity?

Note: *Do not list U.S. federal court, Diploma Privilege, Transferred Score, In-House Counsel, Foreign Legal Consultant, or Pro Hac Vice admissions in response to this question.*

☐ **Yes** ☐ **No**

Name of U.S. jurisdiction, tribal court, or foreign jurisdiction _____

Name and mailing address of foreign bar authority _____

Date application made _____

Admission or readmission date (Mo/Day/Yr) _____ **Bar number** _____

Admitted/registered as: ☐ Attorney ☐ In-House Counsel ☐ Foreign Legal Consultant
☐ Other _____

Reason not admitted (if applicable): ☐ Withdrew application ☐ Pending ☐ Denied
☐ Other reason

Explanation _____

SAMPLE

Diploma Privilege

5. Have you ever applied for admission by diploma privilege?

Help Note: *Diploma privilege refers to admission to practice law by virtue of graduation from a law school without having passed a written bar examination. If you answered yes to this question, please fully explain the terms and conditions of your admission.*

☐ **Yes** ☐ **No**

Name of U.S. jurisdiction, tribal court, or foreign jurisdiction _____

Name and mailing address of foreign bar authority _____

Date application made _____

Admission or readmission date (Mo/Day/Yr) _____ **Bar number** _____

Admitted/registered as: ☐ Attorney ☐ In-House Counsel ☐ Foreign Legal Consultant
☐ Other _____

Reason not admitted (if applicable): ☐ Withdrew application ☐ Pending ☐ Denied
☐ Other reason

Explanation _____

Foreign Legal Consultant

6. Have you ever registered as a foreign legal consultant?

☐ **Yes** ☐ **No**

Name of U.S. jurisdiction, tribal court, or foreign jurisdiction _____

Name and mailing address of foreign bar authority _____

Date application made _____

Admission or readmission date (Mo/Day/Yr) _____ **Bar number** _____

Admitted/registered as: ☐ Attorney ☐ In-House Counsel ☐ Foreign Legal Consultant
☐ Other _____

Reason not admitted (if applicable): ☐ Failed exam ☐ Withdrew application ☐ Pending
☐ Denied ☐ Other reason

Explanation _____

SAMPLE

In-House Counsel

7. Have you ever registered or applied for admission as in-house counsel?

☐ **Yes** ☐ **No**

Name of U.S. jurisdiction, tribal court, or foreign jurisdiction _____

Name and mailing address of foreign bar authority _____

Date application made _____

Admission or readmission date (Mo/Day/Yr) _____ **Bar number** _____

Admitted/registered as: ☐ Attorney ☐ In-House Counsel ☐ Foreign Legal Consultant
☐ Other _____

Reason not admitted (if applicable): ☐ Failed exam ☐ Withdrew application ☐ Pending
☐ Denied ☐ Other reason

Explanation _____

Other

8. Have you ever otherwise submitted an application to or been authorized to practice law in any foreign jurisdiction or tribal court?

Note: *Do **not** list applications reported in response to Questions 1 to 7. Do not list U.S. federal court or pro hac vice admissions.*

☐ **Yes** ☐ **No**

Name of U.S. jurisdiction, tribal court, or foreign jurisdiction _____

Name and mailing address of foreign bar authority _____

Date application made _____ **Date examination taken** _____

Admission or readmission date (Mo/Day/Yr) _____ **Bar number** _____

Admitted/registered as: ☐ Attorney ☐ In-House Counsel ☐ Foreign Legal Consultant
☐ Other _____

Reason not admitted (if applicable): ☐ Failed exam ☐ Withdrew application ☐ Pending
☐ Denied ☐ Other reason

Explanation _____

SAMPLE

Bar Association Membership

9. List the full name and mailing address of each mandatory bar association which you have been or are currently a member.

Bar association _____

Dates of membership: From Mo/Yr _____ **To Mo/Yr** _____

Mailing address _____

City _____ **State** _____ **Zip** _____

Country _____ **Province** _____

Attorney Discipline

10. Have you ever been disbarred, admonished, suspended, censured, cautioned, or otherwise reprimanded or disqualified as an attorney?

If Yes, *upload a copy of the associated complaint and action and other documentation.*

☐ **Yes** ☐ **No** ☐ **Never admitted to practice law**

Name of regulatory agency _____

Mailing address _____

City _____ **State** _____ **Zip** _____

Country _____ **Province** _____

Case number (if applicable) _____ **Date** _____

Action taken _____

Explanation _____

Attorney Complaint

11. Have you ever been or are you currently the subject of any investigation, charges, complaints or grievances (formal or informal) concerning your conduct as an attorney?

