

# JULY 2021 UNIFORM BAR EXAM (UBE) IN MARYLAND

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## Exam Dates

- SBLE will hold the standard administration of the **July 2021 bar examination** on **Tuesday, July 27, 2021** (Multistate Performance Tests and Multistate Essay Examination) and **Wednesday, July 28, 2021** (Multistate Bar Exam).
- SBLE will test Applicants requiring **test accommodations under the ADA** beginning **Tuesday, July 27, 2021** on schedules that may vary by individual accommodation.

## Exam Location/Format

- Due to uncertainties resulting from the ongoing COVID-19 pandemic, **SBLE will remotely administer the July 2021 UBE in Maryland.** There will be no option to handwrite the July 2021 UBE in Maryland.

## Filing Deadlines and Fees

- The deadline to file the **required hard copy Notice of Intent** to take the July 2021 bar exam in Maryland is **Thursday, May 20, 2021.** Notice of Intent fee - **\$400.**
- Applicants must file a fully completed, **hard copy Character Questionnaire** prior to or together with the Notice of Intent. Character Questionnaire fee - **\$350.**
  - 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 the February 2021 Remote Bar Exam will not have to file a Character Questionnaire unless an update is due pursuant to Rule 19-205(e).
- The completed Character Questionnaire and Notice of Intent to take the July 2021 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).
- Applicants seeking ADA test accommodations on the July 2021 UBE in Maryland must note that intent on their Notice of Intent and file their Accommodations Request form and all supporting documentation on or before the Notice of Intent deadline (Thursday, May 20, 2021).
  - Applicants may file the Accommodations Request Form prior to filing the Notice of Intent and are strongly encouraged to do so. Early filing may allow SBLE to communicate with you to cure any deficiencies in your 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.
- All applicants should note on their Notice their intention to use a laptop. There is no option to hand write the exam, which will be administered remotely.
- **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 **September 1, 2021.**

**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.**

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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, 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. Rules 19-201(a)(1) and (2) and 19-207(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, 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 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 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 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.

(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 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. Check your eBar account to verify.