

MARYLAND OUT OF STATE ATTORNEY'S EXAMINATION ONLINE ELECTRONIC BAR APPLICATION AND PETITION ("eBar")

OVERVIEW

These instructions will assist you in completing the State Board of Law Examiners' ("SBLE") online electronic Petition ("eBar") process for the Maryland Out of State Attorney's Bar Examination. **SBLE STRONGLY RECOMMENDS THAT APPLICANTS PRINT THIS DOCUMENT FOR EASY REFERENCE DURING THE ONLINE PETITION PROCESS.**

- Please take note that applicants must not only create and submit their Petitions electronically, but also **mail or deliver hard copies of the Petition and Request for NCBE Character Report to SBLE with original signatures, notarization, and supplemental documentation, as necessary, along with the appropriate fees.**
- Completed hard-copy Petitions, Requests for NCBE Character Report, required supplemental documents, and all applicable fees must be **RECEIVED** in SBLE's Office by 4:30 pm on the filing deadline.
- Any hard-copy Petition submitted to SBLE's office after the deadline or submitted by the deadline but incomplete (and where adequate remediation occurs after the deadline) will not be considered "filed" until accompanied by a request for good cause to file late. Applicants must meet the requirements of Board Rule 2 ("Filing Late for Good Cause") in order for a good cause request to be considered by SBLE. Non-conforming good cause requests will be denied.

Out-of-State Attorney (Rule 13) Exam

Applicants meeting the requirements of Rule 13 and wishing to sit for the Maryland Out-of-State Attorney exam must file a Petition (RGAB 13(f)). To access eBar for the Out-of-State Attorney's exam, click on the link for the Out-of-State Attorney Bar Exam Electronic Application from SBLE's website – www.mdcourts.gov/ble. You may also access the site directly from this document at: <https://jportal.mdcourts.gov/ebarapp/login.do?tmpl=o>.

General Bar Exam

Recent law school graduates and attorneys who do not meet the eligibility requirements of Rule 13 of the Rules Governing Admission to the Bar of Maryland ("RGAB") to sit for the Attorney exam must apply to take the Maryland General Bar Examination. Applicants taking the Maryland General Bar Exam for the first time must complete and submit an Application (consisting of Parts I and II) and an Original Petition to Take a Scheduled Examination. These three (3) documents are all generated within eBar.

Applicants who have previously taken the Maryland General Bar exam one (1) or two (2) times need only submit a Retake Petition (but not an application, unless an update is required). Applicants who have previously taken the Maryland General Bar exam on three (3) or more occasions must submit a Retake Order (but not an application, unless an update is required). Retake applicants will follow the same process for filling out an online Petition as those taking the exam for the first time. eBar will produce the appropriate Petition for each applicant.

To access eBar for the General Bar Exam, click on the link for the General Bar Exam Electronic Application from SBLE's website – www.mdcourts.gov/ble. You may also access the site directly from this document at <https://jportal.mdcourts.gov/ebarapp/login.do?tmpl=g>. A separate instructional document exists for use in completing the online Application and Petition for the Maryland General Bar Examination.

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INSTRUCTIONS FOR FILING A BAR APPLICATION

Creating an Account

Completing the Petition for the Out of State Attorney Exam begins with creating an eBar account. On the Welcome screen, click on the "Create Account" link found near the login boxes or in the left menu bar.