If Yes, *upload a copy of the associated complaint and action and other documentation.*

☐ **Yes** ☐ **No** ☐ **Never admitted to practice law**

SAMPLE

Name of regulatory agency _____

Mailing address _____

City _____ **State** _____ **Zip** _____

Country _____ **Province** _____

Case number (if applicable) _____ **Date** _____

Action taken _____

Explanation _____

Unauthorized Practice of Law

12. Have you ever been or are you currently the subject of any investigation, charge, complaint, or grievance (formal or informal) alleging that you engaged in the unauthorized practice of law?

If Yes, *upload a copy of the associated complaint and action and other documentation.*

☐ **Yes** ☐ **No**

Name of regulatory agency _____

Mailing address _____

City _____ **State** _____ **Zip** _____

Country _____ **Province** _____

Case number (if applicable) _____ **Date** _____

Action taken _____

Explanation _____

Sanction or Disqualification

13. Have sanctions ever been entered against you, or have you ever been disqualified from participating in any case, including any administrative proceeding?

If Yes, *upload a copy of the order of sanction or disqualification.*

☐ **Yes** ☐ **No** ☐ **Never admitted to practice law**

Name of Court _____

SAMPLE

Mailing address _____

City _____ **State** _____ **Zip** _____

Country _____ **Province** _____

Case number _____

Case name _____

Action taken _____

From Mo/Yr _____ **To Mo/Yr** _____

Explanation _____

Education

Please be thorough and honest in your responses. Explain any circumstances related to any discipline received.

Law Office Study

14. Did you engage in law office study in lieu of receiving a J.D.?

☐ **Yes** ☐ **No**

From Mo/Yr _____ **To Mo/Yr** _____

Name of firm _____

Proctor _____

Firm mailing address _____

City _____ **State** _____ **Zip** _____

Law School Attendance

15. List complete information regarding all law school attendance and law degrees (J.D., LL.B., LL.M., etc.).

Note: *If you studied abroad during law school, complete an entry for each study abroad period and indicate the sponsoring institution.*

☐ **I have never attended law school**

SAMPLE

Law School _____

☐ **ABA Approved** ☐ **Non-ABA Approved**

Mailing address _____

City _____ **State** _____ **Zip** _____

Country _____ **Province** _____

From _____ **To** _____

Date degree received or expected (from this school) _____

Degree received or expected to be received (from this school) or No Degree _____

☐ **J.D. Degree (from this school)**

☐ **Full-time student** ☐ **Part-time student**

☐ **Check if enrollment was primarily online**

Law School Actions

If the explanation requires disclosures regarding mental health diagnoses/treatment, substance misuse, or other sensitive matters, be assured that the steps you have taken to address such matters, such as through counseling, treatment, or other actions, is to your credit.

16 (a). Have you ever been suspended, placed on academic/scholastic probation, or deemed ineligible due to academic performance while in law school?

☐ Yes ☐ No

16 (b). Have you ever been convicted of an honor code violation or been the subject of an investigation of an honor code violation while in law school?

☐ Yes ☐ No

16 (c). Have you ever been accused of plagiarism, cheating, or academic dishonesty while in law school?

☐ Yes ☐ No

16 (d). Have you ever been permitted or requested to withdraw in lieu of discipline, suspension, or expulsion while in law school?

☐ Yes ☐ No

SAMPLE

16 (e). Have you amended your law school application(s) for any reason?

☐ Yes ☐ No

If you answered Yes to any questions in this section, provide an explanation.

Explanation _____

_____

_____

_____

College/University Attendance

17. List complete information regarding **all** college/university **attendance** (other than law school). Include all institutions where you obtained a degree and where you did not obtain a degree. Upload a transcript from each school, other than law schools, that granted you an undergraduate or graduate degree.

Note: *If you studied abroad, complete an entry for each study abroad period and indicate the sponsoring institution.*

☐ **I have never attended a college or university, other than as reported in the law school section.**

College _____

Mailing address _____

City _____ **State** _____ **Zip** _____

Country _____ **Province** _____

From _____ **To** _____

Degree received (No degree, B.A., M.S., etc.) _____ **Field of study** _____

☐ **Check if enrollment was primarily online.**

College/University Actions

If the explanation requires disclosures regarding mental health diagnoses/treatment, substance misuse, or other sensitive matters, be assured that the steps you have taken to address such matters, such as through counseling, treatment, or other actions, is to your credit.

18 (a). Have you ever been suspended, placed on academic/scholastic probation, or deemed ineligible due to academic performance while in college/university?

☐ Yes ☐ No

SAMPLE

18 (b). Have you ever been convicted of an honor code violation or been the subject of an investigation of an honor code violation while in college/university?

