Applying to the Maryland Bar
# Admission by Uniform Bar Examination Transfer (UBT) Quick Reference Card

QRC Overview

The application for admission by **Uniform Bar Examination Transfer (UBT)** in Maryland consists of two parts: the **Character Questionnaire,** and the **Notice of Intent to Transfer a Qualifying UBE Score to Maryland**.

This quick reference card will provide step-by-step instructions on how to complete your application for admission to the Maryland Bar when transferring a qualifying UBE score. 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*.
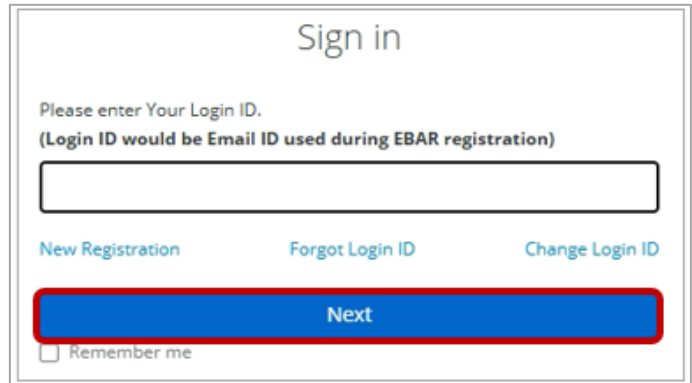
Overview
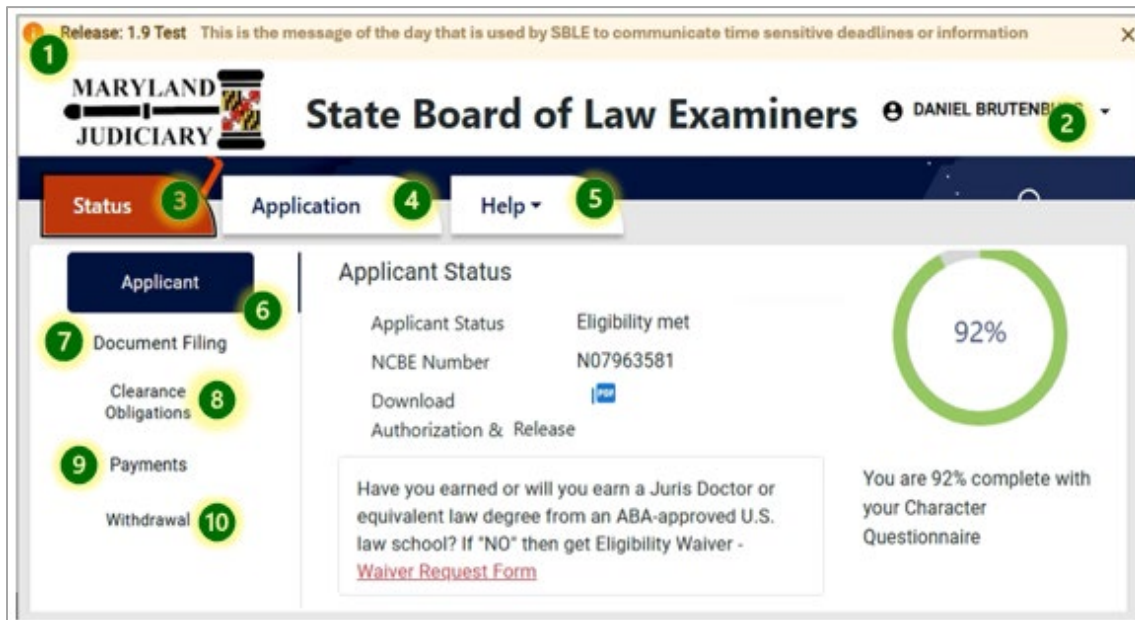
1	**Info Bar**	Daily message to communicate time-sensitive deadlines or information
2	**Login Menu**	Review your current account information and change your password
3	**Status Tab**	Find status information on your **Maryland Bar** application
4	**Application Tab**	Access your **Character Questionnaire and Notice of Intent** details
5	**Help Tab**	Access links to user information and other helpful information
6	**Application Page**	View **Applicant Status**, **NCBE** number, and **Authorization & Release** form
7	**Document Filing Page**	View filing status of **Character Questionnaire**, **Notice of Intent**, and required academic transcripts
8	**Clearance Obligations Page**	View status info on **character & fitness investigation**, and **Maryland Law Component**, **MPRE**, and **Affirmation Obligations**
9	**Payments Page**	View status of previous payment and pay outstanding invoices
10	**Withdrawal Page**	Request to be withdrawn your entire bar application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.

