

APPLICATION PROCESS - DATES, EXAM SITES, DEADLINES & FEES

DATES, DEADLINES, AND LOCATIONS FOR THE FEBRUARY 2012 EXAM

The standard administration of the general bar examination is scheduled to be held at the **Baltimore Convention Center** in Baltimore, Maryland.

The examination dates are **Tuesday** (for the Written Test) and **Wednesday** (for the MBE), **February 28 and 29, 2012**. The timely application filing deadline (\$225 fee) is Thursday, September 15, 2011. The late application filing deadline (\$275 fee) is **Tuesday, December 20, 2011**.

In order to receive an examination seat number, **you also must file the original petition with the \$250 examination fee not later than Tuesday, December 20, 2011**. You must ensure that the Board receives an official copy of your final law school transcript showing the conferral of your juris doctor degree by March 15, 2012.

DATES, DEADLINES, AND LOCATIONS FOR THE JULY 2012 EXAM

The standard administration of the general bar examination is scheduled to be held at four (4) examination sites as the Baltimore Convention Center is not available for the July 2012 bar exam. You should rank your site preferences on your petition to sit for the exam. You may not receive your first choice of locations. The ability of the facilities to support laptop computers varies. Consequently, seating capacity will be limited as indicated below for each facility:

Laptop Sites (NOT CONFIRMED)

1. Reckord Armory (480 seats)
University of Maryland College Park (see campus map for location at www.umd.edu)
College Park, MD 20742
2. University of Maryland School of Law (320 seats)
500 W. Baltimore Street
Baltimore, MD 21201
3. University of Baltimore Law School/Business School (220 seats)
1420 N. Charles Street
Baltimore, MD 21201
4. Exhibition Hall at Timonium Fairgrounds (220 seats)
2200 York Road
Timonium, MD 21093

Handwriter Site (NOT CONFIRMED)

5. Exhibition Hall at Timonium Fairgrounds (220 seats)
See Address Above

The examination dates are **Tuesday** (for the Written Test) and **Wednesday** (for the MBE), **July 24 and 25, 2012**. The timely application filing deadline (\$225 fee) is Tuesday, January 17, 2012 (due to January 15 falling on Sunday and Monday is MLK holiday). **The late application filing deadline** (\$275 fee) is **Monday, May 21, 2012** (May 20th falls on a Sunday). Each filing deadline date is a **RECEIVED** date.

In order to receive an examination seat number, **you also must file the original petition with the \$250 examination fee not later than Monday, May 21, 2012**. You must ensure that the Board receives an official copy of your final law school transcript by September 1, 2012.

BAR APPLICATION AND PETITION PROCESS

STEP ONE: EBAR ELECTRONIC APPLICATION AND PETITION

First, an applicant must complete electronically and file electronically both the Application (Part I and II) and Petition in order to sit for the Maryland bar exam. After submitting electronically, an applicant must print off hard copies of both the Application (Part I and II) and Petition.

It is the applicant's responsibility to sign the documents where indicated, have the documents notarized where indicated, and fill out and/or provide additional information as indicated.

STEP TWO: APPLICATION FOR ADMISSION

An applicant must file, all together, the application form, which is in two parts:

Part I is the Certificate of College (Pre-Legal) Education (the applicant's bachelor's degree or undergraduate course work).

The Applicant must have the Part I Certification executed by the college and submit the executed Part I by the deadline filing date for the Application. **A properly executed Part I Certification form must be signed by the appropriate college (or law school) official with original signature and must bear the school seal.**

Part II is the Character Questionnaire.

Part I and Part II must be filed together with the application fee, and Part II must include a notarized release executed by the applicant. These forms permit the Character Committee to initiate the required character and fitness investigation of each applicant. Incomplete forms and forms received without fees will be returned.

STEP THREE: ORIGINAL PETITION TO TAKE MARYLAND BAR EXAM

The *application for admission* must be filed *before* you file the *original petition* unless the original petition is filed simultaneously with the application. You must timely file the original

petition with the proper fee to be eligible to sit for the bar examination. The original petition certifies that you will have graduated from a law school approved by the American Bar Association or that you will be unqualifiedly eligible to graduate prior to the first day of the bar examination you take. Immediately after the bar examination, you must have your law school submit a final transcript to the State Board of Law Examiners reflecting the award of your Juris Doctor degree.

CONFIRMATION OF RECEIPT OF EXAMINATION FILINGS

Provide a stamped, self-addressed postcard if you wish this office to confirm receipt of any filing you submit to this office or, alternatively, use a delivery service which provides confirmation of delivery. **This office will NOT confirm receipt of a filing in response to a telephone call or e-mail** because Bar Admission Rule 19 deems application files to be confidential. You may, however, view your “My Status” page in the eBar electronic filing system. Once your completed hard copy submission is received in the Board’s Office and processed, your status will change to either “received” or “filed”. Filed means that the Board has accepted your application and petition.

LATE FILING AND GOOD CAUSE REQUESTS

If you fail to file a complete Application (Part I and II) and Petition by the filing deadline in the State Board of Law Examiner office, good cause will have to be granted in order for you to sit for that particular exam session. In order to apply for good cause, you will have to file a Good Cause request with the Secretary to the State Board of Law Examiners. (*See Maryland Rules Governing Bar Admission 2(c)(3), 6(c) and 9(c)*).

An applicant who files for good cause must meet the requirements of the Maryland Rules Governing Bar Admission, Board Rule 2 (Filing late for good cause). The four factors are:

- (a) whether the applicant’s failure to timely file was due to facts and circumstances beyond the applicant’s control and stating those facts and circumstances,
- (b) whether the applicant presently has a bar application pending with any other jurisdiction,
- (c) whether the applicant presently is a member of the Bar of any other jurisdiction, and
- (d) the specific nature of the hardship which would result if the applicant’s request is denied.

A request for good cause must address the four mandated factors found in Board Rule 2, must be signed with an original signature, and must be supported with documentation that verifies the circumstances beyond the applicant’s control.

LAPTOP USE

In order to use a laptop computer for the Maryland Essay portion of the Maryland Bar Examination, you must indicate electronically through eBar that you intend to use a laptop computer. Second, you must complete and mail to the Board’s Administrative Office an original laptop application form with original signature in order to qualify to use a laptop. The deadline is the same as for submitting Applications and Petitions (December 20 for February exams and May 20 for July exams). Finally, you must register and pay to use the computer software Examsoft SofTest. The fee is \$118.50. The registration period to register and pay (credit card only) to use SofTest through Examsoft is generally four weeks prior to the exam. The registration period is open for two weeks.