☐ Yes ☐ No

18 (c). Have you ever been accused of plagiarism, cheating or academic dishonesty while in college/university?

☐ Yes ☐ No

18 (d). Have you ever been permitted or requested to withdraw in lieu of discipline, suspension or expulsion while in college/university?

☐ Yes ☐ No

If you answered Yes to any questions in this section, provide an explanation.

Explanation _____

_____

_____

_____

Residences

Residence History

19. List every permanent or temporary physical address where you have resided for a period of three months or longer for the past ten years or since age 18, **whichever period of time is shorter.**

■

From Mo/Yr _____ **To Mo/Yr** _____

Physical address _____

City _____ **County/Parish** _____ **State** _____ **Zip** _____

Country _____ **Province** _____

■

From Mo/Yr _____ **To Mo/Yr** _____

Physical address _____

City _____ **County/Parish** _____ **State** _____ **Zip** _____

Country _____ **Province** _____

SAMPLE

■

From Mo/Yr _____ **To Mo/Yr** _____

Physical address _____

City _____ **County/Parish** _____ **State** _____ **Zip** _____

Country _____ **Province** _____

■

From Mo/Yr _____ **To Mo/Yr** _____

Physical address _____

City _____ **County/Parish** _____ **State** _____ **Zip** _____

Country _____ **Province** _____

Employment

Employment History

20. List all employment and unemployment information for the past ten years or since age 18, **whichever period is shorter.**

Notes:

Employment *– In this context, employment encompasses all part-time and full-time employment, including self-employment, externships, internships (paid and unpaid, for academic credit or not), clerkships, military service, pro bono work, missions, and temporary employment. If there are gaps in employment, please list activities, volunteer work, etc., if applicable.*

Unemployment *– Provide a brief, but specific, description of your activities while unemployed (e.g., seeking employment, preparing for law school, attending <school name>, vacation, studying for bar exam, caring for a family member, community service).*

Employment References *– If an employer is no longer in operation, or you were self-employed or employed by a relative, provide the name and contact information of a verifying reference.* ***Do not list yourself or a relative as a verifying reference****.*

Details *– Indicate if the mailing address provided is a company headquarters or if you worked remotely. Provide other information that may assist in verification of this period of employment.*

■

From Mo/Yr _____ **To PRESENT**

Employment position/description of unemployment _____

SAMPLE

Name of supervisor or associate _____

Email address of supervisor or associate _____

☐ Email address unknown

Employer or firm name _____

Mailing address _____

City _____ State _____ Zip _____

Country _____ Province _____

Phone number _____

☐ Business is defunct

☐ Self-employed or employed by a relative

☐ Business has new name/mailing address

Verifying reference name/business name _____

Mailing address _____

City _____ State _____ Zip _____

Country _____ Province _____

Phone number _____ Email address _____

Details _____

_____

_____

■

From Mo/Yr _____ To Mo/Yr _____

Employment position/description of unemployment _____

Name of supervisor or associate _____

Email address of supervisor or associate _____

☐ Email address unknown

Reason for leaving _____

Employer or firm name _____

SAMPLE

Mailing address _____

City _____ State _____ Zip _____

Country _____ Province _____

Phone number _____

☐ Business is defunct

☐ Self-employed or employed by a relative

☐ Business has new name/address

Verifying reference name/business name _____

Mailing address _____

City _____ State _____ Zip _____

Country _____ Province _____

Phone number _____ Email address _____

Details _____

_____

_____

■

From Mo/Yr _____ To Mo/Yr _____

Employment position/description of unemployment _____

Name of supervisor or associate _____

Email address of supervisor or associate _____

☐ Email address unknown

Reason for leaving _____

Employer or firm name _____

Mailing address _____

City _____ State _____ Zip _____

Country _____ Province _____

Phone number _____

SAMPLE

☐ Business is defunct

☐ Self-employed or employed by a relative

☐ Business has new name/address

Verifying reference name/business name _____

Mailing address _____

City _____ State _____ Zip _____

Country _____ Province _____

Phone number _____ Email address _____

Details _____

_____

_____

■

From Mo/Yr _____ To Mo/Yr _____

Employment position/description of unemployment _____

Name of supervisor or associate _____

Email address of supervisor or associate _____

☐ Email address unknown

Reason for leaving _____

Employer or firm name _____

Mailing address _____

City _____ State _____ Zip _____

Country _____ Province _____

Phone number _____

☐ Business is defunct

☐ Self-employed or employed by a relative

☐ Business has new name/address

Verifying reference name/business name _____

SAMPLE

Mailing address _____

City _____ **State** _____ **Zip** _____

Country _____ **Province** _____

Phone number _____ **Email address** _____

Details _____

_____

_____

Employment Actions

Should you have experienced any issues in connection with any employment, it is important that you explain the circumstances honestly. As mentioned with respect to other areas of inquiry, the fact that a problematic situation may have arisen with respect to a particular employment is oftentimes less important than your ability to disclose it responsibly and forthrightly.