Part 1: Completing the Character Questionnaire

After successfully logging into your account, you will be able to begin the **Character Questionnaire** section of the application. The **Character Questionnaire** requires you to add or edit existing details via a series of cards that comprise each section of the application.
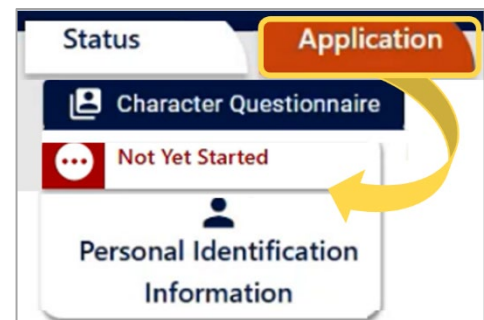
Entering or editing information in the Character Questionnaire

eBar will pre-fill many of the fields with identifying information from your account; however, other items on the **Character Questionnaire** will require you to enter information. If the pre-filled information is no longer correct, you may edit it.

1. Click the **Application** tab to display the character questionnaire cards.

2. Click the **Personal Identification Information** card to expand the card.

   The **Personal Identification Information** card expands, and multiple fields display within the card.

3. Click each field to enter the required information.

4. Click the **blue SAVE AND CONTINUE** button to save the current information and move to the next card within the **Character Questionnaire**.

> Alternatively, you may click the **blue SAVE** button to save your progress and then click the **Application** tab to return to the list of cards

5. Repeat steps 3-4 until all required information has been entered into each of the **Character Questionnaire** cards.

> After the **Character Questionnaire** cards have been completed for each section, you will be returned to the **Application** screen.

Attaching required documentation

When completing the cards within the **Character Questionnaire**, you may be required to attach documentation that corresponds to specific areas of the form.

To upload and 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 **Save** button.

> 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.

Submitting the Character Questionnaire:

After completing each card, you will be returned to the **Application** tab.

1. Verify that each **Character Questionnaire** card displays a **green** checkmark and the word '**Completed'** at the top left of the card.

2. Click the **blue** SUBMIT CHARACTER QUESTIONAIRE button at the top right corner of the window.

> After the **Character Questionnaire** cards have been completed for each section, you will be returned to the **Application** screen.

> After successfully submitting the **Character Questionnaire**, a confirmation message will display at the top right corner of the window.
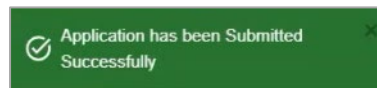
Part 2: Completing the Notice of Intent to Transfer a Qualifying UBE Score

Once the **Character Questionnaire** has been submitted successfully, you will be ready to complete your notice of intent to transfer a qualifying ube score.

> Prior to creating your **Notice of Intent**, you must cause NCBE to report your qualifying UBE score to Maryland. Order your official UBE score report via your NCBE account.

1. Click the **Notice of Intent** tab, if necessary. The **Notice of Intent** card will display.

2. Click the **Notice of Intent** card to expand the card.

> When the **Notice of Intent** card displays, some fields will be automatically pre-filled with identifying information from your account.

3. Click each field to enter the required information.

Notice of Intent to transfer a qualifying UBE Score 📋

🏠 Home / 🗒 NOI / ☰ Notice of Intent

[📄 GENERATE PDF]

Exam Session

I intend to transfer a qualifying UBE score to Maryland, pursuant to Maryland Rule 19-207, and in support of this Notice give the following information:

Personal Identification Information

Applicant's Full Legal Name

First Name: Kenny
Middle Name: Austin
Last Name: Rogers
Suffix: II

Gender

Gender: Male

Date of Birth (mm/dd/yyyy)

Date of Birth: 08/21/1973

Pursuant to Md. Code Ann., Family Law, §10-119.3(d), the State Board of Law Examiners ("SBLE") will disclose your name, SSN and address to the Child Support Enforcement Administration upon its request, to assist it in enforcing compliance with child support orders. SBLE will provide your name, SSN and address to the Client Protection Fund of the Bar of Maryland when you are recommended to the Supreme Court of Maryland for admission to the Maryland Bar. Pursuant to Md. Code Ann. Bus. Occ. & Prof., §10-313, the Client Protection Fund will disclose this SSN may be viewed on the eBar "Status" page.)

