

# FEBRUARY 2018 MARYLAND BAR EXAM

---

## Exam Dates and Locations

- The standard administration of the **February 2018 Maryland General Bar Exam** will take place on **Tuesday, February 27, 2018** (Written/Essay Test) and **Wednesday, February 28, 2018** (Multistate Bar Exam/MBE) at **The Baltimore Convention Center, One West Pratt Street, Baltimore, MD 21201**.
- Applicants requiring **test accommodations under the ADA** will be tested at **the Conference Center at the Maritime Institute of Technology (“CCMIT”)\*\*** on schedules that may vary by individual accommodation. (\*\*Expected location.)

## Filing Deadlines and Fees

- Application materials and Notices of Intent to Take a Scheduled General Bar Examination must be filed with the **State Board of Law Examiners, 2011-F Commerce Park Drive, Annapolis, MD 21401**.
- The deadline for an early Bar Application is **Friday, September 15, 2017**. The fee for an early Bar Application is **\$225**.

The deadline for a timely Bar Application is **Wednesday, December 20, 2017**. The fee for a timely Bar Application is **\$275**.

- The Deadline to file a Notice of Intent to Take a Scheduled General Bar Examination to take the February 2018 General Bar Exam is **Wednesday, December 20, 2017**. The Examination fee is **\$250**.
- Applicants intending to use a laptop computer on the exam must note that intention on their Notice. A separate \$125 laptop registration fee must be paid closer to the exam. Further details are available at <http://www.mdcourts.gov/ble/pdfs/laptopuse.pdf>.
- Applicants seeking test accommodations must complete and file, no later than the applicable Notice of Intent deadline, a separate Accommodations Request form after reviewing all of the information set forth at: <http://www.mdcourts.gov/ble/pdfs/testaccommodations.pdf>
- Applicants taking the February 2018 Maryland General Bar Exam concurrently with another state’s February 2018 Bar Exam and sitting for the Multistate Bar Exam in the other state are responsible for having their MBE results transferred to Maryland. In order to ensure a timely transfer, Applicants should file the transfer request (and the applicable fee) with the National Conference of Bar Examiners (NCBE) contemporaneously with the Notice for the February 2018 Maryland exam and submit a copy of the transfer request with the hard-copy of the Petition. The MBE transfer request form is available at <http://ncbex.org/multistate-tests/mbe/mbe-score-services/>, or by linking from the Board’s web site.
- **Law School Transcript** - Applicants must request that their law school forward an official transcript to SBLE, which must be received by SBLE no later than **Thursday, March 15, 2018**.

**ALL DEADLINES INCLUDED IN THIS DOCUMENT  
ARE “RECEIVED-BY” DATES.**

**Documents not received by SBLE on or before the applicable deadline are late.**

# FEBRUARY 2018 MARYLAND BAR EXAM

---

## BAR APPLICATION AND NOTICE PROCESS

### STEP ONE: eBAR ELECTRONIC APPLICATION AND NOTICE OF INTENT

- **Complete electronically and submit electronically** both the Application and the Notice of Intent to Take a Scheduled General Bar Examination. Instructions on the eBar system and a link to the application may be found at: <http://www.mdcourts.gov/ble/generalbarexam.html>
- After submitting the documents electronically, use the printer icons on your My Status page to **print hard copies** of both the Application and Petition. Double-sided printing is NOT required.
- **Sign the hard copy documents** where indicated, and fill out and/or provide additional information as indicated.

### STEP TWO: FILE THE PAPER APPLICATION FOR ADMISSION WITH YOUR OFFICIAL UNDERGRADUATE (COLLEGE) TRANSCRIPT(S), AND APPLICATION FEE

- Applicants are directed to carefully read SBLE's Guidance for Certification of Pre-Legal Education for instructions on satisfying the requirements Md. Rule 19-201(a) and 19-202(b). <http://www.mdcourts.gov/ble/pdfs/certificationofprelegaleducation.pdf>. **You must file your official college transcript or other eligibility document before or together with your Application.**
- The Application includes several Affirmation statements, numerous **information request forms**, and an **Authorization and Release for character information, which must be signed** in the appropriate places by the applicant. These forms permit the Character Committee to initiate the required character and fitness investigation of each applicant. Incomplete reference forms will delay the start of your character investigation and may delay your eventual admission to the Bar.
- **Pay** the applicable Application fee (\$225 for early filings/\$275 for timely filings).

### STEP THREE: FILE THE HARD COPY NOTICE OF INTENT TO TAKE A SCHEDULED GENERAL BAR EXAMINATION WITH EXAMINATION FEE.

- In the Notice of Intent to Take a Scheduled General Bar Examination, you will select the exam session for which you are applying and whether you intend to use a laptop computer. The printed Notice will also display your personal identifying information, your law school and actual or expected graduation date, and the number of times you have taken the exam. **Print, sign and file the Notice to Take a Scheduled General Bar Examination.**
- **Pay** the \$250 Examination fee.

### STEP FOUR: REQUEST A LAW SCHOOL TRANSCRIPT (AFTER YOUR LAW SCHOOL GRADUATION)

- Pursuant to Md. Rule 19-202(b), you must request that your law school submit an official transcript directly to the State Board of Law Examiners reflecting the award of, or your unqualified eligibility for award of, a Juris Doctor degree on or before the day before the first day of the Bar Exam. The law school transcript due date appears on Page 1 of this document.

# FEBRUARY 2018 MARYLAND BAR EXAM

## CONFIRMATION OF RECEIPT OF EXAMINATION FILINGS

- If you wish for SBLE to confirm receipt of any filing you submit by mail, you must 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 U.S. Mail will show "delivered" when they arrive in the Judiciary's central mailroom. The "received by" signature for packages delivered by U.S. Mail 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.*

- View your "My Status" page in the eBar electronic filing system. When SBLE receives and processes your Application and Notice, the statuses will change to either "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.
- This office will NOT confirm receipt of a filing in response to a telephone call or e-mail.

## LATE FILING AND GOOD CAUSE REQUESTS

If your college transcript, Application, Notice 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. In order to show good cause, you must file a good cause request, in letter form, addressed to: "Secretary, State Board of Law Examiners." (*Md. Rules 19-202(c)(3)(B), 19-204(c) and 19-208(c)*). 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 Maryland Court of Appeals within five (5) days of the date of the denial letter.

## LAPTOP COMPUTER USE

SBLE encourages the use of laptop computers for the essay portion of the Bar Exam. In order to use a laptop computer for the written test, you must indicate electronically through eBar that you intend to use a laptop computer. Applicants requesting laptop use on their Notice to Take a Scheduled General Bar Examination must register and pay (credit card to vendor) to use the computer software (SofTest<sup>®</sup> by ExamSoft<sup>™</sup>). The current fee is \$125.00, but is subject to change. The laptop registration period opens about three (3) weeks before the exam and remains open for about two (2) weeks. Further information on laptop use is available at <http://www.mdcourts.gov/ble/pdfs/laptopuse.pdf>.