

Applying to the Maryland Bar Admission by Uniform Bar Examination (UBE) Quick Reference Card

QRC Overview



The application for admission by taking the **Uniform Bar Examination (UBE)** in Maryland consists of two parts the **Character Questionnaire** and the **Notice of Intent to Take a Scheduled UBE in Maryland** (Notice of Intent).

This quick reference card will provide step-by-step instructions on how to complete your application for admission 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](#).

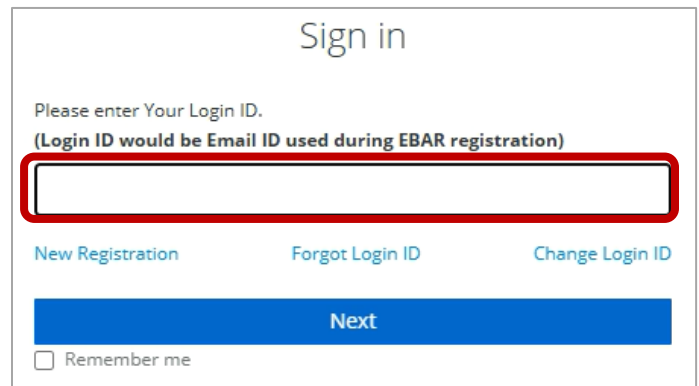
Overview



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 Character Questionnaire and Notice of Intent details
5	Help Tab	Access links to user information and other helpful information
6	Applicant 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	NOI Exam Info Page	View information on your exam location, seat number, ADA accommodations requests, and exam results
9	Clearance Obligations Page	View status info on character & fitness investigation , and Maryland Law Component , MPRE , and Affirmation Obligations
10	Payments Page	View status of previous payment and pay outstanding invoices
11	Withdrawal Page	Request to be withdrawn from the upcoming UBE in Maryland or request to withdraw your entire bar application