Social Security Number (Last four digits)

SSN: •••• 👁

You must obtain an NCBE identification number to be entered into your bar application file. SBLE will use your NCBE number as a unique identifier for you with regard to scoring of your Multistate Bar Exam results. If you have taken the Multistate Professional Responsibility Exam (MPRE), you already have an NCBE number. To register for or to retrieve your NCBE number visit www.ncbex.org.

NCBE Number

NCBE Number: N44123925

Contact Information

Contact Address

Address Line 1: 189 Harry S. Truman
Address Line 2:
County: AA
City: Annapolis

If any of your contact information listed above is incorrect, correct it immediately using the Change of Contact Information form on SBLE's website.

Email Address

Email: ebar.dev2@gmail.cor

Eligibility/Exam Details

I will/did graduate from

Law School: BobsSuperLawSchool

Enter waiver Confirmation No :

Waiver Confirmation No: 2769304

Enter UBE score :

UBE score: 299

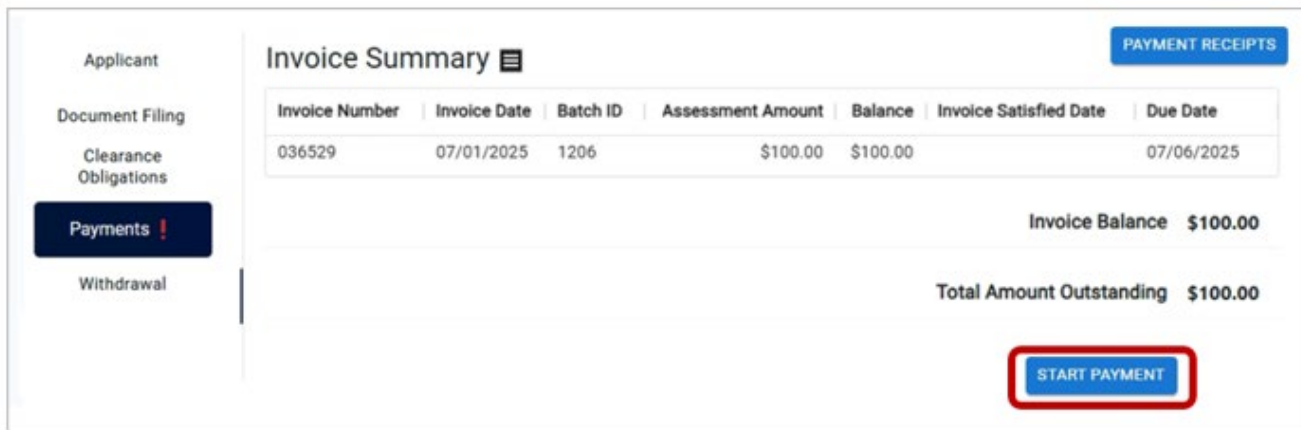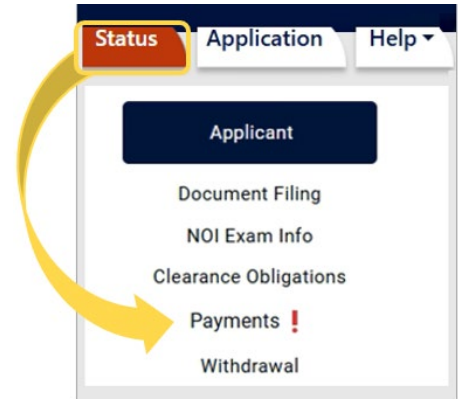[SAVE APPLICATION] | [SUBMIT NOTICE OF INTENT]

4. Review and verify the information entered is correct.
5. Click the **blue SUBMIT NOTICE OF INTENT** button to submit the application.

Payment

After you submit your **Character Questionnaire** and/or your **Notice of Intent**, the SBLE will create an invoice. When the invoice is ready for you to pay, you will receive an email notification. Upon logging into your **eBar** account you will see an exclamation point 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.

⚠️ **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