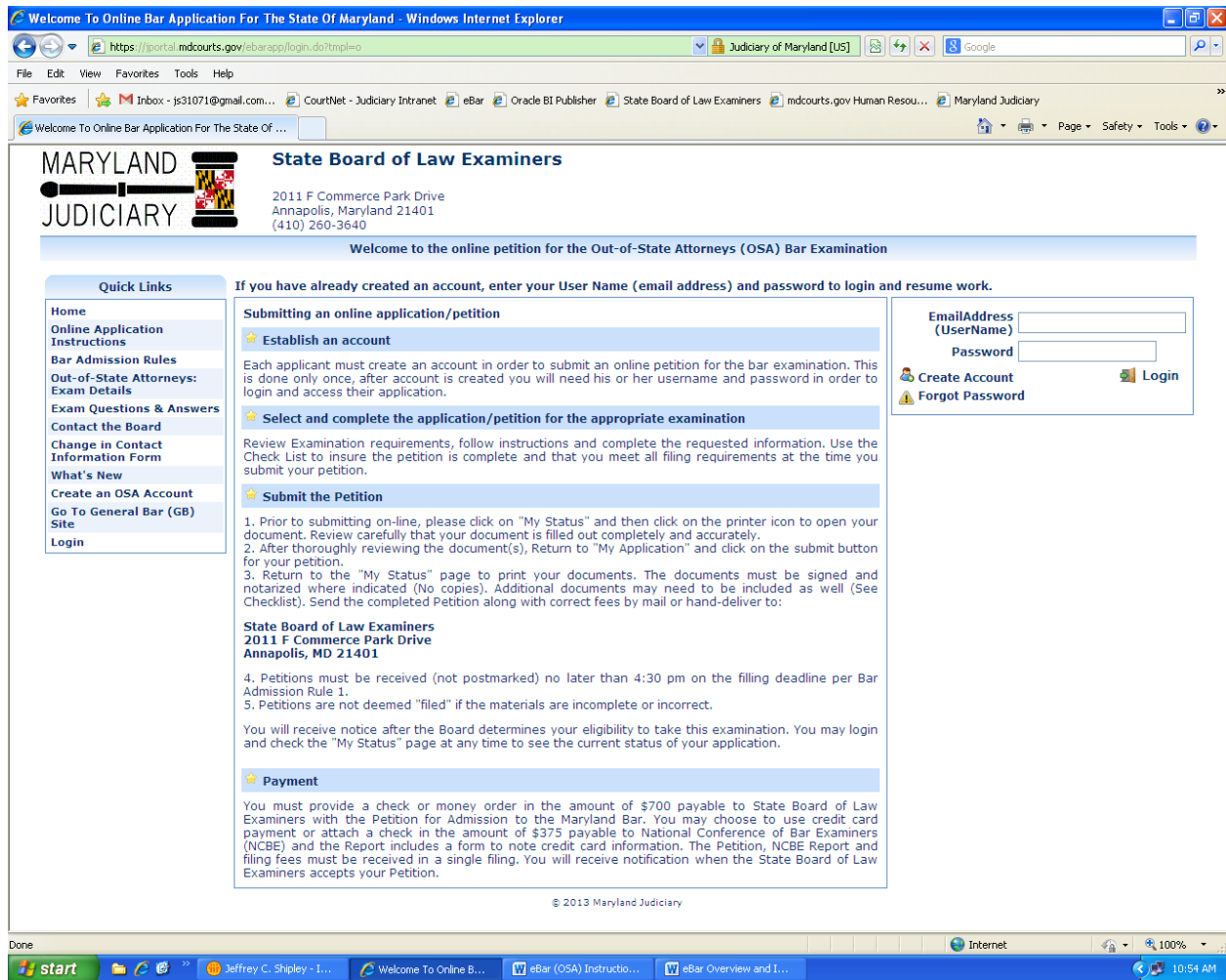


Fig. 1 – Welcome Screen for the eBar system (Out of State Attorney's Exam)

NOTE: Check carefully to ensure you are creating an account for the exam you intend to take – Out of State Attorney's (OSA) Examination or General Bar (GB) Examination.

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You will be taken to the account creation form:

The screenshot shows a web browser window with the URL <https://portal.mdcourts.gov/ebarapp/createAccount.do?sessionId=e96c2238ebcc47768948027a60f9dc0a53c3db336969bd>. The page header identifies the Maryland State Board of Law Examiners, located at 2011 F Commerce Park Drive, Annapolis, Maryland 21401, with a phone number of (410) 260-3640. The main heading is "Did not find the template".

The form is titled "Create an Account To Start the Application Process For Bar Of Maryland" and includes a "Quick Links" sidebar on the left. The form fields are as follows:

- General Bar Examination:** Create Account For (dropdown), Email Address (User Name) (text), Password (text, note: must have minimum 8 characters and have at least one of each: a letter, a number and a special character (e.g., ! @ # \$ % & *)), Confirm Password (text, note: must match the password that you have entered above).
- Personal Information:** First Name (text, note: if the name that appears above is not your full legal name, you should promptly report this information to the office of the State Board of Law Examiners and submit the legal documentation supporting any name change), Middle Name (text, note: please check if you have no Middle Name), Last Name (text), Suffix (text, note: Examples of Suffix include Jr., Sr., III, IV, etc. Do Not Mr., Ms., etc.), Gender (radio buttons for Male and Female), Date of Birth (text, note: You have to be at least 20 years of age to be admitted to the Bar of Maryland), Social Security Number (text, note: If you do not have a U.S. issued SSN, you must contact the Board Office), Confirm Social Security Number (text).
- Place of Birth:** Country (dropdown, United States), City (text), State (text, note: If within United States enter 2 Letter State Code - Example: DC, MD, etc.).
- Helling Address:** Country (dropdown, United States), Address (text), City (text, note: If not within a county, enter N/A), State (text, note: If within United States enter 2 Letter State Code - Example: DC, MD, etc.), Zip (text).
- Permanent Address:** (Check box if your Helling Address is the same as your Permanent Address), Country (dropdown, United States), Address (text), City (text, note: If not within a county, enter N/A), State (text, note: If within United States enter 2 Letter State Code - Example: DC, MD, etc.), Zip (text).
- Contact Information:** Daytime Phone (text, note: Only numerals are allowed in the field), Residence Phone (text, note: Only numerals are allowed in the field), Cell Phone (text, note: Only numerals are allowed in the field).
- Security:** Security Question (dropdown, Hidden Hidden Name), Answer (text), Hint (text).

At the bottom of the form are buttons for "Create Account" and "Cancel Request".

Fig 2 – Account creation form

Complete all required information (marked with a red asterisk “*”). In eBar, your e-mail address becomes your User Name. It is critical that the e-mail address you provide not change during the course of the examination process- from the time you create your account through the date of your admission. Your password must contain a minimum of eight characters and must contain at least one (1) letter, one (1) number, and one (1) special character (! @ # \$ % & or *). Please write down your password. Passwords are case sensitive.

*NOTE: In order to apply for an eBar account, you **must** disclose your U.S. Social Security number, pursuant to Md. Code Ann., Family Law, §10-119.3(b). If you do not have a valid Social Security number, you must contact SBLE’s office by telephone (410-260-3640) for instructions on how to proceed.*

As you fill out the required fields to create your user account, review your entries carefully before you save your data. Often, applicants will make errors in entering data for their Social Security numbers, date of

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birth, place of birth, suffix, prefix, etc. After submission, mistakes may only be corrected by sending a signed letter to the Board noting the error and correction to be made.

When all fields have been completed and double-checked, click "Create Account."

After you submit the required information to create an eBar account, you will receive a confirmation e-mail that you will use to activate your account. Please be aware of the privacy and spam settings on your e-mail account, and ensure that "ebar@mdcourts.gov" is whitelisted in your spam settings. The email text is as follows:

Dear [APPLICANT NAME],

Welcome to Maryland e-bar application process. You have successfully registered to our website. However, to access your account and continue with the application submission process you will have to activate your account.

To activate your account, click on the link "Activate your account" below.
[Activate your account](#)

If you cannot click on the link above, please copy and paste the link below to your browser.
<https://jportal.mdcourts.gov/ebarapp/account.activate?q=48561&u=c800f932a9044149edc36af64dc9864f&d=c28765dbec337b186ca583e07292b3b>

Sincerely,

Jeffrey C. Shipley
Secretary, State Board of Law Examiners
2011-F Commerce Park Drive
Annapolis, MD 21401
jeffrey.shipley@mdcourts.gov

You **MUST** click on the "Activate your account" link before you can log in to eBar to create your Petition. If you do not receive an activation e-mail within a few hours of creating your user account, contact the SBLE Office at (410) 260-3640 during normal business hours (M–F 8:30am to 4:30pm) to manually activate your account.

*CAUTION: E-mail account providers hosted with ".net" domains (e.g., comcast.net, verizon.net, att.net, etc) and AOL **DO NOT** interface with eBar. SBLE strongly recommends that applicants with ".net" and AOL email addresses create a ".com" email address for use with eBar. SBLE does not endorse any particular ".com" but has noted that Gmail, Yahoo, and Hotmail function properly with eBar.*

CAUTION: Applicants using ".edu" email addresses issued by their law schools and/or colleges must ensure that their institution does not "turn off" access to that email address after graduation. If unsure, another email address should be utilized.

CAUTION: Passwords and Security Question Answers are case-sensitive. The system will lock the account after five (5) failed login attempts. Please utilize eBar's "Forgot Password" system to recover your forgotten password prior to locking yourself out. Applicants who become locked out must contact the Board's Office by telephone (410-260-3640) during normal business hours (8:30a to 4:30p M-F) to unlock their

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account. Email requests to unlock eBar user accounts cannot be honored due to RGAB 19 confidentiality safeguards.

Filling Out the Application and/or Petition Online

After activating your account, you will be able to log in to eBar and begin your Petition for the Out of State Attorney Exam.