21. Have you been disciplined, suspended, permitted to resign (in lieu of termination), terminated from any job (including volunteer work), or otherwise been asked to leave because of your own misconduct or performance in the past ten years or since you were 18, **whichever period is shorter?**

☐ **Yes** ☐ **No**

Employer _____

Dates of employment: From Mo/Yr _____ **To Mo/Yr** _____

Disposition: ☐ **Terminated** ☐ **Suspended** ☐ **Disciplined**
☐ **Laid off** ☐ **Permitted to resign**

Date of disposition _____ **Explanation of circumstances** _____

_____

Judicial Office

22. Have you ever held judicial office?

Office held _____ **From Mo/Yr** _____ **To Mo/Yr** _____

Name of court _____

Mailing address _____

SAMPLE

City _____ **State** _____ **Zip** _____

Country _____ **Province** _____

Reason for termination (if applicable) _____

Military Service

23. Within the past ten years, have you been a member of the Armed Forces of the United States, its reserve components, or the National Guard?

☐ **Yes** ☐ **No**

If Yes, *upload a copy of all of your military separation papers (DD Form 214 or equivalent). Forms must indicate character of service.*

Choose Branch:

- ☐ Regular Armed Forces – Air Force
- ☐ Regular Armed Forces – Army
- ☐ Regular Armed Forces – Coast Guard
- ☐ Regular Armed Forces – Marine Corps
- ☐ Regular Armed Forces – Navy
- ☐ Reserve Components – Air Force
- ☐ Reserve Components – Army
- ☐ Reserve Components – Coast Guard
- ☐ Reserve Components – Marine Corps
- ☐ Reserve Components – Navy
- ☐ National Guard – Air Force
- ☐ National Guard – Army

State for National Guard service _____

Serial number _____ **Rank** _____

Dates of service: From Mo/Yr _____ **To Mo/Yr** _____

Present duty station _____

Mailing address _____

City _____ **State** _____ **Zip** _____

Country _____ **Province** _____

Phone number _____

Name of commanding officer _____

SAMPLE

23 (a). Were you ever court-martialed?

☐ **Yes** ☐ **No**

Date of action _____

Explanation of circumstances _____

_____

Result, including any punishment _____

_____

23 (b). Were you ever awarded non-judicial punishment (Art. 15 UCMJ)?

☐ **Yes** ☐ **No**

Date of action _____

Explanation of circumstances _____

_____

Result, including any punishment _____

_____

23 (c). Did you receive an honorable discharge?

☐ **Yes** ☐ **No**

Date of action _____

Explanation of circumstances _____

_____

Result, including any punishment _____

_____

23 (d). Were you allowed to resign in lieu of court-martial?

☐ **Yes** ☐ **No**

Date of action _____

SAMPLE

Explanation of circumstances _____

_____

Result, including any punishment _____

_____

23 (e). Were you administratively discharged?

☐ **Yes** ☐ **No**

Date of action _____

Explanation of circumstances _____

_____

Result, including any punishment _____

_____

Professional Licenses

24. Within the past ten years, have you applied for a license (even if the application was subsequently withdrawn) or held a license for a business, trade, or profession, other than as an attorney?

☐ **Yes** ☐ **No**

Type of license _____

Issued to (include business name, if applicable) _____

Current status of license _____

License number (if applicable) _____

Application date (Mo/Yr) _____

Expiration/Inactive date (Mo/Yr) _____

Issuing authority _____

Mailing address _____

City _____ **State** _____ **Zip** _____

Country _____ **Province** _____

Phone number _____

SAMPLE

Professional License Denial/Revocation

25. Within the past ten years, have you been denied a license or had a license revoked for a business, trade, or profession other than as an attorney?

☐ **Yes** ☐ **No**

License _____ **Action taken:** ☐ **Denial** ☐ **Revocation**

Name of regulatory agency _____

Mailing address _____

City _____ **State** _____ **Zip** _____

Country _____ **Province** _____

Action date _____

Explanation _____

_____

Character & Fitness

Professional Actions

26. Have you ever been the subject of any charges, complaints, or grievances or been suspended, censured, or otherwise disciplined as a member of a profession other than attorney or as holder of public office?

