


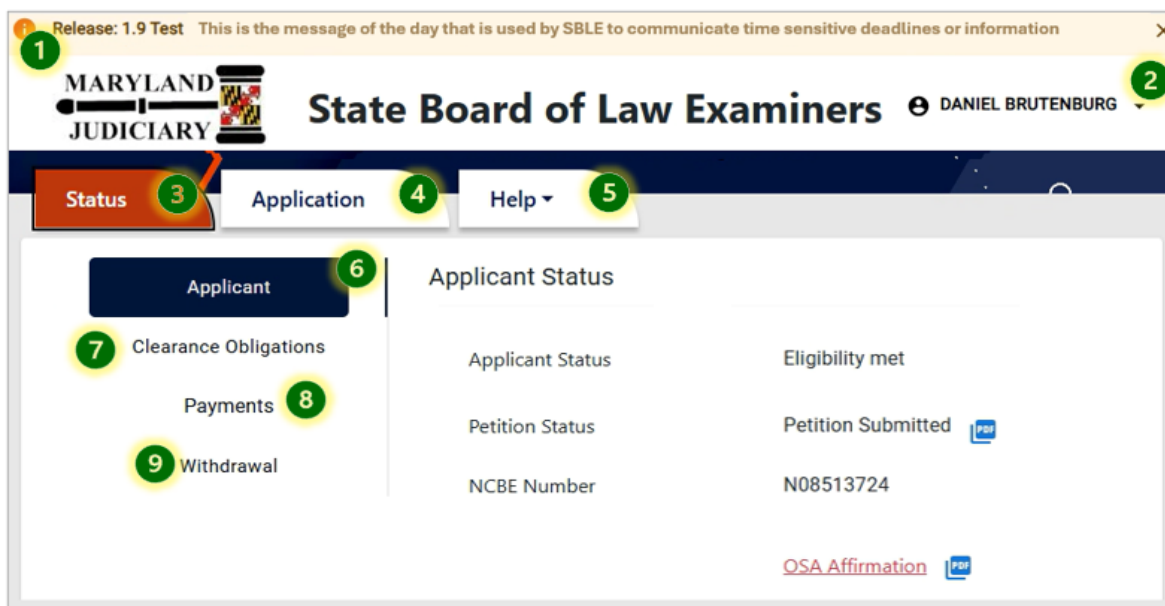
Applying to the Maryland Bar by Petition of Out of State Attorney for Admission Without Examination (OSA Petition) Quick Reference Card

QRC Overview

MARYLAND JUDICIARY  The application for admission for **Out of State Attorneys (OSA)** in Maryland consists of completing the **Petition of Out of State Attorney for Admission Without Examination (OSA Petition)** and attaching required documents. You should gather all required documents before beginning your Petition.

This quick reference card will provide step-by-step instructions on how to complete your petition to the Maryland Bar. To review key considerations, best practices, and step-by-step instructions on how to create an **eBar** account, review the [Creating an eBar Account QRC](#).

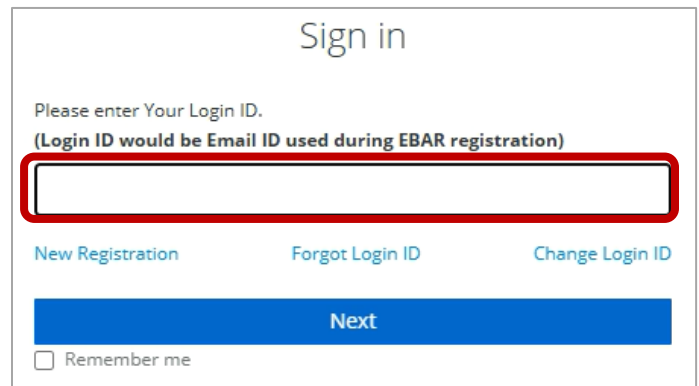
Overview



1	Info Bar	Daily message to communicate time-sensitive deadlines or information
2	Login Menu	Review your current account information and change your password
3	Status Tab	Find status information on your Maryland Bar application
4	Application Tab	Access your Petition details
5	Help Tab	Access links to user information and other helpful information
6	Applicant Page	View Applicant Status , Petition Status , NCBE number, and submit your final OSA Affirmation when prompted to do so.
7	Clearance Obligations Page	View status info on Character & Fitness Investigation , Maryland Law Component , MPRE , and Affirmation obligations.
8	Payments Page	View status of previous payments and pay outstanding invoices
9	Withdrawal Page	Request to withdraw your Bar application

Logging into your eBar account

1. Open a **Google Chrome** or **Microsoft Edge** browser window.
2. Navigate to <https://jportal.mdcourts.gov/ebarapp>. The login page displays.
3. Click in the **Login** field and enter the email address that was used during **eBar** registration.
4. Click the blue **Next** button.
5. Click in the **Password** field and enter your password.
6. Click the blue **Next** button.