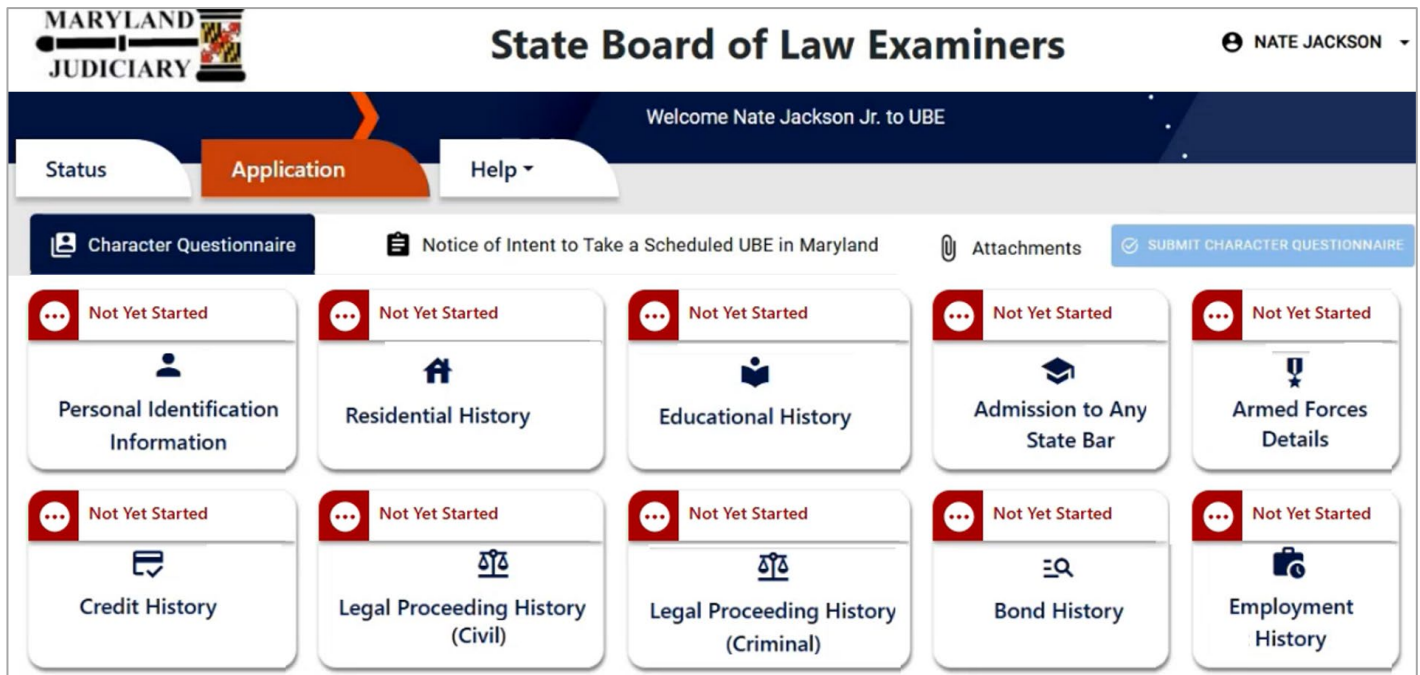
Logging into your eBar account

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.



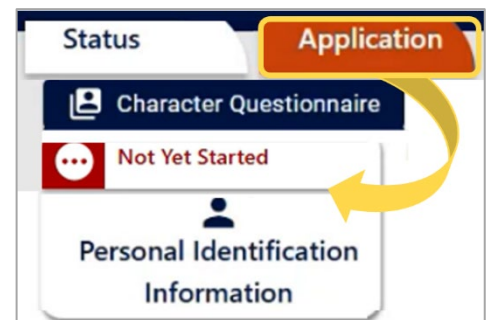
Entering or editing information in the Character Questionnaire

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



- Click each field to enter the required information.



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

- 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.

- 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 specific areas of the form.

To upload and attach documentation:

- Click the attach section of the form.
- Navigate to and double-click the desired file. The file will display within the attachment area.
- Scroll to the bottom of the form and click the **Save** button.

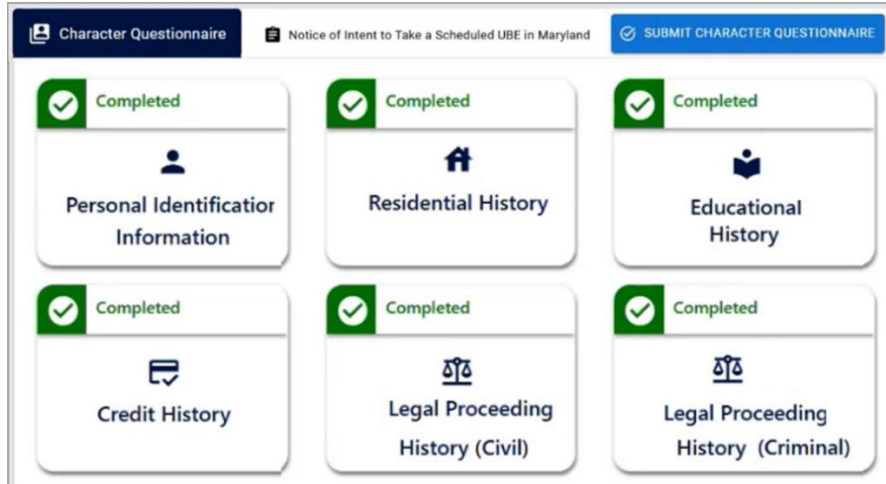


All attached documentation will display directly underneath the applicable attached section. To see a list of all uploaded files, click the **Attachments** link within the **Application** tab.

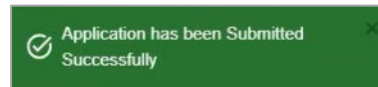
Submitting the Character Questionnaire:

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 QUESTIONNAIRE** button at the top right corner of the window.



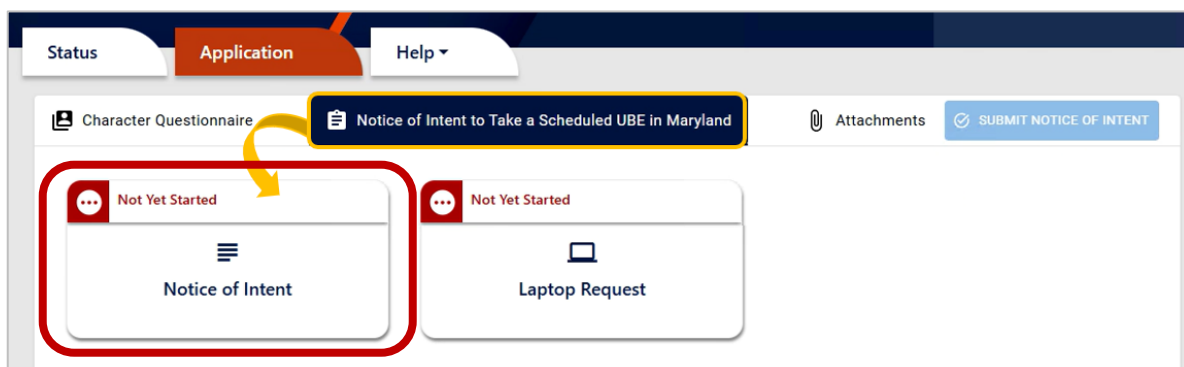
After successfully submitting the **Character Questionnaire**, a confirmation message will display at the top right corner of the window.