Note: *Include all formal and informal actions.*

☐ **Yes** ☐ **No**

Name of regulatory agency _____

Mailing address _____

City _____ **State** _____ **Zip** _____

Country _____ **Province** _____

Case number (if applicable) _____

Action taken _____ **Date** _____

Explanation _____

_____

SAMPLE

Bar Examination Misconduct

27. Have you been accused of misconduct in connection with administration of a bar examination?

If Yes, *you must include a statement below setting forth the jurisdiction, date(s) of incident, explanation of the circumstances, the stage of proceedings, the disposition (including an embargoed or invalidated score), and any penalties imposed, for each matter.*

☐ **Yes** ☐ **No**

Name of regulatory agency _____

Mailing address _____

City _____ **State** _____ **Zip** _____

Country _____ **Province** _____

Case number (if applicable) _____

Action taken _____ **Date** _____

Explanation _____

_____

Conduct Involving Substance Misuse

This question asks about conduct involving the misuse of alcohol or other substances, including prescription medication. Engaging in substance misuse can impair an individual's capability to meet commonly accepted essential eligibility requirements for the practice of law. Participating in a treatment program to address substance misuse or substance use disorder demonstrates the responsibility and maturity expected of a lawyer. The bar admission agencies of the jurisdictions routinely certify for admission individuals who have engaged in substance misuse who demonstrate responsibility and maturity in dealing with this conduct by seeking treatment. First and foremost, these jurisdictions look for honesty and full disclosure.

28. Within the past three years, have you engaged in any misconduct as a result of consuming alcohol or drugs?

Note: *Use the "Explanation" section to discuss the circumstances of misconduct and the actions you undertook to address it. As discussed in the opening paragraph above, steps taken by applicants to address misuse of substances are considered favorably by admission authorities because it reflects that an applicant is acting maturely, responsibly, and proactively. Treatment, monitoring, or participation in a support group is not, in itself, a basis on which admission is denied; as noted, jurisdictions' bar admission agencies routinely certify for admission individuals who demonstrate personal responsibility and maturity in dealing with such issues. Indeed, such efforts may be reflective of an applicant's current fitness.*

SAMPLE

☐ Yes ☐ No

Explanation _____

_____

_____

_____

_____

Defense or Explanation

The purpose of this inquiry is to allow applicants to explain fully to jurisdiction(s) all the circumstances involved in, and used as a defense to, conduct that subjected them to any type of inquiry. The mere fact that there are conditions or circumstances asserted in defense of conduct is not a basis, in itself, for a denial of admission. It is the failure to be honest that will more likely be a basis for denial of admission than past conduct or honest explanations of conditions that may have contributed to the conduct. Bar admission agencies routinely certify for admission individuals who demonstrate personal responsibility and maturity in dealing with fitness issues. The National Conference of Bar Examiners and admission authorities of the jurisdictions strongly encourage applicants who may benefit from assistance to seek it.

29. Within the past five years, have you asserted any medical condition, mental condition, or addiction or misuse of alcohol or drugs as a defense, in mitigation, or as an explanation for your conduct in the course of any inquiry, any investigation, or any administrative or judicial proceeding by an educational institution, government agency, professional organization, or licensing authority; or in connection with an employment disciplinary or termination procedure?

☐ Yes ☐ No

Name of entity before which the issue was raised _____

Mailing address _____

City _____ **State** _____ **Zip** _____

Phone number _____

Country _____ **Province** _____

Nature of the proceeding _____

Relevant date(s) _____

Disposition, if any _____

Explanation _____

SAMPLE

Legal Proceedings

Preamble to Criminal Proceedings

Jurisdictions look at the entire record of an applicant and assess the applicant's present character and fitness when making a determination on admission. Criminal matters are relevant to character and fitness to practice law; at the same time, many jurisdictions do not find a conviction alone a reason to deny admission. They look at the entire record of an applicant and are concerned with the applicant's present character and fitness. Similarly, jurisdictions understand that individuals get cited for, arrested for, and/or charged with offenses for which they are not convicted for a variety of reasons and in a variety of circumstances. The mere fact that you have been cited, charged, or arrested does not disqualify you from being admitted. Many practicing lawyers have had such past experiences. This question is intended to provide you with the opportunity to candidly explain any encounters with law enforcement authorities. What is especially important is that you are candid and forthcoming in responding.

☐ **I have read this information.**

30 (a). Have you ever pled guilty or no contest or been convicted of any violation of law?

Note: *Include criminal proceedings handled in adult and juvenile court which were dismissed, sealed, expunged, referred to a diversion or deferred prosecution program, or otherwise set aside.*

30 (b). In the past ten years, have you been cited for, arrested, or charged with any violation of law, other than any matter otherwise disclosed in this application?

