

# **JULY 2024 UNIFORM BAR EXAM (UBE) IN MARYLAND**

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## **EXAM DATES**

- SBLE will hold the standard administration of the **July 2024 Uniform Bar Examination** on:
  - **Tuesday, July 30, 2024** (Multistate Performance Tests and Multistate Essay Examination)
  - **Wednesday, July 31, 2024** (Multistate Bar Exam).
- SBLE will test Applicants requiring **test accommodations under the ADA** beginning **Tuesday, July 30, 2024**, on schedules that may vary by individual accommodation.

## **EXAM LOCATION/FORMAT**

- SBLE will administer the July 2024 UBE **in-person**.
  - *The standard two-day administration of the July 2024 UBE in Maryland will be held at: **THE BALTIMORE CONVENTION CENTER, 1 West Pratt Street, Baltimore, MD 21201***
  - *Administrations of the UBE in Maryland for applicants receiving ADA test accommodations will be at a location to be determined.*
- SBLE will utilize **paper exam materials** for all applicants taking the July 2024 UBE.
  - SBLE wishing to type their answers to the Multistate Essay Examination and Multistate Performance Test items may indicate that intent on their Notice of Intent. SBLE will provide information on laptop registration approximately 4 weeks prior to the exam dates. SBLE expects to utilize Extegrity, Inc. and its Exam4 security software for laptop-use on the July 2024 UBE in Maryland.
  - SBLE expects to provide an option to handwrite the July 2024 UBE in Maryland.
- SBLE does **NOT** expect to offer any remote testing option for July 2024.

## **FILING DEADLINES AND FEES**

- SBLE expects to open the July 2024 UBE Notice of Intent filing period on **Monday, April 1, 2024**.
- The deadline to file the required hard copy Notice of Intent to take the July 2024 UBE in Maryland is **Monday, May 20, 2024**. Notice of Intent fee - **\$400**.
- Applicants must file a fully completed, **hard copy Character Questionnaire** before or together with the Notice of Intent. Character Questionnaire fee - **\$350**.
  - The Character Questionnaire may be filed at any time, including prior to April 1, 2024.
  - Applicants must file an official undergraduate (college) transcript prior to or together with their Character Questionnaire. See [Academic Transcript Requirements](#) on the Board's website.
  - Applicants filing a Notice of Intent to retake the exam or filing a Notice of Intent after a deferral from a prior UBE in Maryland are not required to file a Character Questionnaire unless an update is due pursuant to Rule 19-205(e).

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## WHERE TO FILE

- **Signed, hard copies** of the completed Character Questionnaire and Notice of Intent to take the July 2024 Bar Examination must be filed with the **State Board of Law Examiners (SBLE) administrative office, Judiciary A-POD, 580 Taylor Avenue, 1<sup>st</sup> Floor, Annapolis, MD 21401** (entrance on Herbert Sachs Boulevard next to the Courts of Appeal Building).
- Application materials may be delivered in-person, by commercial package delivery service (UPS/FedEx, etc.) or by postal mail.
- Applicants are strongly cautioned to anticipate delays in postal mail and package delivery during the holiday season. Packages with “guaranteed” delivery dates (e.g., “next day” or “express” services) will be accepted after the filing deadline without a showing of good cause. Packages without “guaranteed” delivery dates, including USPS Priority Mail and first-class packages, may not be accepted without a showing of good cause.

## ADA TEST ACCOMMODATIONS

- Applicants seeking ADA test accommodations on the July 2024 UBE in Maryland must note that request on their Notice of Intent using the checkboxes/radio buttons on the second screen of their Notice of Intent in eBar.
- Applicants seeking ADA test accommodations on the July 2024 UBE in Maryland must ALSO file their separate [Accommodations Request Form](#) and all supporting documentation on or before the Notice of Intent deadline (Monday, May 20, 2024).
  - Applicants are strongly encouraged to file the [Accommodations Request Form](#) prior to filing their **Notice of Intent**. Early filing may allow SBLE to communicate with the applicant to cure any deficiencies in the Accommodations Request prior to the filing deadline. SBLE will reject ADA accommodation requests that are substantially incomplete at the applicable filing deadline.
  - Access information on requesting test accommodations and the Accommodations Request Form at the [ADA Test Accommodations](#) of the Board’s website.

## LAPTOP USE

- All applicants should note their intention regarding use of a laptop on their Notice of Intent. (Use the checkboxes on the third screen of the Notice of Intent in eBar.)
- Further information on Laptop Use is contained in the documents on the [Exam Day Information](#) page of SBLE’s website.

