

# JULY 2019 UNIFORM BAR EXAM in MARYLAND

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## Exam Format

- The State Board of Law Examiners (SBLE) will administer the Uniform Bar Examination (UBE) in July 2019. Information on the UBE may be found [HERE](#).

## Exam Dates and Locations

- SBLE will hold its standard administration of the **July 2019 Uniform Bar Exam on Tuesday, July 30, 2019** (Multistate Performance Tests and Multistate Essay Examination) and **Wednesday, July 31, 2019** (Multistate Bar Exam) at the **Baltimore Convention Center**.
- SBLE will test Applicants requiring **test accommodations under the ADA** at the **University of Baltimore - Thumel Business Center** (expected location) beginning **Tuesday, July 30, 2019** on schedules that may vary by individual accommodation.

## Filing Deadlines and Fees

- Completed Character Questionnaire and Notice of Intent to Take the UBE in Maryland must be filed with the **State Board of Law Examiners (SBLE) office**, located at **2011-F Commerce Park Drive, Annapolis, MD 21401**.
- The deadline to file a completed Character Questionnaire is **May 20, 2019**.
  - Fee for Character Questionnaire filed on or before January 15, 2019 - **\$225**
  - Fee for Character Questionnaire filed January 16, 2019 to February 28, 2019 - **\$275**
  - Fee for Character Questionnaire filed March 1, 2019 to May 20, 2019 - **\$350**
- The deadline to file a Notice of Intent to Take the UBE in Maryland is **Monday, May 20, 2019**. (Due to SBLE's ongoing transition to the UBE, the window to file a Notice of Intent for July 2019 will open on March 1, 2019.) The Examination Fee will be **\$400**.
- Applicants seeking ADA test accommodations on the July 2019 Maryland Bar Exam must note that intent on their Notice of Intent and file their Accommodations Request form and all supporting documentation by **Monday, May 20, 2019**. Applicants may file the Accommodations Request Form prior to filing the Notice of Intent.
  - Access the Accommodations Request form [HERE](#).
- Applicants intending to use a laptop computer on the exam must note that intention on their Notice. A separate laptop registration fee must be paid closer to the exam. Further details are available at [HERE](#).
- **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 **Tuesday, September 3, 2019**. (*First business day after the Labor Day Holiday.*)

**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.**

(Continue reading on the next page.)

## BAR APPLICATION FILING PROCESS FOR FIRST TIME APPLICANTS

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

- **Complete electronically and submit electronically** both the Character Questionnaire and the Notice of Intent. Instructions on the eBar system and a link to the application may be found [HERE](#).
- In the Character Questionnaire, you will provide the required background information for SBLE and the Character Committees to investigate your character and fitness for admission to the bar.
- In the Notice of Intent, you will select the exam session for which you intend to sit, whether you intend to use a laptop computer, and whether you 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 hard-copy CHARACTER QUESTIONNAIRE and NOTICE OF INTENT with your 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. Rule 19-201(a) and 19-202(b). **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, 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 SBLE and Character Committee to initiate the required character and fitness investigation of each applicant. Incomplete/unsigned reference request forms will delay the start of your character investigation and may delay your eventual admission to the Bar.
- 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 listed on the bottom of the Notice of Intent.

## **FILING PROCESS FOR THOSE RETAKING THE BAR EXAM IN MARYLAND**

- **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 file a Notice of Intent 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.

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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 19-202(c)(3)(B), 19-204(c) and 19-208(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 Maryland Court of Appeals 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.