Note: *Include adult and juvenile proceedings which were dismissed, sealed, expunged, referred to a diversion or deferred prosecution program, or otherwise set aside.*

Note: Additional Instructions for 30 (a) and 30 (b)

If you answered Yes, *upload copies of any applicable documents, including the arrest report, complaint, indictment, citation, information, disposition, sentence, docket report, and any relevant appellate documentation.*

When reporting an expunged matter, you must provide the order of expungement, the name and mailing address of the court, and the court file number. If you do not provide the order of expungement, you must provide the details of the case.

Omit traffic violations in your response to this question, including those disclosed in response to Traffic Violation or Alcohol or Drug Related Traffic Violation Questions.

☐ **Yes** ☐ **No**

Date (or time period) of incident _____

Incident location (city, county, state) _____

SAMPLE

Country _____ **Province** _____

Title of complaint, indictment, or citation _____

Court file number _____

Detailed description of violation _____

_____

Name of court involved _____

Mailing address _____

City _____ **State** _____ **Zip** _____

Country _____ **Province** _____

Name of law enforcement agency involved _____

Mailing address _____

City _____ **State** _____ **Zip** _____

Country _____ **Province** _____

Attorney name _____

Date of initial court hearing _____

Charge(s) at time of initial court hearing _____

Date of final disposition _____

Charge(s) at time of final disposition _____

Final disposition _____

SAMPLE

Alcohol or Drug Related Traffic Violation

31. Have you ever been cited for, arrested for, charged with, or convicted of any alcohol or drug related traffic violation?

Note: *Include matters that have been dismissed, sealed, expunged, subject to a diversion or deferred prosecution program, or otherwise set aside.*

If Yes, *include copies of the associated arrest report, complaint, indictment, citation, information, disposition, sentence, order of expungement, docket report, and relevant appellate documentation, if any.*

☐ **Yes** ☐ **No**

Complete title of action _____

Court file number _____

Date filed _____

Trial date _____ Date of final disposition _____

Disposition _____

If the disposition resulted in a judgment, has the judgment been satisfied?

☐ Yes ☐ No

Date satisfied _____

Amount still owing _____

Explanation of suit _____

_____

_____

Name of court _____

Mailing address _____

City _____ State _____ Zip _____

Country _____ Province _____

Plaintiff's name _____

Mailing address _____

City _____ State _____ Zip _____

Country _____ Province _____

Name of plaintiff's attorney _____

Defendant's name _____

Mailing address _____

City _____ State _____ Zip _____

Country _____ Province _____

Name of defendant's attorney _____

SAMPLE

Traffic Violation

32. In the past ten years, have you been cited for, charged with, or convicted of any moving traffic violation?

Note: *Include matters that have been dismissed, sealed, expunged, subject to a diversion or deferred prosecution program, or otherwise set aside. Omit parking violations.*

☐ **Yes** ☐ **No**

■

Date of violation (Mo/Yr) _____

Charge(s) at time of final disposition _____

Final disposition _____

Description of violation _____

Name of law enforcement agency _____

Violation location (city, county, state) _____

Country _____ **Province** _____

■

Date of violation (Mo/Yr) _____

Charge(s) at time of final disposition _____

Final disposition _____

Description of violation _____

Name of law enforcement agency _____

Violation location (city, county, state) _____

Country _____ **Province** _____

■

Date of violation (Mo/Yr) _____

Charge(s) at time of final disposition _____

Final disposition _____

Description of violation _____

SAMPLE

Name of law enforcement agency _____

Violation location (city, county, state) _____

Country _____ **Province** _____

Driver's License

33. List all driver's licenses held during the past ten years.

☐ **I have not had a driver's license during the last ten years.**

■

Driver's License state, province, or country _____

Driver's License number (if unavailable, enter "unknown") _____

☐ **Current**

■

Driver's License state, province, or country _____

Driver's License number (if unavailable, enter "unknown") _____

☐ **Current**

■

Driver's License state, province, or country _____

Driver's License number (if unavailable, enter "unknown") _____

☐ **Current**

Civil Proceedings

34. Have you ever been a named party to any civil action?

Note: *If you are a survivor of domestic violence, dating violence, sexual assault, or stalking, and were the petitioner in a personal protection order proceeding in which the petition was granted, you do not need to report the action(s).*

Note: *Include family law matters (including continuing orders for child support) in your response.*

SAMPLE

If Yes, *upload a copy of the associated pleadings, judgments, final orders and docket report, as well as documentation of satisfaction of any judgment or other resolution.*

☐ **Yes** ☐ **No**

Complete title of action _____

Court file number _____

Date filed _____

Trial date _____ **Date of final disposition** _____

Disposition _____

Are you the subject of any continuing court order (e.g., for child support or payment of a money judgment)?

☐ **Yes** ☐ **No**

If the disposition resulted in a judgment, has the judgment been satisfied?