**ALL DEADLINES INCLUDED IN THIS DOCUMENT ARE “RECEIVED-BY” DATES. IF SBLE DOES NOT RECEIVE THE REQUIRED HARD-COPY DOCUMENTS BY THE APPLICABLE DEADLINE, THE FILING IS LATE AND THE APPLICANT MUST SEEK GOOD CAUSE RELIEF.**

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## BAR APPLICATION FILING PROCESS FOR FIRST TIME APPLICANTS

### STEP ONE: eBAR Electronic Character Questionnaire and Notice of Intent

- **Complete electronically and submit electronically** both the Character Questionnaire and the Notice of Intent.
  - In the Character Questionnaire, the applicant will provide the required background information for SBLE and the Character Committees to investigate the applicant's character and fitness for admission to the bar.
  - In the Notice of Intent, the applicant will select the exam session for which you intend to sit, whether they intend to use a laptop computer, and whether they seek test accommodations under the ADA.
  - After submitting the documents electronically, **print hard copies** of both the Character Questionnaire and Notice of Intent. (Double-sided printing is NOT required.)

### STEP TWO: **FILE the completed, signed, hard-copy CHARACTER QUESTIONNAIRE, the completed, signed hard-copy NOTICE OF INTENT, an OFFICIAL UNDERGRADUATE (COLLEGE) TRANSCRIPT(S)\*, and the applicable fees.**

- Applicants are directed to carefully read SBLE's [Academic Transcript Requirements](#) for instructions on satisfying the requirements Md. Rules 19-201(a)(1) and (2) and 19-206(c). **\*You must file your official college transcript or other eligibility document before or together with your Character Questionnaire and Notice of Intent.**
- The Character Questionnaire and Notice of Intent include **several Affirmation statements** and an **Authorization and Release for character information, which must be signed** in the appropriate places by the applicant.
- Gather and attach hard copies of all documents required to be attached to your Character Questionnaire as determined by your answers to the character questions. Refer to SBLE's online checklist of attachments, which is available as a [PDF](#) or [Word doc](#).
- Mail, ship or deliver all portions of your filing to SBLE at the address on page 1 of this document along with the required fees. A filing fees form for the Character Questionnaire will print with that document. The examination fee is separately noted on that form and on the attachments checklist.

## FILING PROCESS FOR THOSE RETAKING THE BAR EXAM IN MARYLAND OR FILING AFTER WITHDRAWING FROM A PRIOR EXAM

- **Complete electronically and submit electronically** your Notice of Intent for the exam session that you intend to take.
- Print, sign, and file the **Notice of Intent ONLY\*** and mail, ship, or deliver your hard copy Notice of Intent to SBLE at the address on page 1 along with the fees, which are listed on the bottom of the Notice of Intent. **\*IF** your Character Questionnaire has been on file with SBLE for 3 years or more at the time you seek to create a Notice of Intent in eBar, you will be required to create an updated Character Questionnaire before you create your Notice of Intent. Your updated Questionnaire and the update fee must be filed before or contemporaneously with your Notice of Intent.

**(Continue reading on the next page.)**

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## **LATE FILING AND GOOD CAUSE REQUESTS**

- If your college transcript, Character Questionnaire, Notice of Intent, and/or fees are received after the applicable deadline, or if any of your eligibility-related submissions are deficient and not corrected by the deadline, you must demonstrate good cause why SBLE should permit you to sit for the Bar Exam. (*Md. Rules 19-206(d); 19-210 (c)*). In order to show good cause, you must file a good cause request, in letter form, addressed to: “Secretary, State Board of Law Examiners.” A good cause request **must** address the four mandated factors listed in Board Rule 2, be signed with an original signature, and be supported with documentation. The Secretary will issue a written decision on your good cause request. Denials may be appealed to the Supreme Court of Maryland within five (5) days of the date of the denial letter.

## **CONFIRMATION OF RECEIPT OF EXAMINATION FILINGS**

- View your “My Status” page in the eBar electronic filing system. Once your hard copy submission is physically received and initially processed in SBLE’s office, your Application and Notice statuses will change to “Received” or “Accepted.”
  - “Received” means that the Board has received your application but has not reviewed your application for completeness and/or has not deposited your examination fees. You are not yet assured a seat at the Bar exam.
    - Applications that are “Received” on or before the filing deadline, but that are not processed until after the deadline are considered timely if they were complete when received by SBLE.
    - Applications that are “Received” on or before the filing deadline, but that are found upon review to be deficient are not marked “Accepted” until all deficiencies are corrected. SBLE notifies applicants of deficiencies in their submissions by email on the date they are reviewed. Unless all deficiencies are corrected by the filing deadline, the submission is NOT timely.
  - “Accepted” means that the Board has accepted your filing, deposited your appropriate examination fee(s), and you will receive a seat for the Bar Exam.
- If you wish for SBLE to confirm receipt of any filing you submit by mail, you may provide a stamped, self-addressed envelope or postcard for that purpose; or, alternatively, use a commercial delivery service (i.e., UPS, FedEx), which provides confirmation of delivery; or, personally deliver your documents to SBLE’s offices.

***Applicants are strongly cautioned that tracked packages sent by Express or Priority mail (U.S. Postal Service) will show “delivered” when they arrive in the Judiciary’s central mailroom. The “received by” signature for packages delivered by U.S. Postal Service is NOT an employee of SBLE, and SBLE cannot guarantee that your package has arrived in its offices until it is stamped “Received” or “Filed” in our office.***

- This office will NOT confirm receipt of a filing in response to a telephone call or e-mail. Check your eBar account to verify.