Upon logging into eBar, the first screen you will see is the “My Status” screen.

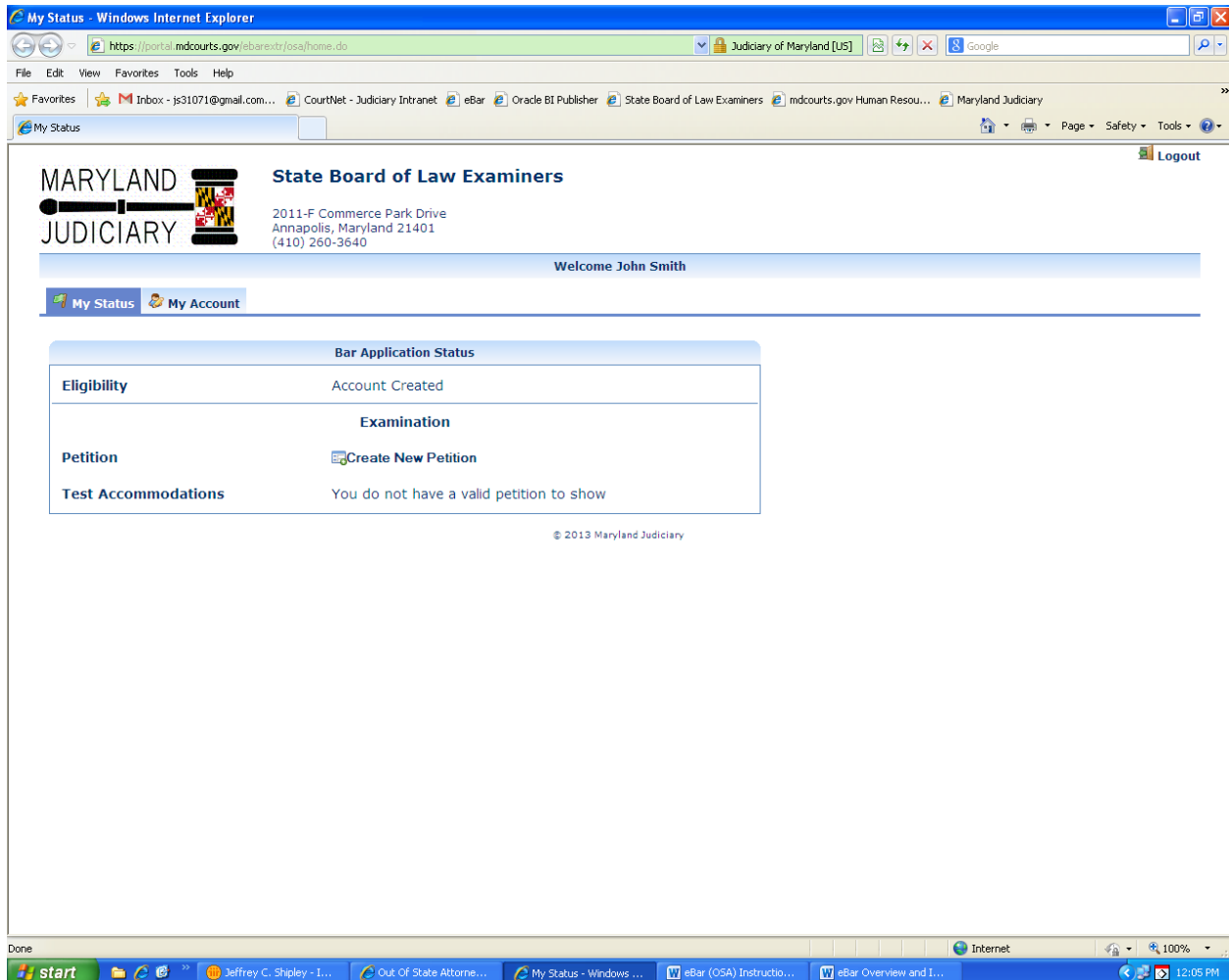


Figure 3 – “My Status” screen

Click on “Create New Petition” to begin the online application process.

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Clicking “Create New Petition” automatically moves you into the first page of the Petition.