☐ **Yes** ☐ **No**

Date satisfied _____

Amount still owing _____

Explanation of suit _____

_____

_____

Name of court _____

Mailing address _____

City _____ **State** _____ **Zip** _____

Country _____ **Province** _____

Plaintiff's name _____

Mailing address _____

City _____ **State** _____ **Zip** _____

Country _____ **Province** _____

SAMPLE

Name of plaintiff's attorney _____

Defendant's name _____

Mailing address _____

City _____ **State** _____ **Zip** _____

Country _____ **Province** _____

Name of defendant's attorney _____

Administrative Proceedings

35. Have you ever had a complaint or action (including, but not limited to, allegations of fraud, deceit, misrepresentation, forgery, or malpractice) initiated against you in any administrative forum? Include unemployment benefit, tax, and other regulatory matters.

☐ **Yes** ☐ **No**

Date action/complaint initiated _____

Name of administrative forum or body _____

Mailing address _____

City _____ **State** _____ **Zip** _____

Country _____ **Province** _____

Name of investigative agency _____

Mailing address _____

City _____ **State** _____ **Zip** _____

Country _____ **Province** _____

Date of final disposition _____

Disposition _____

Explanation _____

_____

SAMPLE

Financial Responsibility

Defaulted Student Loan Debt

36. In the past ten years have you been in default on a student loan?

If Yes, *upload a statement from each applicable creditor showing proof of payment or current balance.*

☐ **Yes** ☐ **No**

Full account number _____ **Original amount of debt** _____

Current balance _____ **Date of last payment** _____

☐ **No payments made**

Current status of this debt _____

Describe the history of this debt _____

_____

Name of entity extending credit _____

Mailing address _____

City _____ **State** _____ **Zip** _____

Country _____ **Province** _____

Phone number _____

☐ **Check if name or mailing address of current creditor or collection agency is different from above.**

Name of current creditor or collection agency if different from above _____

Mailing address _____

City _____ **State** _____ **Zip** _____

Country _____ **Province** _____

Phone number _____

Current account number _____

SAMPLE

Bankruptcy

37. In the past ten years, have you filed a petition for bankruptcy?

If Yes, *upload associated schedule of indebtedness, petition for bankruptcy, docket report and discharge from bankruptcy order.*

☐ **Yes** ☐ **No**

Date filed _____ **Title of action** _____

Type of bankruptcy _____

Court file number _____

Name of court involved _____

Mailing address _____

City _____ **State** _____ **Zip** _____

Country _____ **Province** _____

Total amount discharged in U.S. dollars _____

Date of disposition _____

Disposition _____

Were any adversary proceedings instituted? ☐ **Yes** ☐ **No**

Were there any allegations of fraud? ☐ **Yes** ☐ **No**

Were any debts not discharged? ☐ **Yes** ☐ **No**

Detailed description of circumstances surrounding filing _____

_____

_____

_____

Tax Filings

38. Excluding valid extensions, have you ever failed to timely file a required tax return, including but not limited to any federal, state, or municipal income taxes; state, county or municipal private property taxes; or real estate assessment taxes, whether or not any taxes were owed or refunds due?

☐ **Yes** ☐ **No**

SAMPLE

Full account number _____ **Original amount of debt** _____

Current balance _____ **Date of last payment** _____

☐ **No payments made**

Current status of this debt _____

Describe the history of this debt (include applicable tax year(s)) _____

_____

_____

Name of agency _____

Mailing address _____

City _____ **State** _____ **Zip** _____

Country _____ **Province** _____

Phone number _____

Tax Debt

39. Have you incurred any tax obligation (e.g., federal, state, or municipal income taxes; state, county or municipal private property taxes; or real estate assessment taxes) that remains unpaid?

If Yes, *upload a copy of all supporting documentation (IRS tax account transcript, release of lien, statement of amount due, etc.).*

☐ **Yes** ☐ **No**

Full account number _____ **Original amount of debt** _____

Current balance _____ **Date of last payment** _____

☐ **No payments made**

Current status of this debt _____

Describe the history of this debt (include applicable tax year(s) _____

_____

_____

Name of agency _____

SAMPLE

Mailing address _____

City _____ **State** _____ **Zip** _____

Country _____ **Province** _____

Phone number _____

Defaulted Debt

40. In the past five years, have you defaulted on any debt, other than a student loan, that was not resolved in bankruptcy?