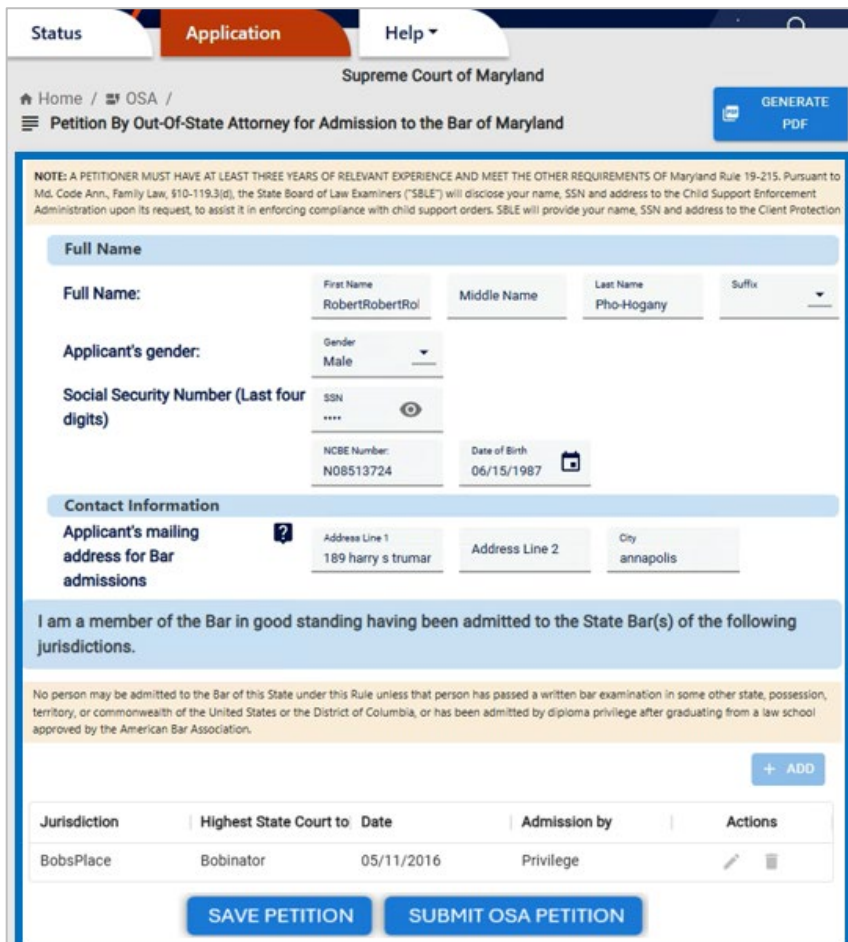
Completing the OSA Petition

After successfully logging into your account, you will be able to begin the **OSA Petition**. The petition requires you to add or edit existing details within the card.

1. Click the **Application** tab.
2. Click **Petition By Out-of-State Attorney of Admission to the Bar of Maryland** card to expand it.
3. Click each field and enter the required information.



If previously entered information is no longer valid, you may edit the information within the card.



Attaching required documentation

When completing the petition, you will be required to attach corresponding documentation. To view the list of required documents download the [Osa Petitioner's Checklist Of Required Filings](#).

To attach documentation:

1. Click the attach section of the form.
2. Navigate to and double-click the desired file. The file will display within the attachment area.
3. Scroll to the bottom of the form and click the **blue SAVE PETITION** button.