My Application - Windows Internet Explorer
https://portal.mdcourts.gov/ebar/entry/osa/petition.do
Identified by DigiCert
Google

File Edit View Favorites Tools Help

My Application (410) 260-3640 Welcome John Smith

My Status My Account My Application Help

IN COURT OF APPEALS OF MARYLAND
PETITION OF OUT-OF-STATE ATTORNEY FOR ADMISSION TO THE MARYLAND BAR

NOTE: A PETITIONER MUST HAVE AT LEAST FIVE YEARS OF RELEVANT EXPERIENCE AND MEET THE OTHER REQUIREMENTS OF BAR ADMISSION RULE 13, OUT OF STATE ATTORNEYS. Disclosure of your Social Security Number (SSN) is mandatory pursuant to the Family Law Article, Title 10 section 10-119.2(b). Annotated Code of Maryland. The State Board of Law Examiners will contact you when you receive the Out of State Admission Examination, upon its release. In order to sitting candidates will need to provide. The State Board of Law Examiners will provide you with the Out of State Admission Examination. You are recommended for admission to the bar of the State of Maryland pursuant to the Supreme Discipline and Professions Act. This ID section ID-311. The State Board of Law Examiners will provide the information to the State Department of Assessment and Transfer in connection with the State and the application to conduct in determining whether there are any of prohibited States and unprofessional behavior and conduct accessible to the Department of the Secretary of Labor, Licensing and Regulation. The Court of Appeals of Maryland, the Character Committee appointed by the Court, and the State Board of Law Examiners will use the SSN for identification of bar applicants in the course of character and fitness investigations.

Save Petition * Fields are mandatory **Next Page**

First Name	John
Middle Name	Doc
Last Name	Smith
Gender	Male

Social Security Number (Last four digits)

Seat number assignments and all Board correspondence will be mailed to your current mailing address on the Mailing Address

Address	999 Backacre Lane
County	Anne Arundel
City	Backacre
State	MD
Zip	21118
Residence Phone	
Daytime Phone	4102673644
Cell Phone	
User Name	johnsmith824@jano.com
Date of Birth (mm/dd/yyyy)	03/10/1971

Are you a citizen of United States? yes no

If "No" what is your Immigration Status?

I intend to sit for the Out of State Attorney's Bar Examination.

If admitted to the Maryland Bar, I intend To practice law in Maryland To teach Law full time at

My intention and commitment to this end are established by the following facts: (limit 500 characters)

I have relocated to Maryland due to marriage after practicing 10 years in Virginia.

Practitioner of the law as defined in Rule 13c
 Judge of a court of record
 Teacher of the law at an ABA law school

For at least five years within the ten years immediately preceding the filing of this petition or for a total of at least ten years irrespective of recency, I have been engaged full time as one or a combination thereof as:

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

Save Petition **Add Details** **Edit Details** **Remove Details** **Next Page**

Note: 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 of the United States or the District of Columbia.

Done © 2013 Maryland Judiciary

start Novell-delivered Appl... State Board of Law E... Out of State Attorne... My Application - Wind... Internet 75% 12:25 PM

Figure 4 – “My Application” Page 1

The majority of fields on this page are pre-filled with information from the account creation screen. Complete each item marked by a red asterisk “*.” Clicking “Save Petition” at the bottom of the screen will take you to the next page of the Petition, which is the Accommodations Request.

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Accommodations Requests

Applicants planning to request an ADA testing accommodation must click the radio button for “Yes” in response to the question, “Are you applying for test accommodations for the bar examination. (Figure 5, below.) You must also check the box indicating review of the terms and conditions even if you checked “No” regarding a request for accommodation.

The screenshot shows a web browser window titled "My Application - Windows Internet Explorer" displaying the "Request For Special Accommodations" form. The browser address bar shows the URL: <https://portal.mdcourts.gov/ebarextr/osa/specialAccommodation.do>. The page header includes the Maryland Judiciary logo and the State Board of Law Examiners contact information: 2011-F Commerce Park Drive, Annapolis, Maryland 21401, (410) 260-3640. A welcome message reads "Welcome John Smith". Navigation tabs include "My Status", "My Account", and "My Application". The form title is "PETITION TO TAKE MARYLAND BAR EXAMINATION". It contains a "Request For Special Accommodations" section with a "Previous Page" link, a "Save Petition" button, and a mandatory question: "Are you applying for test accommodations for the bar examination?" with radio buttons for "Yes" and "No". Below this is a text area for "State specific test accommodations sought.(limit 200 characters)*". A detailed instruction block explains that applicants with disabilities may request accommodations and must submit the request at least 90 days before the exam. At the bottom, there is a checked checkbox: "I have read and understand the requirements and terms of Special Accommodation for the written examination." and another "Save Petition" button. The footer of the form indicates "© 2013 Maryland Judiciary". The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 12:29 PM.

