

**MARYLAND OUT-OF-STATE ATTORNEY'S EXAMINATION -
FILING DEADLINES, FEES, DATES, AND EXAM SITES**

February 2019

Exam Date: **Tuesday, February 26, 2019** at 9:00am (Doors open at 8:15am)

Location: **The Judicial College of Maryland Education and Conference Center ("JCECC")**, Rooms UL4-9, 2011-D Commerce Park Drive, Annapolis, MD 21401

Filing Deadline: **Thursday, December 20, 2018 at 4:30pm**

Fees: **\$700 to State Board of Law Examiners, plus \$500 to National Conference of Bar Examiners**

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

**IF SBLE DOES NOT RECEIVE YOUR HARD-COPY
DOCUMENTS BY THE APPLICABLE DEADLINE, YOUR
FILING IS LATE AND YOU WILL BE REQUIRED TO
SEEK GOOD CAUSE RELIEF.**

INFORMATION ON FILING

The Out of State Attorney admissions application consists of two parts, which must be filed together: **The Petition of Out-of-State Attorney for Admission to the Maryland Bar (OSA Petition)** and the **National Conference of Bar Examiners (NCBE) Character Questionnaire**.

The OSA Petition may be accessed and completed by creating an eBar account with the State Board of Law Examiners [HERE](#).

Create an eBar account. You will receive an activation email in which you must click on an activation link.

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After creating an account with eBar, navigate to the "My Application" page of eBar to create and submit online the OSA Petition.

Print and sign the OSA Petition. A NOTARY IS NOT REQUIRED.

Review the **OSA Petitioner's Checklist of Attachments** on the Board's website. ([OSA Petitioner's Checklist](#)) Assemble and **file with SBLE the ORIGINAL PAPER COPIES of the OSA Petition and the following checklist items:**

a) **Certificate(s) of Good Standing** issued by the Clerk of the highest Court in each U.S. jurisdiction where you are admitted to practice law.

b) **The National Conference of Bar Examiners (NCBE) Character Questionnaire** requires disclosure of information regarding the candidate's personal history which serves as the basis for an investigation of educational and professional credentials, and moral character and fitness for admission to the Bar. The NCBE will prepare of a character report for use by the Maryland State Board of Law Examiners. The NCBE questionnaire may be accessed via www.NCBEX.org. The Acknowledgement page must be signed and notarized, along with three (3) originally signed and notarized copies of the Release and Authorization.

c) Prepare and attach a **Statement of Professional Qualifications** establishing your experience as a practitioner of law as described in Bar Admission Rule 13(c). Your statement should be chronological, beginning with your first Bar admission and covering all periods of legal employment/practice of law since your first Bar admission. State the start and end of each period of legal employment/practice of law; describe the duties and responsibilities of your employment/practice; and, indicate whether you were required to be a member of the Bar during each period of employment/practice. The Statement of Professional Qualifications may be in the form of a letter and need not be notarized.

d) If, at any time relevant to this Petition, you practiced law in a jurisdiction (including, but not limited to, Maryland) where you were not admitted to the Bar of that jurisdiction, provide a copy of the authority that permitted your practice in that jurisdiction prior to or in the absence of admission to that jurisdiction's Bar (e.g., a rule or statute related to practice as in-house counsel, etc.).

e) **Your check or money order payable to "State Board of Law Examiners" in the amount of \$700.**

f) **Your check or money order payable to "National Conference of Bar Examiners" in the amount of \$500.** (In the alternative, a credit card payment confirmation showing payment directly to NCBE on their website.)

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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 postcard or envelope 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.

Monitor your "My Status" page in the eBar electronic filing system. Once your hard copy submission is received in SBLE's Office and processed, your 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 Petition, required additional documents 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." (See Bar Admission Rule 13(i) and Board Rule 2). 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, if applicable. 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.