ADMISSION BY UNIFORM BAR EXAMINATION

INSTRUCTIONS AND INFORMATION

Thank you for your interest in applying for admission by Uniform Bar Examination (UBE). Before you begin completing the application forms, you have an obligation to read the Rules and Procedures Governing Admission to the Practice of Law and this document.

Incomplete applications will be returned to you.

THE BASICS

The basic requirements for admission by examination are graduation with a J.D. from an ABA-approved law school. That you achieve a scaled score of 270 or higher on the February 2027 UBE, or you receive a total score of 620 or greater on the NextGen UBE and that you can either transfer or obtain a scaled score of 85 or higher on the Multistate Professional Responsibility Examination (MPRE). The MPRE is administered in March, August, and November of each year. For more information about dates and registration, visit www.ncbex.org. You must be of good moral character and fitness to practice law as evidenced by the National Conference of Bar Examiners (NCBE) report and review by Character and Fitness Committee (Committee).

The deadline for filing a complete application for the July exam is the third Friday in April. The deadline for filing a complete application for the February exam is the third Friday in November. The Dean's Certificate does not need to be submitted at the same time as the exam application. See the section, "Under Separate Cover" for more information.

Your completed application must be filed by the Clerk of the Wyoming Supreme Court on or before the designated deadline. **Applications received after the deadline, regardless of postmark, will be returned to you.**

The Wyoming Bar Examination consists of the UBE as developed by the National Conference of Bar Examiners (NCBE). The examination is administered on the last Tuesday and Wednesday in February and July. For more information about subjects tested on the UBE, please consult the NCBE website at www.ncbex.org.

It is strongly recommended that you begin the application process early to allow ample time to obtain the required documents. Certified copies of court documents and military discharge forms (DD-214) often require several weeks to arrive.

Veterans may be eligible for partial reimbursement of testing costs. Please visit the Department of Veterans Affairs GI Bill website at www.benefits.va.gov/gibill or call the VA's Regional Process Office for Educational Benefits at 1-888-442-4551 to determine eligibility.

FINALIZING YOUR PETITION AND APPLICATION FOR ADMISSION

All forms are accessible on the Wyoming Judicial Branch website at www.wyocourts.gov.

You will pay a non-refundable $750 fee to the Wyoming Supreme Court at the time your application is submitted for filing. The Court will accept payment by personal check or money

order. Because of internal accounting, it may take several weeks before your check clears your bank; please ensure there will be adequate funds to process the check until it clears.

There is an additional, non-refundable fee for the background investigation that is paid directly to the NCBE. The NCBE form may be completed online at www.ncbex.org.

The following is a checklist of single-sided documents that must be included with your application:

- ✓ Original Petition and Application for Admission to the Wyoming State Bar by Examination
- ✓ Original Wyoming Authorization and Release
- ✓ Color photocopy of the front of your current driver's license or your passport
- ✓ A $750.00 check or money order made payable to the Clerk of the Wyoming Supreme Court. This fee is separate from the fee paid to the NCBE.
- ✓ If you are admitted in another jurisdiction, you must submit a Certificate of Good Standing from the **highest state court** from the jurisdiction you are currently practicing law, if applicable. Your certificate must have been issued no more than 90 days before filing your application. Do not submit a letter from a State Bar Association unless given prior approval from the Supreme Court Clerk.
- ✓ Copy of applicant's Character and Fitness Application submitted to the NCBE

SEND YOUR COMPLETE APPLICATION TO:

Clerk, Wyoming Supreme Court
2301 Capitol Avenue
Cheyenne, WY 82002

OPTIONAL FORM FOR NON-STANDARD TESTING ACCOMMODATIONS

A Request Form for Non-Standard Testing Accommodations must be submitted with your application when filed with the Court. Incomplete or late applications for testing accommodations will be automatically rejected. If you are requesting testing accommodations, plan ahead as some sections must be completed by others on your behalf and be included with your complete application when filed.

UNDER SEPARATE COVER

The Dean of your law school must certify that you have received a J.D. from an ABA-accredited law school. Certificates that appear to have been sent by an applicant will not be accepted. The original must be provided directly to the Wyoming State Bar's Admissions Director from the Dean of your law school.

YOUR UBE and MPRE SCORES

A scaled score of 85 or higher is required on the MPRE. If you have not taken or did not receive a scaled score of 85 on the MPRE, then you must sit for the MPRE and obtain a passing score before you may be recommended for admission. MPRE score transfers may be sent directly from the NCBE. Official score report transfer requests and applications to sit for the MPRE are available on the NCBE website at www.ncbex.org.

ONCE YOUR APPLICATION HAS BEEN FILED

When your application has been filed, you will receive a receipt from the Clerk's office. It is very important to use a mailing address where you regularly and reliably receive mail. Periodic e-mails will also be sent to the e-mail address on file for you.

Once your application is filed, you have a continuing obligation to notify the Wyoming State Bar's Admissions Director of any changes to your application. This includes, but is not limited to any change in name, residence, business address, telephone number, e-mail address, employment, or attorney membership status in any other jurisdiction. You are also obligated to inform the Admissions Director of any denial of admission in another jurisdiction, disciplinary action, involvement in any civil or criminal proceeding (including traffic violations), or the recurrence or development of any illness or condition which would have a bearing on your fitness to practice law.

Report these changes on the Amendment to Application form (available at www.wyocourts.gov) and submit it to the Wyoming State Bar. You may also be required to submit an amendment to the NCBE character report; that form is available at www.ncbex.org.

QUESTIONS AND ADDITIONAL INFORMATION

I want my application to be filed, what are some common mistakes that prevent filing?

1. Failure to submit a Certificate of Good Standing from your jurisdiction's highest court. Letters of Discipline History from a State Bar are not substitutes.
2. Incomplete NCBE Character and Fitness Application or not submitting one at all.
3. Submitting photocopies of forms instead of the originals.
4. Not using the Checklist provided to assure a complete application is being submitted.

If I am applying for admission to another state, can I get a copy of my application?

Yes, you may request a copy of your original application. Please contact Cathy Duncil, Admissions Director at (307) 432-2105 or by e-mail at cduncil@wyomingbar.org.

What if I sign up for the exam, but then find I need to postpone?

The rules allow an applicant to register for two examinations without additional application fees. After that, you must reapply with the Wyoming application fee and supplemental NCBE application before you can sit for the bar examination. Please contact the Admissions Director at the Wyoming State Bar if you decide you need to postpone sitting for the exam.

When will I find out my exam results?

When your file is complete, UBE and MPRE scores have been reported, then your application will be reviewed by the Committee and then by the Board. The Board and Committee then make their recommendations to the Wyoming Supreme Court, who will notify you of your results. The Board and Committee expect to make their recommendations to the Supreme Court approximately eight to ten weeks after the bar exam. If you have not done so, you should not delay taking or transferring the MPRE; this will delay your exam results from being released.

What if I have questions not addressed in the Questions and Additional Information?

Please contact the Clerk of the Wyoming Supreme Court at (307) 777-7316 for questions regarding application documents and filing the application.

Please contact Cathy Duncil, Admissions Director, Wyoming State Bar at (307) 432-2105 or by e-mail at cduncil@wyomingbar.org for questions regarding the administration of the exam or admission process.