Figure 5 – Request Test Accommodations screen

CAUTION: Applicants who plan to request ADA testing accommodations for the Maryland Bar exam must (1) complete the “Request for Special Accommodations” in eBar first AND (2) print the Instructions and Applicant’s Accommodations Request Form, fulfill all the requirements therein, and mail/hand-deliver a complete and fully documented Request Form to the Board’s Office by the filing deadline. The Applicant’s Accommodations Request Form may be found at:

<http://www.courts.state.md.us/ble/pdfs/testaccommodations.pdf>.

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Then, click “Save Petition,” which will return you to the “My Application Checklist.”

On the “My Application” screen, click “Submit Petition” in the middle of the page.

The screenshot shows a Windows Internet Explorer browser window displaying the Maryland Judiciary eBar application. The address bar shows the URL: <https://portal.mdcourts.gov/eBar/osa/myChecklist.do>. The page title is "My Application - Windows Internet Explorer". The browser's Favorites bar includes links to "Inbox - js31071@gmail.com...", "CourtNet - Judiciary Intranet", "eBar", "Oracle BI Publisher", "State Board of Law Examiners", "mdcourts.gov Human Resou...", and "Maryland Judiciary".

The application interface features the Maryland Judiciary logo and the State Board of Law Examiners contact information: 2011-F Commerce Park Drive, Annapolis, Maryland 21401, (410) 260-3640. A "Logout" link is visible in the top right corner. A navigation menu includes "My Status", "My Account", and "My Application". A "Welcome John Smith" message is displayed.

A message box states: "For the completion of your application, you should provide the following details. Petition has been successfully submitted online. Print the petition form with the print option within the 'My Status' page, attach the documents needed and send it to above mentioned address." A "Help" icon is present in the top right of this message box.

The main content area is divided into two sections:

- PETITION CHECKLIST**
 - Instructions & Help
 - General Instructions
 - Maryland Bar Rules of Professional Conduct
 - Petition
 - Petition to sit for Maryland Bar Exam
 - Request For Special Accommodations
 - Submit Petition
- SUBMISSION CHECKLIST**

ALL OF THE BELOW STATED DOCUMENTS MUST BE ATTACHED TO COMPLETE THE PETITION.

 - Certificate(s) furnished by the Court(s) named in paragraph 3 showing the facts therein alleged (attach to petition).
NOTE: CERTIFICATE FROM THE CLERK OF COURT IS REQUIRED. A CERTIFICATE FROM THE STATE BAR DOES NOT MEET THE REQUIREMENTS OF THE RULE.
 - A certificate of one judge OR certificates of two attorney attesting to the applicant's practice of law (to be executed on the original of this petition).
 - National Conference of Bar Examiners (NCBE) Questionnaire with the affidavit (signature page) and three original, executed "Authorization and Release" Statements. To complete the Electronic Application of the National Conference of Bar Examiners go to, <http://www.ncbex.org/ea/> (to be filed with the Petition).
PREPARE AND ATTACH A STATEMENT IN YOUR OWN WORDS SUPPORTING YOUR CLAIM OF PROFESSIONAL QUALIFICATION. YOUR STATEMENT SHOULD DESCRIBE THE SPECIFIC DUTIES AND RESPONSIBILITIES OF YOUR EMPLOYMENT AND INDICATE THAT YOU WERE REQUIRED TO BE A MEMBER OF THE BAR DURING ALL RELEVANT PERIODS (SEE RULE 13C).

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The Windows taskbar at the bottom shows the Start button, several open applications including "Novell-delivered Appl...", "State Board of Law E...", "Out Of State Attorne...", "My Application - Wind...", and "Document1 - Microsof...", and the system tray with the time 12:31 PM.

Figure 6 – My Application, ready to “Submit Petition”

You have now completed the process of creating and submitting your Petition online, **BUT YOU ARE NOT FINISHED**. You must still print and submit a hard copy of your Petition and the Request for NCBE Character Report, with all required signatures and supporting documentation, and all applicable fees.

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Once you have submitted your Petition electronically, go to your “My Status” page. You should see a printer icon for the Petition. (See Figure 7, below.)