If Yes, *upload a statement from each applicable creditor showing proof of payment or current balance.*

Note: *Complete each entry in its entirety. Responses such as "Unknown" or "N/A" or "Not on credit report" are not acceptable. If a debt has been sent to collections, provide current contact information for the creditor in charge of the debt.*

☐ **Yes** ☐ **No**

Type of debt: ☐ **Charge account**** ☐ **Credit card**** ☐ **Property/Real estate assessment***

☐ **Utility/Phone number*** ☐ **Other** _____

(*Last four digits of) Account number _____ **Original amount of debt** _____

Current balance _____ **Date of last payment** _____

☐ **No payments made**

Current status of this debt _____

Describe the history of this debt (if this is a medical debt, include date of service and institution name) _____

_____

_____

Name of entity extending credit _____

Mailing address _____

City _____ **State** _____ **Zip** _____

Country _____ **Province** _____

Phone number _____

Name of retailer if different from above _____

SAMPLE

☐ **Check if name or mailing address of current creditor or collection agency is different from above.**

Name of current creditor or collection agency if different from above _____

Mailing address _____

City _____ **State** _____ **Zip** _____

Country _____ **Province** _____

Phone number _____

Current account number _____

*** For real estate and utility/phone debt, provide mailing address of property/phone number associated with debt:**

Mailing address _____

City _____ **State** _____ **Zip** _____

Country _____ **Province** _____

Past Due Debt

41. In the past five years, have you had any debt that has been more than 120 days past due that was not resolved in bankruptcy?

If Yes, *upload a statement from each applicable creditor showing proof of payment or current balance.*

Note: *Report any past due debt that went into default in your response to the* ***Defaulted Debt*** *Question.*

☐ **Yes** ☐ **No**

Type of debt: ☐ **Charge account** ☐ **Credit card**** ☐ **Property/Real estate assessment***

☐ **Student loan** ☐ **Utility/Phone number*** ☐ **Other** _____

(Last four digits of) Account number** _____ **Original amount of debt** _____

Current balance _____ **Date of last payment** _____

☐ **No payments made**

Current status of this debt _____

Describe the history of this debt (if this is a medical debt, include date of service and institution name) _____

SAMPLE

_____

_____

Name of entity extending credit _____

Mailing address _____

City _____ **State** _____ **Zip** _____

Country _____ **Province** _____

Phone number _____

Name of retailer if different from above _____

☐ **Check if name or mailing address of current creditor or collection agency is different from above.**

Name of current creditor or collection agency if different from above _____

Mailing address _____

City _____ **State** _____ **Zip** _____

Country _____ **Province** _____

Phone number _____

Current account number _____

*** For real estate and utility/phone debt, provide mailing address of property/phone number associated with debt:**

Mailing address _____

City _____ **State** _____ **Zip** _____

Country _____ **Province** _____

Phone number _____

Character References

42. Provide complete information for at least six references, preferably persons who have known you for a minimum of five years. You are encouraged to include one reference from every locality where you have lived during the past ten years.

Do not list yourself, anyone who is related to you by blood or marriage, domestic partners, or anyone who resides at your current residential address.

SAMPLE

Do not use employment contact names listed in response to the ***Employment History*** *Question. If you provide a business address, please include the names of both the reference and the business.*

Note: *To avoid delays, provide current contact information (****email address, mailing address, and phone number****) for each reference.*

■

Name _____

Business name _____

Mailing address _____

City _____ **State** _____ **Zip** _____

Country _____ **Province** _____

Phone number _____ **Email address** _____

☐ **Email address unknown**

Occupation _____ **Years known** _____

■

Name _____

Business name _____

Mailing address _____

City _____ **State** _____ **Zip** _____

Country _____ **Province** _____

Phone number _____ **Email address** _____

☐ **Email address unknown**

Occupation _____ **Years known** _____

■

Name _____

Business name _____

Mailing address _____

City _____ **State** _____ **Zip** _____

Country _____ **Province** _____

SAMPLE

Phone number _____ Email address _____

☐ Email address unknown

Occupation _____ Years known _____

■

Name _____

Business name _____

Mailing address _____

City _____ State _____ Zip _____

Country _____ Province _____

Phone number _____ Email address _____

☐ Email address unknown

Occupation _____ Years known _____

■

Name _____

Business name _____

Mailing address _____

City _____ State _____ Zip _____

Country _____ Province _____

Phone number _____ Email address _____

☐ Email address unknown

Occupation _____ Years known _____

■

Name _____

Business name _____

Mailing address _____

City _____ State _____ Zip _____

Country _____ Province _____

Phone number _____ Email address _____

SAMPLE

☐ **Email address unknown**

Occupation _____ **Years known** _____

Additional Information

43. Use this space to provide additional information or further explain any of your previous responses to questions on this application. If applicable, include the pertinent question number.

Additional information _____

_____

_____

_____

_____

_____

_____

_____

_____

Further explanation(s) _____

_____

_____

_____

_____

_____

_____

_____

_____

SAMPLE