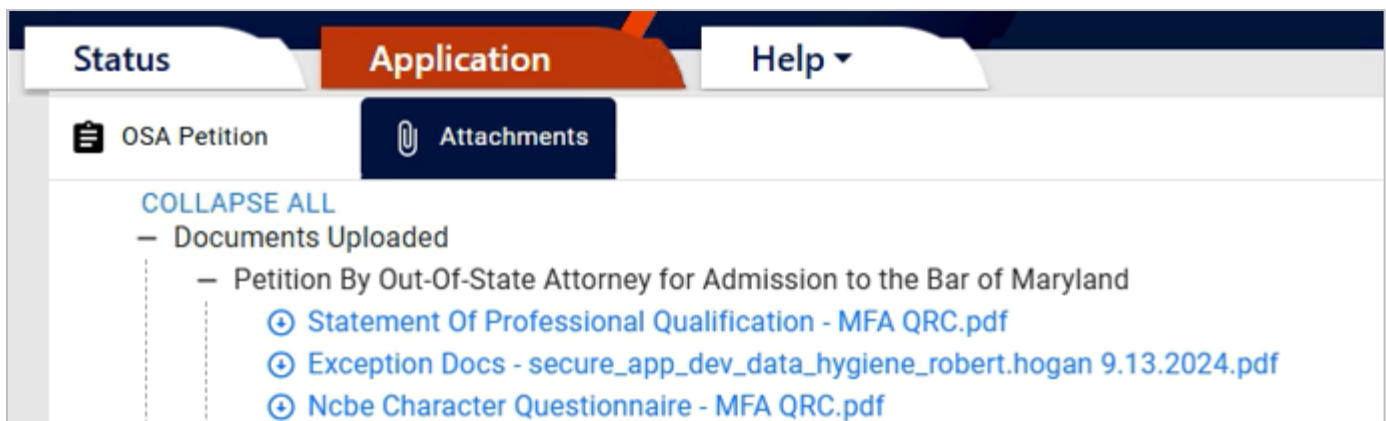
Drag 'n' drop file here, or click to select file

Uploaded Docs: [Ncbe Character Questionnaire.pdf 3.44 MB](#)

SAVE PETITION **SUBMIT OSA PETITION**



All attached documentation will display directly underneath the applicable attached section. To see a list of all uploaded files, click the **Attachments** link within the **Application** tab.



Status **Application** **Help**

OSA Petition **Attachments**

COLLAPSE ALL

— Documents Uploaded

— Petition By Out-Of-State Attorney for Admission to the Bar of Maryland

- [Statement Of Professional Qualification - MFA QRC.pdf](#)
- [Exception Docs - secure_app_dev_data_hygiene_robert.hogan 9.13.2024.pdf](#)
- [Ncbe Character Questionnaire - MFA QRC.pdf](#)

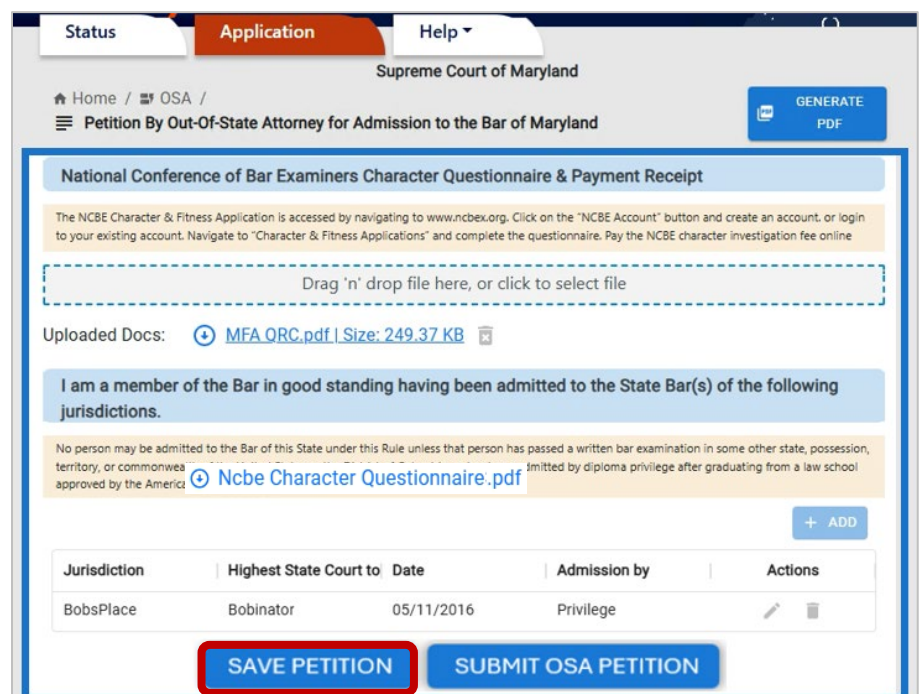
Saving the petition

Once all required fields have been completed and the application documentation has been uploaded, you will be ready to save the petition.

1. Review all information for accuracy.
2. Click the **blue SAVE PETITION** button to save the current information.



Alternatively, you may click the **blue SUBMIT OSA PETITION** button to submit the petition and return to the **Application** screen.