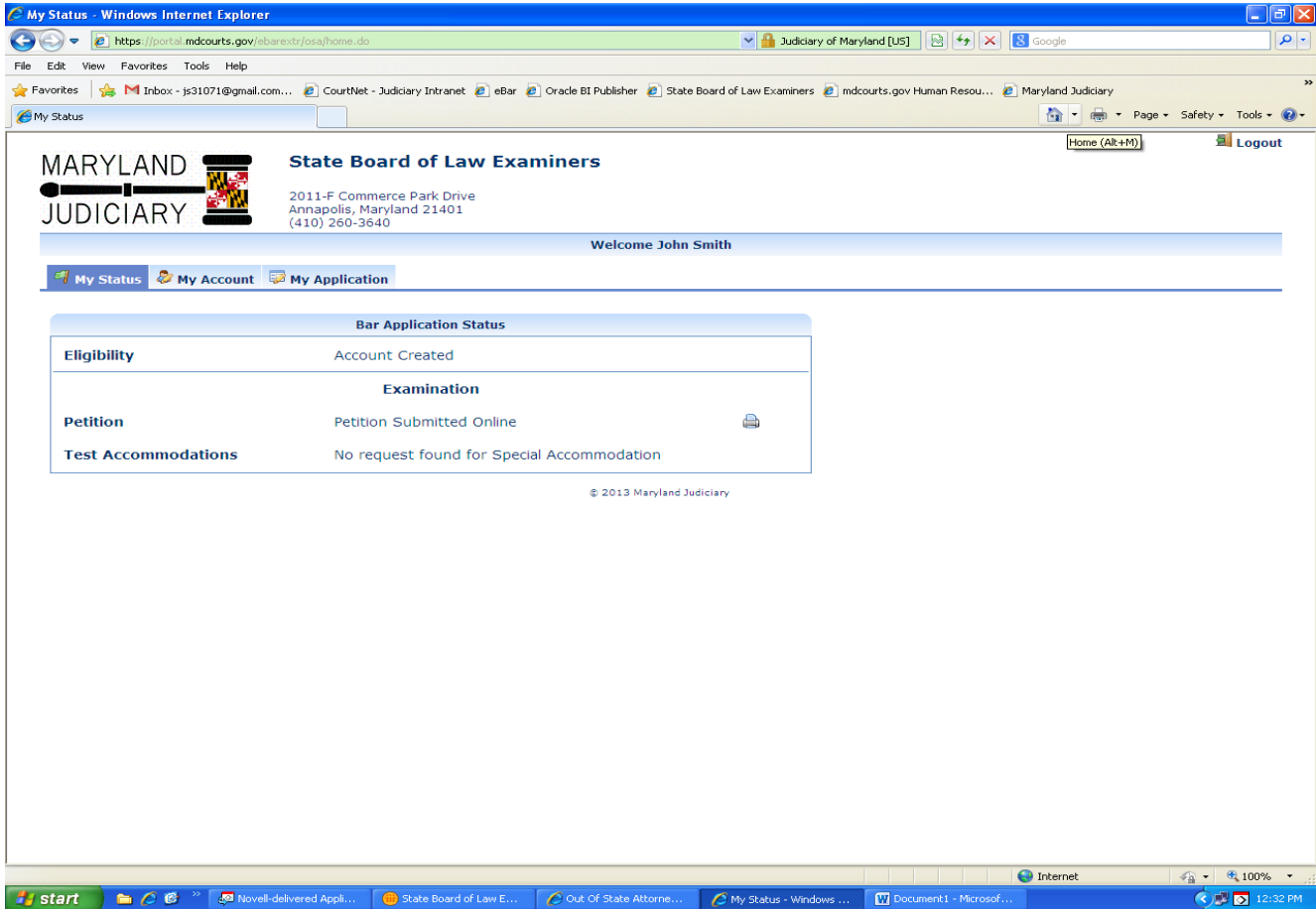


Figure 7 – “My Status” showing printer icon.

Click on the icon(s) to print a copy of your Petition.

CAUTION: If your printed document(s) contain(s) a “VOID” watermark, you did not electronically submit the documents. Go back to “My Application” and look in the middle of the page for “Submit Petition”. Click on Submit and look for your confirmation message. Then return to My Status and re-print the document(s). You should now have no “Void” watermarks.

You must sign the Petition where indicated and have the form notarized as required. You must also provide supplemental documentation as necessary in order for your Petition to be complete. Your “My Application” screen displays a checklist of documents that must be submitted with the Petition (see Figure 6, above). Please review the checklist carefully.

Only complete Petitions submitted online and in hard-copy with the required signatures, notary stamps, supplemental documents and filing fee(s) will be treated as “filed” by SBLE. When SBLE processes your hard copy Petition along with original signatures, notarization and supplemental documents,

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your "My Status" page will display changes to your status. You may also receive e-mails from the eBar system when your status changes.