Part 2: Completing the Notice of Intent to Take a Scheduled UBE in Maryland

Once the **Character Questionnaire** has been submitted successfully, you will be ready to complete your **Notice of Intent** to take the exam.

1. Click the **Notice of Intent** tab, if necessary. The **Notice of Intent** and **Laptop Request** cards 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. Select the exam session you plan to take from the **Select Session** drop-down field.

The screenshot shows a web application for the 'Notice of Intent to take a schedule UBE'. The top navigation bar includes 'Status', 'Application', and 'Help'. The main heading is 'Notice of Intent to take a schedule UBE'. Below this, there are links for 'Home', 'NOI', and 'Notice of Intent', along with 'GENERATE PDF' and 'NEXT' buttons. The 'Exam Session' dropdown is highlighted with a red box. The form includes sections for 'Personal Identification Information', 'Social Security Number (Last four digits)', 'NCBE Number', and 'Eligibility/Exam Details'. The 'SAVE AND CONTINUE' button is highlighted with a red box.

Exam Session

Select Session
Please Select

I intend to take the Maryland bar examination for the **First** time and in support of this notice give the following information.

Personal Identification Information

Applicant's Full Legal Name

First Name: Jordan
Middle Name: Valentine
Last Name: Bond
Suffix:

Gender

Gender: Prefer Not to Answer

Date of Birth (mm/dd/yyyy)

Date of Birth: 06/28/1978

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-

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

NCBE Number

NCBE Number: N1022913

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.withdrawal1@

Eligibility/Exam Details

I will/did graduate from

Law School: Harvard University Law School

Date Graduated (please use mm/dd/yyyy format)

Date Graduated: 12/11/202

SAVE APPLICATION **SAVE AND CONTINUE**

4. Click each field to enter the required information.
5. Review and verify the information enter is correct.
6. Click the **blue SAVE AND CONTINUE** button to save the current information and continue to the **Laptop Request** card.

Completing the Laptop Request

After completing the **Notice of Intent** card, you will be automatically directed to the **Laptop Request** card.



An information window displays the requirements and terms of conditions for laptop use on the NextGen UBE in Maryland.

To opt for the handwritten test:

1. Select the **Handwrite the written test** option.
2. Click the **blue SUBMIT NOTICE OF INTENT** button to save the current information.

To request a laptop for the test:

1. Select the **Use a laptop computer for the written test** option.



An information window displays the requirement and terms of conditions for using the laptop.

2. Click the **Terms and Conditions** checkbox to acknowledge and agree to the requirements.
3. Click the **blue SUBMIT NOTICE OF INTENT** button to save the current information.




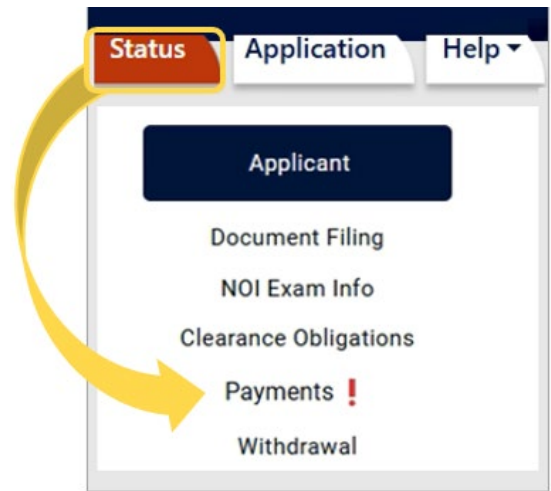
The **Laptop Request** in **eBar** is only the first step in the laptop use process. Applicants must also register their laptop through their NCBE account, in accordance with the policy on laptop use found in the [Exam Day Information](#) linked on the Board's website.

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 and submit payment:

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.



Applicant

Document Filing

NOI Exam Info

Clearance Obligations

Payments !

Withdrawal

Invoice Summary

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