Status **Application** **Help**

Supreme Court of Maryland

Home / OSA / Petition By Out-Of-State Attorney for Admission to the Bar of Maryland

GENERATE PDF

National Conference of Bar Examiners Character Questionnaire & Payment Receipt

The NCBE Character & Fitness Application is accessed by navigating to www.ncbex.org. Click on the "NCBE Account" button and create an account, or login to your existing account. Navigate to "Character & Fitness Applications" and complete the questionnaire. Pay the NCBE character investigation fee online.

Drag 'n' drop file here, or click to select file

Uploaded Docs: [MFA QRC.pdf | Size: 249.37 KB](#)

I am a member of the Bar in good standing having been admitted to the State Bar(s) of the following jurisdictions.

No person may be admitted to the Bar of this State under this Rule unless that person has passed a written bar examination in some other state, possession, territory, or commonwealth, or been admitted to the bar of this State by diploma privilege after graduating from a law school approved by the American Bar Association.

[Ncbe Character Questionnaire.pdf](#)

+ ADD

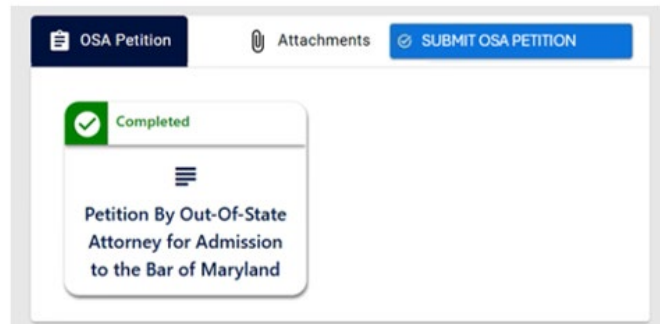
Jurisdiction	Highest State Court to Date	Admission by	Actions
BobsPlace	Bobinator	05/11/2016	Privilege

SAVE PETITION **SUBMIT OSA PETITION**

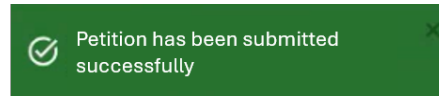
Submitting the Petition:

After completing and saving the petition, you will be returned to the **Application** tab.

1. Verify that the **Petition** card displays a **green** checkmark and the word **'Completed'** at the top left of the card.
2. Click the **blue SUBMIT OSA PETITION** button at the top right corner of the window.




After successfully submitting the petition, a confirmation message will display at the top right corner of the window.

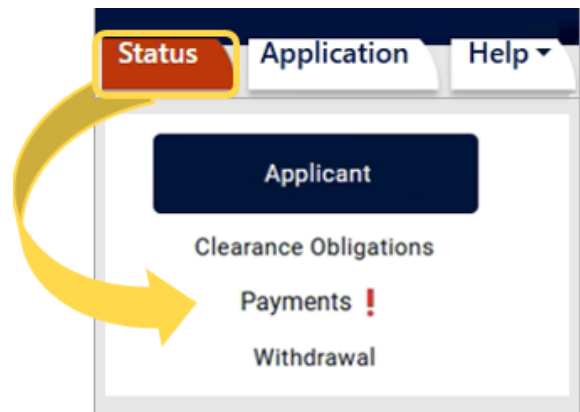


Invoice and Payment

After you submit your **Petition**, **SBLE** will conduct its initial review of your eligibility pursuant to **Md. Rule 19-216(b)**. If **SBLE** determines you are eligible, it will create an invoice and notify you by email. When the invoice is ready for you to pay, an exclamation point will appear next to the **Payments** section on the main **eBar Status** tab.

To view and pay your invoice:

1. Log into your **eBar** account, if necessary.
2. Verify the **Status** tab displays.
3. Click the **Payments** page to view the invoice.
-  The invoice will display several line items such as the invoice number, date, balance, and due date.
4. Click the **blue START PAYMENT** button to begin the payment process.
5. Follow the prompts within each payment screen and enter the applicable payment information to complete the invoice payment.



Invoice Number	Invoice Date	Batch ID	Assessment Amount	Balance	Invoice Satisfied Date	Due Date
036529	07/01/2025	1206	\$100.00	\$100.00		07/06/2025

Invoice Balance	\$100.00
Total Amount Outstanding	\$100.00

START PAYMENT



You must pay your invoice within five (5) days after SBLE notifies you to do so. If you fail to make your payment on time, your invoice will lapse and you must contact SBLE for further instructions.

Need Help? Contact SBLE@



<https://mdcourts.gov/ble>



sble@mdcourts.gov