Requesting a Character and Fitness Investigation from the National Conference of Bar Examiners:

The Maryland State Board of Law Examiners uses the character investigation services of the National Conference of Bar Examiners to complete the required investigation of each person Petitioning for admission to the Maryland Bar via the Out-of-State Attorney's Examination under Rule 13. In addition to creating the online and hard-copy Petition discussed on the preceding pages, you must go to the NCBE's website (www.ncbex.org) and complete the online Request for Character Report.

The screenshot shows a Windows Internet Explorer browser window displaying the NCBE website. The address bar shows the URL <http://www.ncbex.org/character-and-fitness/>. The browser's Favorites bar includes links to 'Inbox - js31071@gmail.com...', 'CourtNet - Judiciary Intranet', 'eBar', 'Oracle BI Publisher', 'State Board of Law Examiners', 'mdcourts.gov Human Resou...', and 'Maryland Judiciary'. The website header features the NCBE logo, a search bar, and a 'Sign in or Create NCBE Account' link. A navigation menu includes 'Home', 'About NCBE Exams', 'Practice Exams', 'Character and Fitness', 'Publications', 'FAQs', and 'Contacts'. The main content area has a blue background with a scale of justice image and the text: 'Conducting character and fitness investigations on applicants seeking either admission to the bar or a limited license to practice law'. Below this is a 'Character and Fitness' section with a 'Access C&F Application' button. The text explains that the NCBE conducts character and fitness investigations on applicants seeking admission to the bar or a limited license to practice law. It provides instructions on how to apply, including a link to the 'Bar Admission Offices Directory' and a note that completing the application to NCBE does not constitute a completion of the application process for admission to the bar. It also lists forms and resources available for applicants, such as 'Authorization and Release Form', 'Request for Photocopy of Prior Application', 'Revisions Form', and 'Amendment Forms'. A footer contains copyright information and links to 'Privacy Policy', 'Terms and Conditions of Use', 'Contact Us', and 'Administrative'.

Character and Fitness

The National Conference of Bar Examiners conducts character and fitness investigations on applicants seeking either admission to the bar or a limited license to practice law. Not all jurisdictions participate in NCBE's Character and Fitness Investigations service. Please check with the jurisdiction to which you are applying to determine if it participates in this service. Contact information for the jurisdictions can be found in the [Bar Admission Offices Directory on the home page](#).

NCBE strongly recommends completing the NCBE Character and Fitness Application online. If you wish to print and complete a manual application, first contact NCBE or the jurisdiction to which you are applying to confirm which application version is required. Completing and submitting this application to NCBE does not constitute a completion of the application process for admission to the bar.

To revise or amend your previously submitted Character and Fitness Application, please complete and submit the appropriate form/s.

- **Authorization and Release Form:** Three original, properly executed, single-sided Authorization and Release Forms must accompany the NCBE Character and Fitness Application.
- **Request for Photocopy of Prior Application:** Use the Request for Photocopy of Prior Application form to obtain a copy of an application that was previously filed and processed by NCBE.
- **Revisions Form:** If your application **HAS NOT YET BEEN PRINTED AND MAILED** to a jurisdiction or to NCBE, use the Revisions Form to report any errors or omissions on your finalized online application.
- **Amendment Forms:** If your application **HAS ALREADY BEEN PRINTED AND MAILED** to a jurisdiction or to NCBE, use the pertinent amendment forms to report any changes to your application. Use the General Amendment Form to report any changes not covered in the specific Amendment Forms.

[Access C&F Application](#)

Problems? View our [Technical Support FAQs page](#) or contact us at support@ncbex.org

Character & Fitness

- Overview of Character and Fitness
- FAQs - Character and Fitness

Resources

- [Guide to Bar Admission Requirements](#)

Forms (PDF)

- [Authorization & Release Form](#)
- [Request for Photocopy of Prior App.](#)
- [Revisions Form](#)

Amendment Forms (PDF)

- [Residential Address](#)
- [Employment](#)
- [Traffic Violation Form ST](#)
- [Criminal Case Form 5](#)
- [Name Change](#)
- [General](#)

Sample Application (PDF)

- [Sample NCBE Character & Fitness Application](#)
(Not for submission, reference only)

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Click the link on the top menu bar for "Character and Fitness. Then click the button at center right for "Access C&F Application." Complete the NCBE application. *You must print, sign and submit your NCBE Character & Fitness Application to SBLE along with your hard copy Petition.*